

PUBLICATIONS OF THE SCHOOL LIBRARY ASSOCIATION

C. A. STOTT, M.B.E., *School Libraries: A Short Manual*. C.U.P. for the S.L.A. and National Book League, 3rd impression of 2nd (1955) edition, with a new appendix and revised book list. Reprinted 1958. 10s. 6d. (to members, 7s. 6d.). (Postage 9d. extra.)

Introduction to Dewey Decimal Classification for British Schools. Compiled by MARJORIE CHAMBERS, F.L.A. 1961. Published for the S.L.A. by Forest Press Inc. On sale in U.K. by Don Gresswell Ltd., Chase Side, Enfield, Middx. 15s. (Postage 9d. extra.)

The Library in the Primary School: A Report of the Primary Schools Sub-Committee of the S.L.A. With a Preface by W. O. LESTER SMITH, C.B.E., LL.D. 3rd impression, 1960. 7s. 6d. (to members and to primary schools purchasing direct, 4s. 3d.).

Memorandum on Planning and Equipment of Secondary School Libraries. 1955. 1s. 3d.

Periodicals: An Annotated List for School Libraries. Compiled by A. DIARMAID CAMPBELL, School Librarian, Dollar Academy. 2nd edition, 1961. 3s. 6d. (to members 2s. 6d.)

School Libraries To-Day: 2nd edition with a new Preface by C. H. C. OSBORNE surveying developments since 1945 and a Foreword by W. O. LESTER SMITH, C.B.E., LL.D. 1961. 6s. 6d. (to members, 4s. 6d.).

Leaflets. 6d. each.

1. *School Libraries in Library Classrooms*. 2. *Basic Stock*. 3. *Using the Library in the Work of the School*. 4. *Building a Secondary Modern School Library*. 5. *Reference Work in the Secondary Modern School*. 7. *First Steps in Administration for School Librarians*.

Book Lists.

A Guide to Book Lists and Bibliographies for the use of School Librarians. Compiled by W. L. SAUNDERS, M.A., F.L.A. 2nd edition revised and enlarged, 1961. 5s. 6d. (to members 4s. 6d. post free).

Eleven to Fifteen. A Basic Book List of Non-Fiction for Secondary School Libraries. 2nd reprint of 2nd (1953) edition, 1959. With a Foreword by RONALD GOULD, M.A., Secretary of the National Union of Teachers. Limp covers, 5s. (to members, 4s.).

Citizenship. Compiled by T. H. SIMMS for the S.L.A. and Association for Education in Citizenship. 1953. Limp, 2s. 6d., boards, 3s. 6d. (to members, 2s. and 3s.).

Farming and Kindred Subjects: an annotated Book List for readers of Eleven to Fifteen years. Compiled by A. VOYSEY, of the N.F.Y.F.C. 1951. 2s. 6d. (to members, 2s.).

Modern Adult Fiction for School and College Libraries: a list of books published since 1918, with a short list of critical works on the Modern Novel, chosen and annotated for the use of sixth-form and other students. Compiled by NORMAN CULPAN, 2nd edition, with a new Appendix. 1960. Limp. 7s. 6d., boards, 8s. 6d. (to members, 5s. 6d. and 6s. 6d.).

Primary School Library Books: an annotated list. Con- Book Panel of the S.L.A. and edited by C. H. C. OS ment. 6s. (to members and primary schools purchas



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* A remittance should accompany orders. Where no post- should add, for postage and packing, an amount equal to 2d. in the shilling, minimum 3d. This charge is not made to members.



Cataloguing Rules

AUTHOR AND TITLE ENTRIES
FOR THE USE OF SCHOOL LIBRARIANS

SECOND EDITION

compiled for the School Library Association by

W. L. SAUNDERS

Deputy Librarian, University of Sheffield, and

NORMAN FURLONG

City of Coventry Training College

Price 2s. 6d. Postage 5d. (1s. 9d. post free to members)

Published by the School Library Association

1 House, 29 Gordon Square, W.C.1

1961

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INDIAN INSTITUTE OF ADVANCED STUDY LIBRARY SIMLA

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General rule, edition

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Publisher, date, date wanting, collation, series

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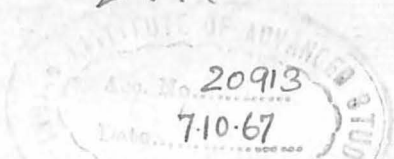
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ISSUE LABEL

DURATION OF LOAN- Not later than the
date

This code of rules is an amended and simplified version of *Library Association and American Library Association Cataloguing rules: author and title entries*, Library Association, 1908, reprinted 1955. The editors are grateful to the Library Association for permission to base this work on the full code.

The rules are intended only as guidance on the essentials required in author and title entries. Although an occasional indication of the need of an added entry is given, no attempt has been made to cover in detail added entries or cross references; for advice on these, and whenever the simplified rules prove inadequate, reference should be made to the full Anglo-American Code and to the other works named in the bibliography in this pamphlet.

School librarians will no doubt exercise their discretion in the adoption of some practices suggested here. It is for individual librarians to decide, for example, how rigorously they seek out the full names of authors. Individual preferences may arise particularly in connexion with the lay-out of entries: the class mark may be placed on the left instead of the right; where typed entries are not possible, the use of capitals throughout headings may be thought unsuitable; some librarians may consider an entry clearer to their pupils if the book title is given a paragraph to itself, the imprint following with the collation. On fundamentals, however, most school librarians will agree, and the code and the suggested form of lay-out can readily be adapted in detail to suit individual requirements.

1957

For the second edition the bibliography has been brought up to date and minor revisions made in examples under some of the rules and in the final section on sample entries.

1961

ENTRY AND HEADING

(A) Personal authors—under whom as author

1. Author entry. Enter a work under the name of its author whether individual or corporate.

(a) **Trease, Geoffrey**

The young traveller in England and Wales.

(b) **Amateur Swimming Association**

Swimming instruction.

2. Joint author entry. Enter a work written jointly by two authors (including correspondence) under the name of the one first mentioned on the title page, followed by the name of the second, in the form Neurath, Marie *and* Lauwerys, Joseph Albert. When there are more than two authors use the form Doe, John, *and others*.

(a) **Harrison, Molly *and* Bryant, Margaret Elizabeth**

Picture source book for social history: sixteenth century.

(b) **Clapham, Arthur Roy, *and others***

Flora of the British Isles.

3. Illustrators. Enter books consisting solely of illustrations, or illustrated works of which the illustrations are the chief feature, under the illustrator *or* designer.

Michelangelo

The paintings of Michelangelo; edited by L. Goldscheider.

4. Music. Enter a musical work under its composer.

Schumann, Robert Alexander

Scenes of childhood: easy pieces for the pianoforte.

5. Commentaries. When the text of a work is given with a commentary, the work is to be catalogued under the name of the author of the text.

Shakespeare, William

The tempest; with a commentary by J. Williamson.

6. Concordances. Enter a concordance under the author concordanced.

Shakespeare, William

New and complete concordance or verbal index to words, phrases, and passages in the dramatic works of Shakespeare with a supplementary concordance to the poems by John Bartlett.

7. Epitomes and selections. Enter an epitome, and selections from a single author, under the original author. (For entry of selections from several authors see Rule 17.)

(a) **Homer**

The adventures of Odysseus by F. S. Marvin *and others*.

(b) **Keats, John**

John Keats: a selection of his poetry; edited with an introduction by J. E. Morpurgo.

(B) Personal Authors—under what part or form of name

8. General rule. In general, enter persons of modern times under the family name followed by the forenames. Variations from this practice are noted in succeeding rules.

9. Surnames with prefixes. Enter surnames with prefixes under the part following the prefix except (a) in English; (b) in French when the prefix consists of or contains an article.

(a) English: De Quincey, De la Mare, Le Fanu.

(b) French: Du Bellay, La Fontaine, *but* Balzac, Honoré de.

10. Pseudonyms. (i) Enter under the best known name, e.g. Eliot, George. (ii) Where a writer is well known under two or more names (e.g. Laurence Meynell and A. Stephen Tring) enter under the name on the title page and refer from the real name to the pseudonym: e.g. Meynell, Laurence. *See also* Tring, A. Stephen, (*pseud.*). To entries under the pseudonym add the abbreviation *pseud.* followed by the real name: e.g. Tring, A. Stephen, (*pseud. of Meynell, Laurence*).

(C) Corporate Bodies as Authors

(i) Government Publications

11. General rule. Enter under names of countries, states, cities, towns, etc. official publications issued by them or under their auspices. The names of the departments, bureaux, etc. from which the publications emanate are to be given as sub-headings. In the case of British publications the heading *Great Britain* may be omitted.

U.S. Office of Education

but

Ministry of Education

Language: some suggestions for teachers of English.

(ii) Societies

12. General rule. Enter a society under the first word (not an article) of its corporate name.

Birmingham Archaeological Society.

International Wool Secretariat.

(iii) Institutions (Establishments)

13. General rule. Enter an institution under the name of the place in which it is located unless its name begins with a proper noun or adjective or is a distinctive name, in which cases enter under the first word.

(a) Birmingham. University. Institute of Education.

(b) British Museum.

(D) Title Entry

14. Anonymous. Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article.

Make added entries for titles of all anonymous works whose authors are known.

- (a) Arnim, Mary Annette (Beauchamp) *gräfin* von Elizabeth and her German garden.
- (b) Secrets of other people's jobs.

15. Bible and similar sacred books. Enter the Bible or any part of it (including the Apocrypha) in any language, under the word "Bible".

- Bible. *Authorized version.*
- Bible. *New Testament.*
- Bible. *New Testament. Matthew.*

16. Almanacs, year-books, etc. Enter under their titles almanacs, year-books, and similar serial publications.

- Whitaker's Almanack. An almanack for . . . 1960.
- The Statesman's Year-Book: statistical and historical annual of the states of the world for . . . 1960.

17. Collections. Enter composite works and collections of independent works, essays, etc. by various authors under the compiler or editor, individual or corporate. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publications, enter under the title.

- Smith, Janet Adam, *comp.*
- The Faber book of children's verse.

18. Encyclopedias and dictionaries. Enter encyclopedias and dictionaries under the name of the editor, unless decidedly better known by their titles. In doubtful cases enter under editor. Make added entry under the publisher when the work is apt to be referred to by his name.

- (a) Seligman, Edwin Robert Anderson, *ed.*
- Encyclopedia of the social sciences.
- (b) Concise Oxford dictionary of current English.

TITLES

19. Title. The title is usually to be given in full, and is to be an exact transcript of the title page, except that mottoes and non-essential matter of any kind may be omitted, the omissions being indicated by three dots (...). The punctuation of the title page is generally to be followed; if there is no punctuation it is to be supplied.

20. Edition. Consider the statement specifying the edition as a part of the title.

IMPRINT, COLLATION, SERIES NOTE

21. Publisher. Give the name of the publisher in the language of the title; adopt recognised abbreviations.

- Odhams Press, O.U.P.

22. Date. Give, in arabic figures, the date found on the title page. If this is a reprint date and it is desired to indicate the fact, the following form may be adopted:

1950, reprinted 1961.

23. Date wanting. Where there is no imprint date the year of publication, if it can be ascertained, is to be given in brackets, and if uncertain, to be given approximately. Otherwise use the abbreviation "n.d.".

[195-?], [195-], [1958?].

24. Collation. Give items of collation in the order

(i) number of volumes, or of pages if there is only one volume; give paging in arabic or roman figures according to the book;

(ii) illustrations.

e.g. 2 vols.; xx, 225p.; illus.

25. Series note. Give the name of the series to which the book belongs in parenthesis after the collation.

CONTENTS NOTE

26. Contents note. Give the contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of distinct subjects, especially if the collective title does not sufficiently describe them. The contents note should be given a separate paragraph after the collation and series note. If it is necessary to continue the note on a second card, number the card (2), repeat the heading and short title, and continue after the words *Contents (continued)*.

Ridler, Anne

Henry Bly and other plays. Faber, 1950.
119 p.

Contents: The mask—Henry Bly—
The missing bridegroom.

CAPITALS AND PUNCTUATION

27. Capitals. (i) Capitals are to be used throughout headings with the following exceptions: the word *and* between the names of joint authors; the words *and others* as used in Rule 2; the abbreviations *ed.*, *comp.*; titles such as *Sir*, etc. (ii) Initial capital letters are to be used for names of persons, personifications, places, and bodies, for adjectives derived from these names and for the first word of the title of a book. In all doubtful cases avoid the use of capitals. In foreign languages follow the local practice.

For a detailed expansion of this rule, with examples, see Rule 172 of *L.A. & A.L.A. Cataloguing rules*.

28. Punctuation. The punctuation of the title page is generally to be followed; if there is no punctuation it is to be supplied.

Brackets. Additions to the title or imprint should be enclosed in square brackets.

Marks of omission. Marks of omission (...) are used to indicate omissions from the title.

Question mark. The question mark following a word, date, initial, or other item of the entry, signifies doubtful or probable.

Colon. A colon is used to separate a title from a sub-title or similar explanatory matter.

Semicolon. A semicolon is used to separate the title proper from the phrase relating to the editor, translator, etc.

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JOLLEY, L. *The principles of cataloguing*. Crosby Lockwood, 1960. 15s.

LIBRARY ASSOCIATION and AMERICAN LIBRARY ASSOCIATION.
Cataloguing rules: author and title entries. Library Association, 1908, reprinted 1961. 6s.

NORRIS, D. M. *A primer of cataloguing*. Association of Assistant Librarians, 1952, reprinted 1960. 9s.

SHARP, H. A. *Cataloguing*. 4th ed. Grafton, 1948. 25s. O.P.

TAYLOR, M. S. *Fundamentals of practical cataloguing*. Allen & Unwin, 1948. 8s. 6d.

SAMPLE ENTRIES

The following lay-out of catalogue cards is recommended; note that (i) headings are entirely in capitals, (ii) except for their headings author, classified, title and subject entries are identical.

1. Author entry, and Classified entry

AUTHOR	Class. No.
Title. Imprint	
Title. Imprint (continued).	
Collation. Series	
	Acc. No.

Example

SANDARS, EDMUND	595.7
A book of common insects.	O.U.P.,
1946.	
79p. illus. (Chameleon books)	
	Acc. No.

2. Title entry

BOOK OF COMMON INSECTS	595.7
Sandars, Edmund	
A book of common insects.	O.U.P.,
1946.	
79p. illus. (Chameleon books)	
	Acc. No.

Note: the initial article is omitted from the heading; if preferred it may be given in brackets.

3. Subject entry for an alphabetical subject catalogue

		S.	
		INSECTS	595.7
		Sardars, Edmund	
		A book of common insects. O.U.P., 1946.	
		79p. illus. (Chameleon books)	
			Acc. No.

4. Subject index entry for use with a classified catalogue

		INSECTS	595.7

SIMPLIFIED ENTRIES

Some teachers, and especially those working with junior children, will wish no doubt to adopt simpler catalogue entries than those already illustrated. Entries may, of course, be curtailed by omitting details from imprint, collation, etc., but quite apart from simplification of this kind a form of lay-out may be adopted which, by aiming at complete uniformity, facilitates the making of entries with the help of pupils.

1. Author entry, and Classified entry

In the author entry, the master entry made by the teacher, the author's name is given in capitals on the second line of the card, beginning at the second margin. The classified entry is a copy of the author entry.

			942
		OSMOND, EDWARD	
		A valley grows up.	
			Acc. No.

2. Title entry

This is a copy of the author entry with the addition of the title in capitals on the top line, beginning at the first margin.

	VALLEY GROWS UP	942
	OSMOND, EDWARD	
	A valley grows up.	
		Acc. No.

3. Subject entry for an alphabetical subject catalogue

The subject heading is given in capitals on the top line and a copy of the author entry follows.

	GREAT BRITAIN - HISTORY	942
	OSMOND, EDWARD	
	A valley grows up.	
		Acc. No.

4. Subject index entry for use with a classified catalogue

	GREAT BRITAIN - HISTORY	942