

CATALOGING GLOSSARY

AACR2R A detailed set of standardized rules for cataloging various types of library materials. Cooperation between the ALA, the Library Association, and the Canadian Library Association in 1967 resulted in the *Anglo-American Cataloging Rules*. The rules are divided into two parts: rules for creating the bibliographic description of an item of any type, and rules governing the choice and form of entry of headings or access points in the catalog. A second edition (*AACR2*) was published in 1978 and revised in 1988 (*AACR2R*) to reflect changes in information formats. Additional amendments were issued in 1999 and 2001. *AACR2-e* is a hypertext version published by ALA Editions that includes all amendments through 2001.

Access point A name, term, code, etc., under which a bibliographic record may be searched and identified.

Added entry An entry, additional to the main entry, by which an item is represented in a catalog; a secondary entry. An example is usually a secondary entry for a joint author, illustrator, translator, series, or subject. Synonymous with *secondary entry*.

Annotated Card Program Subject Headings List of subject headings for children developed by the Library of Congress and a section of the LCSH.

Authority control The procedures by which consistency of form is maintained in the author, title and subject headings used in a library catalog or file of bibliographic records.

Authority record MARC record that contains an established heading for a name, title, or subject. The record may also contain links to/from forms of the heading and to other established headings, and notes.

Bad match Two different bibliographic MARC records being merged because one of the tags/fields used in machine matching is the same in both records.

Bibliographic description In library cataloging, the detailed description of a copy of a specific edition of a work, to identify and distinguish it from other works by the same author, of the same title, or on the same subject. Under *AACR2*, it includes the following standard areas of description: title and statement of responsibility (author, editor, composer, etc.), edition, details of publication and distribution, physical description, series, notes, and ISBN.

Bibliographic record The description of a discrete item, such as a book, a videorecording, or a serial.

Bibliographic utility An organization that provides access to and support for machine-readable bibliographic databases directly to member libraries or through a network of regional bibliographic service centers, usually via a proprietary interface. The largest bibliographic utility in the United States is OCLC.

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Call number A unique code printed on a label affixed to each item in a library collection and also displayed in the record representing the item in the library catalog. The call number identifies the work, indicate its subject classification, and give its location on the shelf relative to other items of similar classification with the inclusion of a cutter.

Most academic and research libraries in the United States use Library of Congress Classification (LCC) in which call numbers begin with letters of the English alphabet (*example*: PN 2035.H336 1991). Most public and school libraries in the United States use Dewey Decimal Classification (DDC) in which call numbers begin with Arabic numerals (*example*: 480.0924 W3).

Catalog A list of the books, periodicals, maps, and other materials in a specific collection, arranged in a definite order, usually alphabetically by author, title, and/or subject to facilitate retrieval. In most modern libraries, the card catalog has been converted to machine-readable bibliographic records and is available online. The catalog offers the user a variety of approaches or access points to the information contained in the collection.

Catalog card In manual cataloging systems, a paper card used to make a handwritten, typed, or printed entry in a card catalog, usually of standard size (7.5 cm high and 12.5 cm wide), plain or ruled. Catalog cards have fallen into disuse with the conversion to machine readable cataloging and online access to catalog information.

Chief Source of Information The place in or on a format where bibliographic cataloging information is gathered.

Copy A single specimen of a manuscript or printed document. Libraries sometimes purchase heavily-used items in multiple copies. Copy number is indicated in the catalog record and at the end of the call number, beginning with the second copy.

Copy cataloging Process of searching an outside source of preexisting bibliographic records, finding a record that matches an item, downloading that record, doing minimal editing to improve the record, and adding local holdings information to the record.

Corporate body An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

Cross-reference A link that takes users from an unused heading to a used one, or from a used heading to another used heading.

Cutter A system of alphanumeric author marks originally designed by Charles A. Cutter to enable bibliographic items of the same classification to be subarranged alphabetically by author's last name.

Cutter-Sanborn Table In 1880, Charles A. Cutter first circulated a two-figure table designed to assist catalogers in adding author marks to call numbers, to differentiate items of the same classification. The Cutter Table was subsequently extended by Kate A. Sanborn to allow three Arabic numerals to be assigned, following the initial letters of the author's last name.

Description in MARC record Detailed information about author, title, date and place of publication, format, pagination, illustration, printing, binding, and any other special characteristics.

Display field A MARC field that is intended for OPAC display. It may or may not be indexed.

Established heading Official form of a name, title, series title, or subject that will be used consistently as a heading in MARC bibliographic records in a library catalog.

Extent The physical aspects of a format. Extent entries vary according to format.

Field One or more data elements that form a logical unit, often one line. In a bibliographic record, for example, one field contains publication data, another physical description, etc.

Filing indicator Indicator meant to tell a library automation system how many characters of an initial article to skip before indexing the title.

Fixed field A field in a machine-readable record in which each element, or unit of data, is limited to a prescribed size, content, and position in the record.

Format In its widest sense, a particular physical presentation of an item. (E.g. monograph, serial, videorecording, map, computer file, etc.)

Genre/form heading An established heading from a controlled vocabulary that expresses the theme (mystery, sci fi, western) or form (novel, short story) of a work.

Heading A name, word, or phrase placed at the head of a catalog entry to provide an access point. See also Access point.

Holdings information Pertaining to individual items in a library collection, including the call number, barcode number, status.

Imprint Statement on an item that identifies publisher, pub place and pub date.

Indexed field Fields that have been selected to be made searchable in the library automation system.

Indicator Additional two character set at the beginning of some variable tags for computer integration and indexing purposes.

International Standard Book Number (ISBN) A unique 10-digit publisher's code assigned for purposes of identification to a specific edition of a book or other monographic publication prior to publication, usually printed on the verso of the title page and at the foot of the back of the dust jacket of a book in hardcover, or at the foot of the back cover in a paperback edition.

Library of Congress Control Number (LCCN) The LCCN is assigned to a publication after the deposit copy is received by the U.S. Copyright Office, or in advance of the publication date if a publisher requests cataloging-in-publication. Can function as an accession number.

Library of Congress subject heading (LCSH) A descriptive word or phrase selected by the Library of Congress from the list of *Library of Congress Subject Headings* and assigned to an item to indicate its subject. Multiple subject headings are assigned when necessary or desirable. The complete list of LC headings is published annually in a multi-volume set known as "the big red books".

MAchine-Readable Cataloging (MARC) An international standard digital format for the description of bibliographic items, developed at the Library of Congress to facilitate the creation and dissemination of computerized cataloging from one library to another and between countries. Widespread use of the MARC standard has helped libraries avoid duplication of effort, acquire predictable and reliable cataloging data, share bibliographic resources, make use of commercially available library automation systems, and ensure that bibliographic data will be compatible when one automation system is replaced by another.

Main entry - The MARC 1XX author tag.

OPAC Online Public Access Catalog. A library catalog made up of bibliographic records in MARC available via computer.

Original cataloging - Creating a MARC bibliographic record from scratch.

Sears subject heading A subject heading from a list created by Minnie E. Sears, first published in 1923 for use in school libraries and small public libraries. Although it is based on Library of Congress subject headings, the *Sears List of Subject Headings* published by H. W. Wilson is narrower in scope and its headings more general. Small libraries supplement it with LC headings as needed.

Serial A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic series.

Series 1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more

volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence (e.g., Lowell's *Among my books*, second series).

Statement of responsibility A statement relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to person or corporations responsible for the performance of the content of the item.

Subfield A subdivision of a variable field. A typical publication field, for example, has three subfields: place, publisher, and date. Except for subfield "a" at the beginning of a field, each subfield is preceded by a delimiter (†) and a subfield code.

Subject heading An established heading from a controlled vocabulary that expresses one topic or theme of a work.

Tag A three-digit identifier, usually numeric, of a variable field, beginning with 001 and ending with 999.

Title page A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. The leaf bearing the title page is commonly called the "title page."

Tracing A record of the headings under which an item is represented in the catalog. 2. A listing of access points into the record.

Tracing indicator The 245 first indicator that indicated whether the title will be indexed as an added entry.

Uniform title Cataloging term for a work that has appeared under many titles so it can be identified for cataloging purposes.

Union list A complete list of the holdings of a group of libraries for materials of a specific type, on a certain subject, or in a particular field, usually compiled for the purpose of resource sharing. The entry for each bibliographic item includes a list of codes representing the libraries that own at least one copy.

Variable field A field in a machine-readable bibliographic record that is not limited to a prescribed size, content or position within the record.

Variant title A variation of the title proper of an item.

Verso The left-hand page of a book. The verso of the title page shows the official date of publication and where the book was published.