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Cataloguing

**Guidelines for the Production of Catalogue Records for the Collections of
the JAMLIN Units**

Prepared by:

NATIONAL LIBRARY OF JAMAICA

Prepared by: National Library of Jamaica
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Foreword

The National Library of Jamaica has been assigned the responsibility by Government of Jamaica of coordinating the National Information System and advising the Government on its continued development. The National Information System (NATIS) comprises the institutions in the country (libraries, archives, information and documentation units), which collect material in all formats (print, audiovisual and electronic) and make them available to satisfy the information needs of the nation.

The sub-systems that form NATIS collaborate with each other on a voluntary basis to ensure that there is speedy access to information; provide for sharing; ensure that these institutions are fully integrated into the country's National Information Infrastructure of which an integral component is the development of the National Union Catalogue.

It is to this end, that the National Library of Jamaica (in its role as coordinator) has developed the cataloguing guideline as the way to providing all our constituents with a standardized tool to generate quality records for the union catalogue.

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Introduction

This manual serves to guide persons in the creation of bibliographic records for their catalogues. It is prepared for the individuals who do not have the necessary tools or formal training in cataloguing. It is intended to help in the process of creating consistent catalogue entries on any library item; and will assist staff in libraries, where a library assistant is solely responsible for cataloguing the collection.

The manual is based largely on the Concise AACR2 4th ed. cataloguing procedures/rules which incorporate sections from the Anglo American Cataloguing Rules 2nd ed. (AACR2); and prescribes the cataloguing outlines. However, it presents only the more generally applicable aspects of the rules. Persons working in small libraries, especially one-person libraries, will be able to prepare a standard cataloguing format without the necessity of learning all the details of structure and content of the full AACR2.

The **purpose** of cataloguing is to create records which help users to find what they want in the library.⁶ This works according to the following:⁴

- 1) To enable a person to find a an item when one of the following is known:
 - a) the author
 - b) the title
 - c) the subject
- 2) To show what the library has
 - a) by a given author
 - b) on a given subject
 - c) in a given kind of literature
- 3) To assist in the choice of a book
 - a) as to the edition (bibliographically)
 - b) As to its character (type of content)

Functions of the Catalogue

Catalogues are finding lists and 'gathering' lists. The catalogue groups all the publications of each author together, in one place under the heading for that author's name; all the editions of a work together; under the heading for a specific title; and all the publications on a subject are grouped together, in one place under the headings for that subject. Users can scan the set of records gathered under their search terms (author, title, or subject) and select what they want³.

A library catalogue can be a complete catalogue of the entire collection, a catalogue of some distinct part of the collection only e.g. a catalogue of the music collection, or a general

catalogue of additions during a given period. It gives bibliographical details of each item; and may show location on the shelves. The catalogue should answer the following questions:

1. Has the library a certain item by a given author?
2. What items has the library by a given author?
3. Has the library a certain item on a given subject?
4. Has the library an item of a certain title?
5. Has the library items belonging to a certain series?
6. Has the library an item by a certain editor?
7. Has the library items by a certain translator?

Library catalogues vary in their degree of fullness, but most attempt to answer the first four of the above questions. It is usual to list every title in a library. The use of series differs widely in individual libraries, some include entries under all series, others only under numbered series and also well-known series.

Standardized cataloguing

Standardized cataloguing allows better access to the library's materials. It also makes it possible for each catalogue to link more effectively with the other catalogues in the same bibliographic network. Standardized cataloguing also makes bibliographic records more understandable for a wider group of technical services library professionals. Standard methods can be applied to all sorts of information resources in all kinds of physical forms.

The International Standard Bibliographic Description (ISBD) was developed by the International Federation of Library Associations and Institutions (IFLA) to facilitate global uniformity in bibliographic records so that bibliographic information from libraries can be shared. The ISBD mandates eight areas of description, although all eight are not required for every material format:

- Area 1: Title and statement of responsibility (title statement)
- Area 2: Edition statement
- Area 3: Material specific details (not used for books)
- Area 4: Publication, distribution information
- Area 5: Physical description
- Area 6: Series statement
- Area 7: Notes (optional for books)
- Area 8: Standard numbers (ISBN for books) and terms of availability

The Description of library materials

In describing library materials, the basic principle is to describe what is in your hand. Do not describe what something was, describe what something is. For example, a manuscript reproduced as a book is described as a book; a book reproduced as microfilm is described as microfilm; a text that has been digitized is described as an electronic resource.

Not all the elements set out for the description of materials will be needed for a particular item or for a particular catalogue

Levels of descriptions

AACR2 offers three choices for the level of description. These are as follows : -

Level 1 includes the following elements

- *Title proper / first statement of responsibility;*
- *Edition statement*
- *Material (or type of publication) specific details*
- *First publisher, etc , date of publication*
- *Extent of item*
- *Notes*
- *Standard number*

Level 2 Includes at least all the elements as indicated below:

- **Title = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. – Edition statement / first statement of responsibility relating to the edition. – Material (or type of publication) specific details. – First place of publication, etc: first publisher, date of publication, etc. – Extent of item: other physical details; dimensions – (Title proper of series / statement of responsibility relating to the series, ISSN of series; numbering within the series. Title of subseries, ISSN of subseries). – Notes. – Standard number**

Level 3 :

- For the third level, include all elements set out in the rules of AACR2 2nd ed. that are applicable to the item being described.

This manual will focus on level 2 description

Description of library materials – Level 2 description

Sources of information¹

Each type of document has its preferred location for deriving information. Use information from the chief source of information in preference to that found elsewhere. For each area of the description, one or more sources of information are given.

Enclose in square brackets information taken from outside the prescribed sources.

Most items acquired by a library belong to one of the following types of publication. For each type the chief source of information for the description is:

TYPE OF MATERIAL	CHIEF SOURCE OF INFORMATION
Books, pamphlets and other printed texts	Title page
<i>Computer files</i> (pre-ISBD-ER) AACR2	“Title screen”.
Electronic resources	Internal sources, labels, accompanying material
Graphic materials (pictures, posters, wall charts, etc.)	The item itself
Maps and other cartographic materials	The item itself
Microforms	Title frame
Motion pictures and video recordings	The item itself
Printed music	Title page
Discs (CDs)	The disc itself
Discs (LPs, EPs, etc.)	The label (if two, both taken together)
Printed serial with no title page is (in the order):	The title page for part of the serial; the cover; the caption; the masthead; the editorial pages; the colophon; other pages
Three-dimensional objects (models, dioramas, games, etc.)	The object itself

Items with more than one 'chief source' of information:

Single part items

Describe an item in one physical part from the first occurring chief source of information. In cataloguing an item which consist of different works and with no chief source of information for the whole item; treat the sources of information for the different works as if they were a single source. Transcribe the titles of the individually titled works in the order in which they appear in the chief source of information or in the order in which they appear in the item, treating multiple sources of information as if they were one source. Separate the titles of the works by semicolons if the works are all by the same person/body/organization, even if the titles are linked by a connecting word or phrase. Follow the title of each work by its parallel title(s) or other title information. For example:

- Clock symphony: no. 101; Surprise symphony: no. 94/ Haydn
- Lord Macaulay's essays; and, Lays of ancient Rome

If the individual works are by different persons, follow the title of the work by its parallel titles and other title information, and statements of responsibility. Separate the groups of data with a full stop followed by two spaces.

Multipart Items. (for example books in two or more volumes).

If a resource is in a number of separate parts, use the chief source for the first part. If there is no first part, use the chief source that gives the most information. If there is some difference in this information between the parts, make a note: e.g.

- Title on container: Butterflies and moths
- Title varies slightly
- Disc 3 entitled: This amazing world

Sound Recordings, sources of information

The chief source of information for each major type of sound recording is:

TYPE	Chief Source
Disc	Disc and label (affixed to the disc, not the writings embossed on the container)
Tape	Label
Tape cassette	Cassette and label
Sound recording on film	Container and label

Treat accompanying textual material or a container as the chief source of information if it has a collective title and the parts themselves and their labels do not. If information is not available from the chief source, take it from the following sources (in this order of preference)

- 1) Accompanying textual material
- 2) Container (e.g. sleeve, box)
- 3) Other sources

Prefer textual data to sound data. For example if a sound disc has a label and also information presented in sound form on the disk; prefer the label information.

The description is divided into the following areas:

Title and statement of responsibility

Edition

Publication, distribution, etc.

Physical description

Series

Note

Standard number

Punctuation¹

- a. Except at the start of the description; each area of the description must follow a full stop space dash space (. -). If the area starts a new paragraph, then omit this punctuation.
- b. Indicate data taken from outside the prescribed sources of information by enclosing it in square brackets [].
- c. If you are uncertain about the information in square brackets, add a question mark following the information inside the square brackets []?
- d. Omit any area or element that does not apply in describing an individual item. Do not indicate the omission of an area or element by the mark of omission (...)
- e. If adjacent elements in one area are to be enclosed in square brackets; use one set of square brackets e.g. [**Kingston : Carlong, 2009**]
- f. However, adjacent elements in different areas would have their own set of square brackets e.g. [2nd.ed] .- [London] : Thomsons, 1973.
- g. When punctuation occurs at the end of an element, prescribed punctuation is always added; even if double punctuation results. e.g. **Quo vadis? : a narrative from the time of Nero.**
However, do not end an element with two full-stops; omit the full stop of the prescribed punctuation.
e.g. **261p. ; 24 cm. - (Journal of the Children Issues Coalition; ISSN 0799-1924) NOT 261p. ; 24 cm.. – ((Journal of the Children Issues Coalition; ISSN 0799-1924)**

SAMPLE DESCRIPTION ELEMENTS AND PUNCTUATION¹

Include in the description these elements shown below; according to the order shown:

Title proper = Parallel title: other title information / first statement of responsibility; each subsequent statement of responsibility. – Edition statement / first statement of responsibility relating to the edition. – First place of publication, etc. : first publisher, etc, date of publication, etc. – Extent of item : other physical details ; dimensions. – (Title proper of series

/statement of responsibility relating to series, ISSN of series ; numbering within series. Title of subseries,

Precede each area, other than the first area, by a full stop, space, dash, space (. -) unless the area begins a new paragraph. Data taken from outside prescribed sources is put in square brackets [].

The following is an example of the layout of a catalogue entry (and also the catalogue card)

Example:

Taylor, Lance

Macro models for developing countries. –

London: McGraw-Hill, 1979. - 71p. - (Economics handbooks series)

Includes bibliographies.

ISBN 0-07-063135-2

1. Developing countries 2. Economic development – Mathematical models
2. Macroeconomics – Mathematical models I. Title
II. Series

Accompanying material:

Accompanying material is material issued with, and intended to be used with, the bibliographic resource being catalogued. It is often, but not always, in a different physical form. Examples include: a slide set with an accompanying book; a book with an accompanying atlas; a filmstrip with an accompanying sound recording.

Give the number of physical units and the name of any significant accompanying material.

- 323 p. : ill. ; 24 cm. + 6 maps
- 3 .v. : ill. (some col.) ; 27 cm. + 1
- Set of teacher's notes
- 1 score ; 26 cm. + 1 sound cassette
- 1 filmstrip : col. ; 35 cm. + 1 sound disc
- 1 computer optical disc : sd., col. ; 4 ¾ in. + 1 sound cassette

Items without a chief source of information:

Some publications or collections of material may not have any part that supply data which can be used as the basis of the description. If this material is to be catalogued as a single item; take the information from another source such as a reference work or from the parts of the work itself. Always supply in the note's' section of the description the reason for the use of the selected alternate source. This category would also include non-processed sound recordings.

Main Entry⁶

In cataloguing a main entry is provided for each and every publication (document, AV, etc)

The main entry of a work designates the person or body (company, organization, committee, meeting, conference, etc) chiefly responsible for the intellectual or artistic content of the work. If more than one person or body is involved, the first named is assigned the main entry, and the additional names are given as added entries.

A main entry is prepared for every book in accordance with the rules. The parts of the main entry are:

The Heading - This is the name of the author or entity responsible for the creation of the publication. This may be an individual or a body. This may be either a personal author or a corporate body. If the author is personal, the author heading consists firstly of the author's surname and secondly the full Christian names. The surname is to be separated from the Christian names by a comma. Full Christian names should be written. If these are not on the title page, look them up in a work of reference (name authority file, biographical dictionary, internet (OPAC), etc.) and enclose the information found in square brackets).

Example

This example is of : A fiction book

Publishing date not listed; copyright date given

No illustrations

Title added entry

(title page)

Lalla, Barbara

Cascade : a novel / Barbara Lalla. – Kingston : University of the West Indies Press, c2010

299p. : 23 cm

ISBN 978-976-640-233-4 : No price (pbk)

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Conferences (symposia, meetings, colloquia, seminars,, congresses, workshops, conventions).

If a conference has a distinctive name, the Main Heading is that name. This is followed by (number: date: place) where these are given in the publication. In this way, a series of conferences can file chronologically in the catalogue.

e.g. International Library Conference (1972, Kingston, Jamaica)

Following the description area appears the access points for the item which are the Added Entries. These are created for the following: -

Subject headings

Title

Editors (if named (up to a maximum of 3)

(Sponsors – if named?)

Series – if part of a series

Entries, however are not made for the authors of individual papers within an item.

CIP - Cataloguing- In- Publication / Copy cataloguing

Cataloguing -In-Publication (CIP) is shown on the verso (back) of the title page. Many books published today have CIP. CIP records have the correct form of names and appropriate subject headings. Information, such as the number of pages is left out of the record. Always look for the source of the CIP record. Choose the one that has been done by a national agency such as national libraries e.g. the National Library of Jamaica, the Library of Congress, the British Library. First of all, check to be sure that the bibliographic data on the item in hand matches the elements given in the CIP record. Subject headings and classification numbers may be ignored as this will depend on the content and practice of your library.

Example of a CIP entry published in a book :

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Carloug revision guide : junior science / by Paulette Chedda...[et al];

editorial advisor Cecile Carrington.

p. ; ill.; cm. – (Carloug revision guide)

ISBN 978-976-638-098-4 (pbk)

Science – Study and teaching (Elementary) 2. Science – Textbooks

I. Chedda, Paulette II. Series

TITLE

Title statement - The first area of information in the bibliographic description is the title statement. The main title (also called the 'title proper'); Subtitles (called 'other title information').

Write the title exactly as it is found in the chief source of information (if necessary, the punctuation and capitalization need not be followed). Use capitals, as in normal usage, after full-stops and according to the layout format shown previously. Examples of titles are:

- "Gone with the wind"
- "The big money"
- "White mansions"
- "16 greatest original bluegrass hits"
- "The 4:50 from Paddington"
- "Son of the black stallion"

However, do not write out introductory words that are not intended to be part of the title such as : - **"Sleeping beauty" not Disney presents Sleeping Beauty**
"NASA quest" not Welcome to NASA quest

If the title is a part or section of a bigger work, indicate this as in:

- a. **"Faust. Part 1"**
- b. **"Stocks & bonds today. Supplement"**
- c. **"The music of the masters. 1850-1889"**

If there is no chief source of information (e.g. a book without a title page) supply a title from the other parts of the item, from accompanying material or from a reference source. If no title can be found anywhere, make up a brief descriptive title yourself. Write this in square brackets in the cataloguing description, and make a note about this. Examples:

- a. [Map of Jamaica]
- b. [Photograph of Kenneth Ingram]
- c. [City of KingstonWebsite]

Parallel titles:

If the title appears in two or more languages, use one as the title proper and write the other following as the parallel title. Parallel titles are separated from the main title by a space equal sign space (=) i.e.

- a. Danish-English dictionary = Dansk-Engelske ordbog
- b. Road map of France = Carte routière de la France

Subtitle (Other title information):

Write a subtitle appearing in the item. Examples:

- a. Jamaican gold : Jamaican sprinters
- b. Our golden jubilee : snapshots of post-independent Jamaica 1962-2012
- c. Annie Hall : a nervous romance
- d. The gate : the Bay Area's home page
- e. The devil's dictionary : a selection of the bitter definitions of Ambrose Bierce

If there is more than one subtitle write them in order : e.g Continuing professional development : preparing for new roles in libraries : a voyage of discovery

If the other title information is very long and does not have important information, omit it.

If the title information needs explanation, make a brief addition as other title information.

Examples:

- Shelley : [selections]
- Conference on aesthetic values and the ideal : [proceedings]

Statements of responsibility (authorship)

Always give the statement of responsibility (author) that appears first in the chief source of information i.e.

- Plan for a National Information System (NATIS) for Jamaica / National Council on Libraries, Achives and Documentation Services.
- Jamaican popular music: from mento to dancehall reggae : a bibliographic guide / John Gray
- Exceptional violence : embodied citizenship in transnational Jamaica / Deborah A. Thomas

- Stand and be free : inspirational poems / Antoinette Forrester
- Proceedings / International Conference on Nematodes
- Leonie : her autobiography / Leonie Forbes with as told to Mervyn Morris
- American literature : a representative anthology of American writing from colonial times to the present / selected and introduced by Geoffrey Moore
- Amazing universe CD-ROM / produced by Hopkins Technology

However Livingston McLaren's selected editorial cartoons

- NOT Livingston McLaren's selected editorial cartoons / Livingston McLaren
- However Lady Windermere's fan : the film of the Old Vic's presentation of Oscar Wilde's play
- NOT Lady Windermere's fan: the film of the Old Vic's presentation of Oscar Wilde's play / Oscar Wilde

Other Statements of responsibility

Give other statements of responsibility that appear in the chief source of information in the form and order in which they appear there. Give them in the order that makes most sense (which is usually how they appear).

- Pregnant teachers and rebellious cricketers : moral dimensions of human action / Neville Callam ; with an introduction by Burchell K. Taylor
- The Baptist witness : a concise Baptist history / content by Horace O. Russell ; student learning activities by G. Alonzo Hogg
- Snow White and the seven dwarfs : a tale from the brothers Grimm / translated by Randall Jarrell ; pictures by Nancy Ekholm Burkert
- A saint in America : John Neuman / Raymond C. Kammerer and Carl R. Steinbecker ; made by Creative Sights & Sounds.
- Dougal and the blue cat : original soundtrack of the Nat Cohen-EMI film / original story written and directed by Serge Danot ; English version by Eric Thompson ; music by Joss Baselli

Give the statements of responsibility after the title information even if they appear before the title in the chief source of information:

- Only the lonely / Roy Orbison
(disc label reads: ROY ORBISON
Only the lonely)

- directed by Serge Danot ; English version by Eric Thompson ; music by Joss Baselli

Also use as statements of responsibility:

- ... / by Miss Jane
- ... / by Miss Read
- ... / by Dr. Johnson
- ... / Mrs. Charles H. Gibson

If no statement of responsibility appears in the chief source of information, do not supply one. If such a statement is necessary to make the description complete, give it in a note. i.e. Credits and other statements of responsibility:

Edition Statement

If an edition or an equivalent statement is named on the item, transcribed as it appears on the item, after the title and statement(s) of responsibility area. Take information for the edition area from the chief source of information. This information may also be taken from a container, a record sleeve or online documentation. Examples.

- 1) Replace words with standard abbreviations and
- 2) Replace words with number where appropriate
 - New ed. {*appears in item as:* New Edition}
 - Rev. ed. {*appears in item as:* Revised edition}
 - Version 3.8 3rd ed. {*appears in item as:* Third edition}
 - Windows 95 ed. {*appears in item as:* Windows 95 edition}
 - TryoPoly. – Chicago ed. {a game with different versions for different cities}
 - The international Herald – Tribune. – Airmail ed.

Statements of responsibility relating to the edition:

Write statements of responsibility for editions after writing the edition. Examples:

- A dictionary of modern English usage / by H.W. Fowler. – 2nd ed. / revised by Ernest Gower
- Anglo-American cataloguing rules. - 2nd ed. / prepared by the American Library Association... [et al.] ; edited by Michael Gorman and Paul W. Winkler

If there is no edition, write the statement of responsibility as it appears i.e. write in the title and statement of responsibility area. Examples:

- Little Dorrit / Charles Dickens ; edited by John Holloway
- From Atlanta to the sea / William T Sherman ; edited with an introduction by B. H. Liddell Hart.

Publisher, Place, Date of publication

Publication (distribution) etc., area:

This area is for the place of publication, publisher and date of publication. Take information for this area from the chief source of information either on the item or in material accompanying the item (for example, container, record sleeve, accompanying documentation). Information taken from anywhere else must be enclosed in square brackets.

If the item has two or more places of publication, two or more publishers; give the first named place and publisher.

If a place and publisher is in your country, add that place and publisher. Examples:

- London: Macmillan; Kingston: Sangster's Book Stores, 1982.

Give the Place of publication as it appears in the item i.e.

- London
- Los Angeles
- Kingston, Jamaica
- Tolworth, England

Supply the name of a country, state, province, etc., if it does not appear, but is necessary to identify the place.

- London [Ont.]

If a publisher, distributor, etc. has offices in more than one place, always give the first named place. Omit all other places.

Pages and extent of publication (physical description)

This is the area for extent of item including number of pages, illustrative matter, dimensions (size), accompanying material. Take information for this area from the item.

Single volumes. Record the number of pages in the main numbered sequence.

327 p.

If there is more than one numbered sequence, give the number of pages in each sequence in the order in which the sequences appear in the item.

320, 200 p.

Do not record unnumbered sequences and minor sequences.

327 p. NOT [32], 327 p.

300 p. NOT 12, 300 p.

If there are no numbered sequences or a lot of numbered sequences give "1 v."

a) **More than one volume.** Record the number of volumes in a multivolume book:

3v.

19 v.

b) *Incomplete.* If a multipart item is incomplete, name and record the number of parts in hand or write:

- Maps
- film reels
- v.

c) If there are illustrations, record as follows and also if the illustrations are numbered, give the number:

320 p. : ill.

320 p: 37 ill.

1 score, ill.

3 microfiches : ill.

If coloured, write:

320 p. : col. ill.

320 p. : ill. (some col.)

Examples:

a) *Art Pictures*

- 3 art prints
- 1 art reproduction

b) *Charts, etc.*

- 3 charts
- 2 posters
- 1 flip chart
- 2 wall charts

c) *Electronic resources:*

- Computer chip cartridge
- Computer disk
- Computer optical disc
- Computer tape cassette
- Computer tape reel
- 1 computer disk
- 2 computer optical discs
- 1 computer chip cartridge
- 1 CD-ROM
- 2 DVDs
-

If the electronic resource is only available remotely; do not include that detail.

If an electronic resource is stated to produce sound, write "sd"

1 computer optical disc : sd.

If it displayed in two or more colours , write "col".

1 computer optical disc : col.

d) *Filmstrips and filmstrips*

- 1 filmstrip
- 3 filmstrips : col.
- 3 filmstrips : col. , sd.

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e) *Maps, globes:*

- 3 maps
- 1 globe
- 1 globe : col.
- 3 maps : col.

f) *Microforms:*

- 7 microfiches
- 1 microfilm reel

g) *Motion pictures:*

- 4 film reels

Indicate whether the motion picture or videorecording is sound or silent by giving “sd” or “si”

- 1 videocassette (74 min.) : sd.
- 1 film reel (30 min.) : si.
- 14 film reels : sd., col.

h) *Music:*

- 1 score
- 2 parts
- 1 score + 12 parts

i) *Slides*

- 3 slides
- 48 slides : col. , sd.

j) *Three dimensional objects:*

- 1 diorama
- 1 diorama ; in box
- 2 jigsaw puzzles
- 1 paperweight
- 2 paperweights : glass
- 1 diorama : papier mâché
- 1 game : wood & plastic
- 1 toy : wool & cotton

If the object is black and white, give “b&w”. If the object is in one or two colours, give the name(s) of the colour(s). If it is three or more colours, give “col.”.

- 1 box : wood & metal, b&w.
- 1 vase : porcelain, blue & white
- 1 paperweight: glass, col.

k) *Sound recordings*

- 2 sound cassettes
- 2 sound discs : analog, 33 1/3 rpm
- 2 sound discs : digital
- 2 sound cassettes : analog
- 2 sound cassettes : analog, stereo
- 1 sound disc (30 min.) : analog, 33 1/3 rpm, stereo.
- 1 sound disc (70 Min.) : digital, stereo

l) *Videorecordings*

- 1 videodisc

m) *Graphic materials*

- 3 photographs
- 1 Technical drawing
- 1 activity card
- 2 pictures
- 7 posters : col.

If the item has a playing time that is stated on it, add the playing time in brackets (parentheses).

- 1 sound disc (35 min.)
- 2 videoreels (88 min)
- 8 film reels (105 min)
- 5 sound cassettes (30 min. Each)

Series

This area includes the series title, series statement of responsibility, series numbering, subseries and more than one series. Take information recorded in this area from the chief

source of information. Enclose any information taken from other sources in square brackets within the parentheses enclosing each series statement.

Write the title proper of the series as shown on the item or its container e.g.

- (About Britain ... {**dots indicate other information on the series**})
- Penguin crime fiction ...
- (A1 street atlas series ...
- Family library of great music ...
- (Interactive digital computer teaching models ...

If there is more than one series name, give the one found on the item itself. If there are variant forms, use the one that best identifies the series, e .g.

- (Carrier cookery cards ... { *appears on the item as: Cookery cards and as : Carrier cookery cards* })

Only give statements of responsibility about persons or corporate bodies responsible for the series if they appear on the item or its container and if they are necessary to identify the series.

Example:

- (Works / Thomas Hardy ...
- (Sound cassettes / Institute for the New Age ...
- (Collected software / American University, English Language Institute ...

Do not write (record) statements relating to editors of series.

(Society and the Victorians ...

NOT (Society and the Victorians / general editor John Spiers ...

Numbering. Give the numbering or other designation of the item if that number appears on the item or its container. Give the numbering of the item or other designation as it appears. Use standard abbreviations (use “no.” for “number”)

Notes

Give useful descriptive information that cannot be fitted into the rest of the description in a note. Take notes from any suitable source. Separate notes by a colon, space (:)

1. Electronic resources. System requirements. Always make a system requirements note when describing an electronic resource that is available locally. Give the make and the model of the computer(s) on which it will run and any other system requirements that are important to its use (for example, amount of memory, name of operating system, peripherals). Start with "System requirements:'.
 - System requirements: Macintosh
 - System requirements: UNIX workstation with Mosaic software
 - System requirements: IBM PC; 64K; colour card; 2 disk drives

2. Always make a mode of access note for a remote electronic resource. Start the note with "Mode of access:".
 - Mode of access: CSUNet
 - Mode of access: Lexis system. Requires subscription
 - Mode of access: World Wide Web www.ala.org

3. Make a note giving the nature, scope, or artistic form of the item if it is not obvious from the rest of the description.
 - Documentary
 - Spreadsheet with word processing and graphics capabilities
 - Interactive adventure game

4. Make notes on important titles borne by the item that are different from the title proper.
 - Title on container: Butterflies and moths
 - Disc 3 entitled : This amazing world
 - Title taken from: List of Chicago jazz recordings, 1940-1950 / B. Mc Enroe
 - Title from script

5. Always give the source of the title proper of an electronic resource.
 - Title from title screen
 - Title from CD-ROM label
 - Title from Title screen (viewed Jan. 20, 2003)
 - Title based on contents viewed August 6, 200

- **Cast.** List featured players, performers, narrators, or presenters.
- Presenter: Wallace Greenslade
- Cast: Paul Campbell , Oliver Samuels, Jimmy Cliff Woody Allen, Michael Murphy, , Meryl Streep

Credits. List persons (other than the cast) who have made an important contribution to the artistic or technical production of a motion picture, sound recording, videorecording etc., and are not named in the statements of responsibility.

- Credits: Producer, Peter Rogers; director, Gerald Thomas
- Credits: Guitar and vocals, Eric Clapton; keyboards, Dick Sims; vocals, Marcy levy; guitar Georgy Terry; bass guitar, Carl Radle; drums, Jamie Oldaker
- Backing by the Amazing Lost Cowboys
Piano: Gerald Moore

Persons with important connections. Give the names of any person(s) or body(ies) not named in the statement of responsibility with an important connection with the publication.

- Attributed to Aubrey Beardsley
- Based on music by Fats Waller
- Programmer, Leslie Larsen; reference manual, Oleg Kanjorski
- Systems designer, Henry James; sound, J &J Acoustics

Edition and History. If the item is a revision or reissue, make a note about the earlier item.

- Formerly available as: Those rockin' years
- Reprint of the August 30th 1938 issue
- Republished on the Internet, 2002
- Rev. ed. Of: The portable Dorothy Parker
- Electronic version of the print publication, London : Fortune Press, 1956

Physical details. Give important physical details that cannot be given the physical description area.

- Magnetic sound track
- In two containers
- Collage of wood, fabric, & paper
- Distributed as a Zip file
- Database also on CD –ROM
- Still image compressed using JPEG

Other formats available. Give details of other formats in which the item is available.

- Issued also on cassette tape
- Issued also as cassette (VHS)
- Online version of the print publication: Icarus
- Also issued electronically via World Wide Web

Accompanying material and supplements. Give important information about accompanying and supplementary material that cannot be given elsewhere in the description.

- Consists of clear plastic model and accompanying tape/slide set and instructional booklet (16p)
- Set includes booklet: The Dada influence. 32p
- Slides with every 7th issue
- Sunday issue includes magazine supplement

Contents. If the item contains an important part that is not evident from the rest of the description, note that here.

- o Includes some poems (title is: Collected prose works)
- o Includes bibliographical references

Copy being described, library's holdings, and restrictions on use. Make notes on:

- a) Important descriptive details of the copy being described
 - o Library's set lacks slides 7, 8, 9
 - o Library's copy signed by author
- b) Your library's holdings of an incomplete multi-part resource
 - o Library has vol. 1 and vols. 3 -8
- c) Any restrictions on use
 - Available to faculty and graduate students only
 -

Maps and other cartographic materials

Scale. Give the scale of maps and other cartographic material if it can be found on the material. Precede the scale by "Scale".

- Scale 1:500,000
- Scale 1:63,360

If it is a multipart item with two or more scales, given, write the statement "Scales differ"

Musical presentation statement

If there is a statement on the form (physical presentation) of the music in the chief source of information; include it in the description. Typical musical presentation statements include:

“Miniature score”

“Playing score”

“Full score”

Example : Symphony in B flat for concert band / Hindemith. – Miniature score

“With” notes.

If the item being catalogued lacks a collective title and the title given in the title and statement of responsibility area applies only to the part of that resource being described because you are making a separate entry for each part, make a note beginning “*With:*” and listing the titles of the other parts in the order in which they occur.

- With: symphony no 5 / Beethoven (side B)
- With: aimless love / J M Morgan -- Head winds / Joe Philipson.

ISBN

Give the International Standard Book Number (ISBN), or International Standard Serial Number (ISSN) or any other internationally agreed standard number of the item being described. Precede that number with the standard abbreviation ISBN, ISSN, etc) and use standard hyphenation.

- ISBN 0-8389-3346 – 7
- ISSN 0002 – 9869

If the item has more than one such number, give the one that applies specifically to the item being described.

- ISBN 0-379-00550-6

(this is the ISBN for the set being described; volume 1 also carries an ISBN for that volume; **do not record it**)

Publications with different types of material

This refers to items made up of two or more parts, two or more of which belong to separate material types (e.g. a book and a sound recording).

If there is a main component make a description for the main component and give details of the secondary component(s):

Either as accompanying material:

- 47 slides : col. + 1 sound tape reel

Or in a note

Prepared by: National Library of Jamaica
December 31, 2012

- 3v. ill. ; 30cm

[Note: Sound disc 12 min. : digital stereo. ; 4 ¾ in.) in pocket a end of v.3]

If the resource has a collective title, give “[kit]”

- o Multisensory experience for the preschooler [kit]

If there is no collective title, give the suitable designation after each title

- o Telling the time [filmstrip]. The story of time [sound recording]

Physical description. Give a general term as a statement of extent for bibliographic resources with a large number of different materials. Add the number of pieces if that number can be ascertained easily.

- o Various pieces
- o 36 pieces

Photocopies, faxes (and other reproductions)

In describing a facsimile, photocopy, or other reproduction in eye-readable or microform, describe the facsimile, etc., and not the original. Give information relating to the original in a single note.

- Demos : a story of English socialism / George Gissing ; edited with an introduction by Pierre Coustillas. -- Brighton, Sussex : Harvester Press, 1972.

477p.; 23cm. -- (Society and the Victorians)

Facsimile reprint of: New ed. London : Smith Elder, 1897.

- Alice’s adventures underground / by Lewis Carroll. – New York : Dover, 1965.

91 p. : ill. ; 22cm.

Complete facsimile of the British Museum manuscript of: Alice’s adventures underground

DETERMINING ACCESS POINTS (What Is An Access Point?)

A name , term , code etc., under which a bibliographic record maybe searched and identified

There are two types

- **Main entry** - The main entry of a work designates the person or body *chiefly responsible* for the intellectual or artistic content of the work.
- **Added entry** : If more than one person or body is involved, the first named is assigned the main entry, and the additional names are given as added entries.

Sources for determining Access Points (Access Points: Use the chief source of information or any part of the item being used as a substitute to provide topics for entries to the catalogue; but also take into account any relevant information found elsewhere on the item, even in accompanying material and also reference sources only when the statements appearing in the chief source of information are ambiguous or insufficient.

Title access/Title changes:

Make a new catalogue entry for an item if its title changes. That is the title under which it was originally entered. Even if an item has various sections, always keep the entry under the heading for the section which had been originally used – if that title does not change; then a new entry is not required. For example, a title is NOT new if:

- **There is a change from “The” to “A” is not a new title, the title is the same.**
- **“Trout and salmon news” becomes “Trout & salmon news”**
- **“The journal of the antiquities of Bootle and surroundings” becomes “The journal of the antiquities of Bootle and its environs”**
- **“Boot, shoe, sandal news” to “Boot/shoe/sandal news”.**

Books (monographs):

If the title proper of a book or publication in more than one part (multivolume book) is different for each part (or any part) use the title of the first part as the title for the entire publication on the catalogue entry. Make a note about the other titles e.g.

The romance of the tomato : a seven part instructional film/ devised and presented by Gervasse Scudamore.—
London: Hamberger & Pollock, 1987

Prepared by: National Library of Jamaica
December 31, 2012

7 film cassettes (20 min. each) : sd., col. ; standard 8 mm.
Cassettes 6 and 7 entitled: the tomato and you

Access by author entry:

Authors of Publications:

Single author (personal authorship): This is the person who is chiefly responsible for the content of the publication.

Examples of single authors: writers of texts, composers of music, artists (sculptors, painters, etc.), photographers, compilers of bibliographies, map makers (cartographers), creators of computer programs and other electronic resources. Make the catalogue entry with the name of this person

If there are two authors, the main entry is under the first author's name. Make an added entry under the other names. If there are more than three authors make an added entry under the first name.

Group author/ Corporate body : A group that has one name is an author. For example,

These ARE authors:

“The British Museum”
“The Modern Jazz Quartet”

These ARE NOT authors:

“A group of concerned citizens”
“seven rock superstars”

These are examples of single author entries:

- a. The good soldier / by Ford Maddox Ford {main entry under *Ford* }
- b. I.F. Stone's newsletter { main entry under *Stone* }
- c. Wavelength / Van Morrison (a sound recording composed, produced, and performed by Morrison) { main entry under the heading for *Morrison* }
- d. Don Quixote (a print by Picasso) {main entry under *Picasso*}
Enter a collection or selections form, works by one person under the heading for that person, even if he or she is not named in the item e.g.
 - a. The Brandenburg concertos / J. S. Bach { main entry under *Bach* }
 - b. The poems of John Keats / edited by Jack Stillinger { main entry under *Keats* }

Examples of **group authors/ corporate bodies** are: business firms; governments (local and national); government agencies (local and national); churches; associations (e.g. clubs, societies); institutions (e.g. museums, libraries, schools, etc); international agencies; conferences; exhibitions, expeditions, festivals; performing groups.

Some groups are part of a bigger group, e .g. school libraries are part of schools and the Ministry of Finance is part of the Jamaica government (i.e. the entry would be – Jamaica. Ministry of Finance)

If in doubt of the authorship of a group work, make the entry under the title; then make added entries under any group names, especially shown.

Examples of items by group authors:

- a. Annual report of the Institute of Jamaica {main entry under the Institute}
- b. Additions to the Library / Bank of Jamaica Library { Main entry under the full name of the Library }
- c. Rules and regulations of the Coffee Industry Board { main entry under Board }
Rules, regulations, and byelaws relating to the storage and sale of fish / Ministry of Agriculture and Fisheries

Access By Title Entry:

- Make an entry for the catalogue under the title because:
- The author is unknown
- There are more than three authors
- It is a collection with a collective title (and none of the above applies)
- It is by a group; but not one of those listed at examples of group authors above.
- It is a sacred scripture (the Bible, the Koran, or the Talmud) or an ancient anonymous work like the *Arabian nights* or *Beowulf*.

Make added entries under the heading for the work to which it is related.

Examples are:

- a. Colonel Sun / Robert Markham (a sequel to Ian Fleming's series of James Bond novels) – { main entry under *Markham*; added entry under *Fleming* }

- b. Index of characters and events in the Pickwick papers / Nigel Appleby (an index to the novel by Dickens) – { main entry Appleby; added entry (name/title – SEE GLOSSARY) under Dickens}

Other title entries (Title Added Entries):

When the main entry is made under the author or a uniform title; make an added entry under the title proper and also for any other titles (e.g. cover title, caption title, running title, etc.)

Examples of added entries:

- The basement tapes / Bob Dylan & the Band (songs written and performed by Dylan and the rock group the Band) {*main entry under the heading for Dylan; added entry under the heading for the Band.*}
- The Oxford book of wild flowers /illustrations by B. E. Nicholson ; text by S. Ary & M. Gregory {*main entry under the heading for B. E. Nicholson; added entries under the headings for Ary and Gregory*}
- **IMPORTANT:** Make an added entry under the translator if the main entry is under a group (corporate body), under the title, or if the translation is in verse. Examples:
 - a. Proceedings of the 6th Annual Conference of Italian School Administrators / translated by L. Del Vecchio {*main entry under the heading for the conference; added entry under Del Vecchio*}
 - b. The sonnets of Michelangelo / translated by Elizabeth Jennings {*main entry under the heading for Michelangelo; added entry under Jennings*}
 - c. The betrothed (I promessi sposi): a Milanese story of the seventeenth century / by Alessandro Manzoni ; translated by Daniel J. O'Connor {*one of a number of English translations of **I promessi sposi** ; main entry under the heading for Manzoni; added entry under the heading for O'Connor*}
 - d. **Series.** Make an added entry for a numbered series or for a series with a well-known name. Examples:
 - The Natural History of Selborne /Gilbert White ... (The world's classics ; no. 22) {*main entry under the heading for White, added entry under: World's classics ; no. 22* }
 - The golden key / by George McDonald ; with pictures by Maurice Sendak ... (A yearling book) {*main entry under the heading for McDonald; added entry under: Yearling Books* }

Choosing the author headings for individual authors

Choose for the entry heading the name that is given in the item that is being catalogued. Reference works may also be used to find the correct names of some authors. Use the form of the name that is given in the item being catalogued. Place surnames first as shown:

Lalla, Barbara

Cascade : a novel / Barbara Lalla. – Kingston : University of the West Indies Press, 2010

299p. : 23 cm

ISBN 978-976-640-233-4 : No price (pbk)

If there is no surname, use the name as it is presented:

- Pope John XXIII
- Saint Francis
- Alexander the Great
- Saint Joan of Arc
- Duchess of Windsor
- Diana, Princess of Wales
- Lady Jane Grey
- Sister Mary Hilary
- Grandma Moses
- Thomas the Rhymer
- Dr. Seuss

- BUT:

Karen Smith {**not** *Doctor Karen Smith*}

Jane Lavelle {**not** *Lieutenant Jane Lavelle*}

If another name appears for the same person make a reference from that name to the name that was first in the catalogue.

For compound surnames enter under the first element of the surname:

- Williams-Ellis, Annabel
- De Mornay, Rebecca
- De la Rue, Elaine
- L'Amour, Louis
-

If the name does not appear to be a name add a designation in parentheses:

- Taj Mahal (Musician)
- Madonna (Singer/actress)

Choosing the heading for company or other (corporate) bodies

Use the name of the group (corporate body) as the heading for entry. Examples:

- American Library Association
- Library and Information Association of Jamaica
- Ashe Ensemble
- Kingston Parish Church
- George Fry & Associates
- Microsoft
- University of the West Indies
- UNESCO

Give the name of conferences as it appears in the item:

- Symposium on the pre-Raphaelites
- Conference on Co-ordination of Galactic Research

Add to the names:

- the number (if there is one)
- the year in which it was held
- the location (city or institution) in which it was held

Examples:

- Conference on solid earth problems (1970 : Buenos Aires, Argentina)
- Conference on Third World Debt (2nd : 1988 : Cambridge, Mass.)
- Clinic on Library applications of Data Processing (13th : 1976 : Urbana, Ill.)
- Conference on the Central Nervous System and Behaviour (2nd : 1959 : Princeton University)

If the heading is for a number (series) of conferences, do not add the number, date, or location to the heading e.g.

- Symposia on Old Growth Forests

Subordinate bodies. Enter a subordinate body as a subheading of a higher body if the name includes the name of the higher body.

- American Legion. Auxiliary {name: *American Legion Auxiliary*}
- Friends of the Earth. Camden Friends of the Earth {name: *Camden Friends of the Earth*}
- OCLC. Illinois OCLC Users Group {name: *Illinois OCLC Users Group*}
- University of Southampton. Mathematical Society {name: *Mathematical Society of the University of Southampton*}

BUT:

- Henry Madden Library {**not**: *California State University, Fresno. Henry Madden Library*}
- Symposium on Protein Metabolism {**not**: *Nutrition Symposium. Symposium on Protein Metabolism*}
- British Library {**not**: *United Kingdom. British Library*}
- University of Montana {**not**: *Montana. University*}

Examples of **government entries**:

- Australia. Ministry of the Interior
- United Kingdom Parliament
- Jamaica. Ministry of Finance
- United States. Supreme Court
- Canada. High Commission
- Jamaica. Prime Minister
- Canada. Prime Minister
- United States. President
- Jamaica. Governor General
- Jamaica. Office of the Contractor General
- United States. Congress

Editing

Editing ensures that catalogue records are not 'mis-match' but are uniform and consistent.

1. Catalogue entries of the first part of a multivolume work must have an open entry i.e.
“ Vol. 1- “
2. Catalogue entries for more than three (3) authors must show the main entry as the surname of the first author ... [et al.]

3. Ensure that the form of all entries' both main and added entries; match the other entries of the existing catalogue. The aim is to bring together in the catalogue all works by one author.

Filing

File catalogue cards according to the ALA filing rules.

1. Punctuation marks are regarded as spaces:

- ✓ *Life: a bowl of rice*
- ✓ *Life after death*
- ✓ *Life: an obstacle race*
- ✓ *Life and art*
- ✓ *Life, Arthur*
- ✓ *Life-boats*

2. All numerals are filed in chronological order before the letter **A**. Numbers are filed in one sequence – ordinal and numeral, Roman and Arabic are interfiled e.g.

- ✓ *10 stars from the 40s*
- ✓ *13 is a lucky number*
- ✓ *12 days to better living*
- ✓ *XVIIe et XVIIIe siècles*
- ✓ *17th century art*

3. Abbreviations are filed where they would normally fall. Initials and acronyms are filed as single words.

- ✓ *I would like*
- ✓ *IBA review*
- ✓ *Ibura*
- ✓ *JBA/UWI Seminars*
- ✓ *Javers, Ron*

4. Filing elements are filed as they appear on the card. This means that St. is filed as is and **not as** Saint e.g.

- ✓ *Saint John's Ambulance would be filed in the Sa sequence while St. John's Ambulance would be after Ss.*
5. The same applies to Dr., Mc and Mr. In the case of names spelt with Mc or Mac, users will have to search both sequences since Mc follows all cards with Ma and Mb e.g.
- ✓ *MacDonald*
 - ✓ *Mach*
 - ✓ *MacLaren*
 - ✓ *M'Bala*
 - ✓ *McAlister*
 - ✓ *McBurney*
 - ✓ *Saint Andrew settlement*
 - ✓ *Saint Dominique et la revolution*
 - ✓ *Saint Lucia Historic sites*
 - ✓ *Sainte, Frederick*
 - ✓ *Squatters upgrading problems*
 - ✓ *SRC technical paper*
 - ✓ *St. Ann Parish Library*
 - ✓ *St. Catherine*
6. After the cards are reproduced, the cards should be sorted into three categories. These are Classified cards, Subject cards and Author/Title cards

Recommended Desktop Reference Source For JAMLIN Libraries

Gorman, Michael – The Concise AACR2: Based on AACR2 2002 Revision, 2004 Update. 4th ed. (Chicago: ALA; Ottawa: CLA; London Chartered Institute of Library and Information Professionals, 2004)

GLOSSARY

Accents

Add accents and other marks according to the language; where possible.

Access points

A name, title, word or phrase under which a bibliographic resource or item may be searched and identified. Also known as *Heading*

Accompanying material

Accompanying material is material issued with, and intended to be used with, the bibliographic resource being catalogued. It is often, but not always, in a different physical form. Examples include: a slide set with an accompanying book; a book with an accompanying atlas; a filmstrip with an accompanying sound recording.

Give the number of physical units and the name of any significant accompanying material.

- 323 p. : ill. ; 24 cm. + 6 maps
- 3 .v. : ill. (some col.) ; 27 cm. + 1
- Set of teacher's notes
- 1 score ; 26 cm. + 1 sound cassette
- 1 filmstrip : col. ; 35 cm. + 1 sound disc
- 1 computer optical disc : sd., col. ; 4 ¾ in. + 1 sound cassette

Added entry

An entry, other than the main entry, by which an item is represented in the catalogue. See also *Main entry*.

Alternative title

The second part of a title proper that consists of two parts joined by the word or its equivalent in another language (for example, *Crushed violet*, or, *A servant girl's tale*).

Anglo-American cataloguing Rules

The standard code of rules for description and access used by libraries is *Anglo- American Cataloguing Rules*, second edition, 2002 revision, and its updates ending in 2005 (AACR2-2005). AACR2 is available in two formats: in a printed edition and online as part of a product called *Cataloguer's Desktop*.

Anonymous

Of unknown authorship

Area

Prepared by: National Library of Jamaica
December 31, 2012

A major section of the bibliographic description.

Atlas

A volume of maps, plates, engravings, tables etc., with or without descriptive text. An atlas may be independent publication, or it may have been issued to accompany one or more volumes of text.

Author

The person chiefly responsible for the intellectual or artistic content of a work.

Author/title added entry see Name/title added entry

Author/title reference

See Name/title reference.

Authority Files.

These files are maintained by library staff in order to ensure continuity and consistency in the catalogues. They show 'approved' forms of catalogue entries.

a. Author authority

A file of accepted forms of names with a note of any references from unused forms. It prompts the making of 'see' references for the AUTHOR/TITLE CATALOGUE. It is compiled with reference to the AACR2. Examples:

Surname authority

Milne-Bailey, W

x Bailey, W Milne-

Prompts the making of this card for the AUTHOR/TITLE CATALOGUE

Bailey, W Milne-

SEE

Milne-Bailey, W

Corporate body (group) name authority

Great Britain. Army. Royal Signals

x Royal Signals

x Great Britain. Royal Signals

prompts the making of these two cards for the AUTHOR/TITLE CATALOGUE

Royal Signals
SEE
Great Britain. Army. Royal Signals

And

Great Britain. Royal Signals
SEE
Great Britain. Army. Royal Signals

Some names, particularly those of corporate bodies change over time and it helps library users if the library provides explanatory references in the catalogues. These direct users to earlier and later forms of names. A copy should be kept in the authority file in case further changes need to be made or the original entries withdrawn.

Examples:

First Caribbean Bank International Bank
For earlier works published before 2001
SEE
CIBC Jamaica

And

CIBC Jamaica
For later works published after 2001
SEE
First Caribbean Bank International Bank

And

Great Britain. Department of Transport.
Highway Engineering Computer Branch
For earlier works published before 1976
SEE

Great Britain. Department of the Environment.
Highway Engineering Computer Branch

And

Great Britain. Department of the Environment.
Highway Engineering Computer Branch
For later works published after 1976

SEE

Great Britain. Department of Transport
Highway Engineering Computer Branch

And

These cards are filed in the AUTOR/TITLE CATALOGUE before any entries with the heading shown at the top of the explanatory reference.

b. Series authority

A file of series held in the library which shows whether the author/title catalogue has a series added entry (SAE) as well as any unused formats for the particular series so that 'see' references can be made. An entry should be made in the series authority file for

each new series as it arises in cataloguing copy and a decision made about whether series added entries are required. In general publishers' series are not given added entries unless it is likely that library users will look for them.

Bibliographic resource

A manifestation of a work that forms the basis for bibliographic description. Sometimes referred to as an "item," a bibliographic resource could be a book or other printed document, an electronic resource, a graphic such as a poster or art work, a video or film, a sound recording, or any other means by which recorded knowledge and information are communicated.

Cartographic material

Any material representing the whole or part of the earth or other celestial body. A map, globe, atlas, cartographic chart, etc.

Catalogue.

A catalogue is a list of the contents of a particular collection of objects and is arranged in some definite order so as to facilitate the use of that collection, and as a guide to its scope and content. Lists of books in general and those on specific topics, but not confined to any particular library or collection, are termed bibliographies. Complete or partial lists of books contained in a given library, are library catalogues and should be distinguished from bibliographies.

Chart

An opaque sheet containing graphic or tabular data (for example, a wall chart).

Chart (cartographic)

A map designed for navigation.

Chief source of information

The source in a bibliographic resource preferred as the source from which data given in the bibliographic description are taken.

Compiler

A person who produces a collection by putting together material from the works of two or more persons or bodies. See also Editor.

Compound surname

A surname consisting of two or more proper names, sometimes connected by a hyphen.

Computer file see electronic resource

Conferences (symposia, meetings, colloquia, seminars,, congresses, workshops, conventions)

If a conference has a distinctive name, The Main Heading is that name. This is followed by (number: date: place) where these are given in the publication. In this way, a series of conferences can file chronologically in the catalogue. There will be added entries for:

- Subject headings
- Title
- Editors (if named (up to a maximum of 3)
- Sponsors – if named
- Series – if part of a series

Entries, however are not made for the authors of individual papers. (see note on analytical entries)

Container

A box, record sleeve, folder, etc., in which a bibliographic resource is issued.

Continuations

Continuations are single volumes, supplements or parts of a multi-volume publication (monograph) where the library already has at least one other of the set. They may be conferences where the library already has others in the series. They are dealt with as follows:

Amend the catalogue record for the previous volume, adding information on the latest volume acquired. If there are major differences between volumes, make separate records for each volume.

Corporate Bodies

When a single name identifies a group of people or an organization; then this represents a corporate body . Common types of corporate bodies are:

- Government bodies
- Companies
- Associations
- Conferences

Where the corporate body is responsible for the work being catalogued its name forms the main heading. For government publications the corporate body name starts with the name of the country and followed by the name of the department, office, etc. e.g.

Great Britain. Department of Health

Health and personal social services statistics. – Norwich: HMSO, 1989.

RA241.A1 H42

Jamaica. Social Development Commission

A selection of recent additions to the Social Development Commission Library.

Kingston, Jan 1985.

016.36 Ja Jam

A Digital recording is one in which the sound is digitally encoded on the item (for example, a “compact disc”)

Edition: Books, etc

All copies of a printed resource produced from essentially the same type image and issued by the same entity.

Edition: other materials

All copies of a bibliographic resource containing essentially the same content and issued by the same entity.

Edition: Unpublished items

All copies made from the same production (for example, the original and carbon copies of a typescript; the copies of a homemade videotape).

Editor

A person who prepares other people’s work for publication. See also Compiler.

Electronic resource

Material (data and/or program(s)) encoded for manipulation by a computer. This material may require the use of a peripheral directly connected to a computer (e.g. CD-ROM drive) or a connection to a computer network (e.g. the Internet).

Element

A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the description. See also Area

Entry

A record of a bibliographic resource in a catalogue. See also Heading.

Filmstrip

A length of film containing a succession of images intended for projection one at a time.

General material designation

A term indicating the broad class of material to which to which a bibliographic resource belongs (for example "sound recording," "electronic resource"). See also. Specific material designation.

Heading

A name, word or phrase placed at the head of a catalogue entry to provide an access point. *Also known as* access point.

Inaccuracies

Write an inaccuracy or misspelled word as it appears in the item. Write following this either [sic] or [i.e.] and the correction within square brackets. For example:

The world [sic] of television

The Paul Anthony Buck [i.e. Brick] lectures

What your child really wants to know about sex, and why / by Will[i]am A. Block

Integrating resource

A bibliographic resource that is added to or changed by updates that are integrated into the whole. Loose-leaf publications and websites are examples of integrating resources.

International Standard Book Number (ISBN) see Standard Number

International Standard Serial Number (ISSN) see Standard Number

Item see Bibliographic resource

Language

Write the following in the language given in the publication:

- Title and statement of responsibility
- Edition
- Publication, distribution, etc.
- Series

Main entry.

A catalogue entry for which the access point is the main entry heading. Added entries are also other access points for an item in the catalogue.

Name/title added entry

An added entry with an access point consisting of the name of a person or corporate body and a title.

Name/title reference

A reference in which one or both parts consist of the name of a person or a corporate body and a title.

Name/Title heading format examples:

- Markandan, K. C. Aspects of Indian polity
- Markale, Jean. Epics of Celtic Ireland
- Lalla, Barbara. Cascade

Online public access catalogue (OPAC)

The entries in many online catalogues (OPAC) are in a format in which each area of the entry (heading, title area, publication details, etc.) is presented on a different line and is often labelled. Example of one style of entry in OPAC:

Title: Classic rock. Rock renaissance II

Publisher: Time-Life Music, p1990.

Description: 1 sound disc: digital ; 4¾ in.

Notes: Digitally remastered and manufactured by Warner Special Products: OPCD 2588.

All material previously released between 1964 and 1970. Progress notes by

Charles McCardell plus discography ([16p.]) in container.

OPAC see Online Public Access catalogue

Other title information

Any title borne by a bibliographic resource other than the title proper, alternative title or parallel title (for example a subtitle). Other title information does not include variations on the title (for example spine titles, sleeve titles)

Parallel title: The title proper in another language.

Reference

1. A "See" reference is a direction from one form of a name or title to another
2. A "See also" reference is a direction from one access point to another.
3. "Name/title" reference. A reference in which one or both parts consist of the name of a person or a corporate body and a title.

Related works:

Related works are:

- continuations and sequels
- supplements
- indexes
- concordances
- screenplays, scenarios, etc.
- collections of extracts from serials
- subseries
- special numbers of serials

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December 31, 2012

Make entries for these under their own headings.

Series

A group of separate bibliographic resources related to one another by the fact that each bears, in addition to its own title proper, a collective title applying to the group as a whole

Single part items:

Describe an item in one physical part from the first occurring chief source of information

- a) In cataloguing an item which consist of different works and with no chief source of information for the whole item; treat the sources of information for the different works as if they were a single source. Transcribe the titles of the individually titled works in the order in which they appear in the chief source of information or in the order in which they appear in the item, treating multiple sources of information as if they were one source. Separate the titles of the works by semicolons if the works are all by the same person/body/organization, even if the titles are linked by a connecting word or phrase. Follow the title of each work by its parallel title(s) or other title information. For example:

Clock symphony: no. 101; Surprise symphony: no. 94/ Haydn

Lord Macaulay's essays; and, Lays of ancient Rome

If the individual works are by different persons, follow the title of the work by its parallel titles and other title information, and statements of responsibility. Separate the groups of data with a full stop followed by two spaces.

Specific material designation

A term indicating the special class of material to which a bibliographic resource belongs (for example "sound disc", "computer optical disc"). *See also* General material designation.

Spine title

The title that appears on the spine of a book.

Standard number

The international standard number (ISN) (for example, International Standard Book Number or ISBN, or International Serial Number or ISSN, or any other internationally agreed upon number that identifies a bibliographic resource uniquely).

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Surname

A family name or name used as a family name.

Title

A word, phrase, character, or group of characters naming a bibliographic resource or the work of which it is a part.

Title page

A page at or near the beginning of a book, atlas, musical score, etc., bearing the title proper. The title page does not include the page on the back of the title leaf (sometimes called the title page verso).

Title proper.

The chief name of an item, including an extension of the title; but not including the parallel title or other title information.

Title screen

The first or one of the first screens seen when using an electronic resource. It bears the full statement of the title of the resource and may bear statements of responsibility, etc.

Uniform title:

1. The title by which a work that has appeared under varying titles' is to be identified for cataloguing purposes
2. A conventional collective title (e.g. "Works")

Bibliography

1. Anglo-American cataloguing rules. Chicago: American Library Association, 1998. 2nded.
2. Carlong revision guide : junior science / by Paulette Chedda...[et al]; editorial advisor Cecile Carrington. - Kingston: Carlong Publishers (Caribbean), 2009. (Carlong revision guide)
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5. Gorman, Michael – The Concise AACR2: Based on AACR2 2002 Revision, 2004 Update. 4th ed. (Chicago: ALA; Ottawa: CLA; London Chartered Institute of Library and Information Professionals, 2004)
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APENDIX I - Capitalization⁶

General rule

Capitalize personal and corporate names used as headings and corporate (group) names used as subheadings in accordance with normal usage in the language.

For example, capitalize all nouns, adjectives and verbs in English names. Always capitalize the first word in a name.

- John, the Baptist
- H.D.
- De la Mare, Walter
- Beauvoir, Simone de
- Physician
- Third order regular of St Francis
- Société de chimie physique
- Ontario. High Court of Justice

Additions to headings for persons:

Capitalize additions to headings for persons in accordance to normal usage in the language. If the addition is given in brackets, capitalize the first word of the addition

APENDIX II - Rule Numbers

Concise AACR2:

Access points – 21B

Added entries - 29

Authors of publications – 23

Changes in title proper – 22

Edition area – 2

Facsimiles, photocopies, and other reproductions - 11

Headings for persons – 30 – 44

Headings for groups (corporate bodies) – 48 – 56

Music area – 3

Note Area - 7

Physical description area – 5

Publication, Distribution, etc., Area – 4

Resources made up of more than one type of material - 10

Series – 6

Standard number - 8

Supplementary items - 9

Title statement and statement of responsibility - 1

AACR2

General rules for description – 1.0A; 1.0D2

Organization of the description – 1.0B