

The Bibliographic Record and Information Technology



Third Edition

Ronald Hagler

School of Library, Archival and Information Studies The University of British Columbia

> AMERICAN LIBRARY ASSOCIATION Chicago and London CANADIAN LIBRARY ASSOCIATION Ottawa 1997

Contents

PREFACE xiii

Principles of Bibliographic Control 1 The Permanent Document 2 Documents and Personal Uses of Information Published Information 5 Documenting Time 5 The New Oral Tradition 6 Work, Document, Information 8 Four Information Professions 10 Library Functions 11 Bibliographic Control 13

1 The History and Language of Bibliography 15 Documents and Information 16 The Bibliographic Record and Library Organization 17 Terminology 18 Integration 19 Definition and Precision 21 Documents and Works 22

22

Processes

vi Contents

2

The People 24 The Lists 26 The Organizations 28 The Individual Records in a File 29 The Searchable Elements of a Record: Access
Points 30
Standardization 32
First Principles 32 Models and Rules 33 Conservatism versus Change 35
Administration and Financing of Bibliographic Control 36
Bibliographic Judgement 39
3 1 3 0
Bibliographic Data and Relationships 42
The Language of Bibliographic Statements 44
Titling 46
Titles of Serials 54
Responsibility for Intellectual Content 58
Publication, Distribution, and Manufacturing Data 62
Date 64 Terms of Availability 67
Physical Characteristics 67
An Item's Relationships with Other Items 68
Edition 71
Reprint Editions 74
Continuations and Sequels 77
Accompanying Items 77
Contents: Parts of a Single Publication 78 Series 79
Other Relationships 82
Coding Intended to Identify an Item Uniquely 82
Information Peculiar to One Copy or Process 85
Sources of Data 86
Data for Unique Unpublished Items 89
How Much Is Enough? 90
Data for Description versus Data for Access 93
Data for Description versus Data for necess 93

Contents vii

3	Access Points 95
	Access to What? 98
	How Much Access? 100
	Access by Name of Author 101 Other Access Points; Multiple Access 102 Limits to Multiple Access 103
	Uncontrolled versus Controlled Access Points 106
	Derived Search Keys 110 Authority Work 112 The-Controlled Vocabulary: Terms and Links 113 Hierarchic and Associative Links 116
	Authority Files 117
	Arranging Access Points 119
4	File Structure and Access Strategy 122
	Manual File Arrangement and Searching 123
	Some History: Closed and Expandable Manual Files 124 Access in Manual Files 127 Library Card Catalogues; Dictionary
	Arrangement 129
	Data Management for Computer-Based Searching 130 Finding, Browsing, Truncation 133 Interactive Searching 135
	Coordination, Pre- and Post- 138
	Coordination of Subject Concepts 140 Coordination Involving Names 144 Coordinating Various Data Elements 145 File Structure for Automated Post-Coordination 146
	Techniques of Post-Coordination 147
	Boolean Logic 148 The OR Operator 148 The NOT Operator 149 The AND Operator 150 Nesting Operators 151
	Proximity and Relational Searching 153
	Too Much Access? 154

viii Contents

5

The User Interface 155 User Reactions to the Invisible File 156 Output of Results 158 Input of Commands 160 User Instruction 163
Searching by End-Users versus Intermediaries 164
A Perfect System? 166
The Business of Bibliography 168
Shared and Centralized Record Creation 170
Cataloguing-in-Publication 174 Union Catalogues 176 The Private Sector 177
Electronic Communication 178
Electronic Processing Services 179 Ownership of Records 183
Local Processing and Integrated Systems 184 A&I Services and Their Database Vendors 187
Compatibility 190
Character Sets 191 Interconnection 192
Quality Control 193
Automated Error Detection 195 Automated Revision 197 Levels of Cataloguing 198
National Databases 201
Data Conversion 202

II Library Standards 205

What Is a Bibliographic Standard? 207
Standards Agencies 209
De-Standardization 211

Contents ix

Controlled-Vocabulary Name Access Points 6 213 Name Authority Work 215 Scope of the Problem 216 Vocabulary Control and Computer Searching 217 Cataloguing Rules for Name Access Points 219 Personal Names 221 Choice of Name 222 224 Language Choice of Access Element 224 **Oualifiers** 225 Corporate Bodies and Their Naming 225 Choice of Name 227 Language 228 Change of Name 228 Choice of Access Element 229 Nongovernment Corporate Bodies 230 Direct Access Subordinate Access 231 Place-Name Access 234 Qualifiers 236 Conferences 237 Places 237 239 Governments Government Agencies 240 Works 243 Uniform Titles 244 Uniform Title Together with an Author Access Point 245 The Access Point for a Work 247 **Subject Access** 7 253 Concept versus Word(s) 257

Natural Language 258

> Automated Natural-Language Indexing 260 Natural-Language Access Points and Coordination 262

x Contents

8

Natural-Language Access Points and the Larger Database 263 Types of Controlled Subject Vocabulary 264 Classification 266 Classification by Discipline 270 Dewey, LC, et al. 271 The Controlled Subject Vocabulary Using Words 272 Subject Headings 273 Descriptors **Index Strings** 276 Comparisons 277 The Topic and the Searcher 279 Point of View Precision versus Recall 282 Specificity 284 Depth of Indexing 287 Names 288 Application of Descriptors and Thesauri 288 Application of Index Strings Application of Subject Headings (LCSH) 293 Creating New Subject Headings 294 Building Blocks: Free-Floating Subdivisions and Multiples 295 Place 296 Pre-Coordination and the Searcher 298 Changes in LCSH 300 Which System? 301 Subject, Form, Audience 302 Change 303 **Bibliographic Formats** 305 Format Standardization 307 Librarians' Cataloguing Codes 308 Manual Formats for Descriptive Elements 309 Monographs 309 Journal Articles, etc. 310 New Layouts, New Media: The Threat of Fragmentation 313

The International Standard Bibliographic Description 314
Sources, Organization, and Display of Data 315 Amount of Detail 317
Area 1 and Problems of Access 318 Punctuation 319
The Family of ISBDs in Relation to Cataloguing Codes 320
Machine-Readable (Digital) Formats 321
Variable-Field Formats 322 MARC and ISO2709 324
MARC and Cataloguing Codes 324 ISO2709 326
Non-MARC ISO2709 Bibliographic Formats 327
The MARC Family of Formats 327
The Parts of a MARC Record 328
The Label 328 Content Designators (Tags, Subfield Codes) 329 The Record Directory 330 Record-Identifier and Control Fields 330 Indicators 332
Bibliographic Entities (Levels) 332
What Does a Title Entitle? 333 Multiple Entities 335 A Serial as One of the Entities 337
Record Formats for Emphasizing Different Entities 341
Component Parts: Analytics and Multilevel Description 343
Which, and How Many, Entities to Emphasize? 345
Alphanumeric Arrangement 348
Philosophies of Arrangement 350 Basic Filing Rules 351
Punctuation and the Structure of Access Points 35-
Computer-Based Filing Rules 355
Record Display Sequence 357

9

xii Contents

Nonroman Scripts 359

Existing Romanization 359
Systematic Romanization 361

APPENDIX

The MARC Format 363

Input and Output Conventions 364

Patterns and Mnemonic Features 367

An Example 367

899

The Record Directory 370
The Bibliographic-Data Fields: Tags 010 through

Tag-Number Order as a Carry-Over of the Unit-Entry Card Format 372

The Family of USMARC Formats 373

371

NOTES 375

INDEX 381