Essential cataloguing

J. H. Bowman



Contents

Acknowledgements vii

I Introduction I

The aim of this book 1; Layout 1; The need for cataloguing 2; What makes a good cataloguer? 3

2 Background to cataloguing and AACR2 4

What is a catalogue? 4; Why have catalogues? 4; What is cataloguing? 5; The importance of catalogues 6; Main and added entries 7; Origins of modern cataloguing 7; International Standard Bibliographic Description 8; Punctuation 8; Standards 9; MARC 10

3 Structure of AACR2 and of the MARC 21 format 12

Appendices 13; The general introduction 14; Main and added entries 14; Structure of entries 14; Optional rules 15; The word 'prominently' 15; Judgement and interpretation 15; Examples in AACR2 16; Structure of a MARC record 16; List of the main MARC 21 fields 18; Punctuation 19

4 Description 20

Areas of description 20; Sources of information 20; Arrangement of the areas 21; Punctuation 21; Levels of description 22; Copying 22; Title and statement of responsibility area 23; Exceptions to copying 25; Edition area 53; Material specific details area 56; Publication, distribution, etc., area 57; Physical description area 68; Illustrative matter 71; Series area 75; Note area 79; Standard number and terms of availability area 85

5 Access points 86

Personal author 87; Corporate body 88; Title entry 102; Changes of persons or bodies responsible for a work 104; Miscellaneous cases 104; Works by more than one person or body 105; Shared responsibility 106; Works of mixed responsibility 110; Related works 122; Special rules 123; Added entries 123

6 Multipart works 128

Description 128; Multipart works and series 129; Change of title between parts 136; Change of persons or bodies responsible between parts 136

7 Headings for persons 137

Choice of name 137; Entry element 141; Entry under surname 142; Titles of nobility 145; Entry under given name, etc. 147; Entry under initials, letters or numerals 147; Entry under phrase 147; Additions to names 148; Married women 148; Saints 148; Spirits 149; Distinguishing identical names 149

8 Headings for corporate bodies 153

Punctuation and spacing 153; Capitalization 154; Order of elements in name 154; Changes of name 154; Variant names 155; Additions to names of bodies 157; Omissions from names 159; Names of ships 160; Conferences 160; Exhibitions, fairs, festivals, etc. 164; Miscellaneous other rules about additions and omissions in headings 165; Subordinate bodies 165; Joint committees, commissions, etc. 168; Government names 168; Courts 172; Armed forces 172

9 Authority control 173

What is authority control? 173; Why have authority control? 173; How do you do authority control? 174; Structure of an authority record 175; Personal names 178; Corporate bodies 180; Uniform titles 182; Series 182

10 Uniform titles 183

The two types of uniform title 183; Uniform titles for individual works 184; Special uses of uniform titles 190; Sacred scriptures 191; Collective titles 193

Bibliography 197

Appendix: Catalogue records in MARC 21 format for the examples in this book 198

Index 210