
UNIT 5 KINDS OF ENTRIES

Structure

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5.0 OBJECTIVES

You have learnt about a library catalogue, the purpose it serves and the functions it performs. The preparation of various types of entries constitutes the basic work of cataloguing. This Unit introduces you to the different types of entries and their relative functions.

After reading this Unit, you will be able to:

- describe a catalogue entry;
- explain the need for different kinds of entries;
- distinguish their functional characteristics; and
- identify the composition of entries in a dictionary and a classified catalogue.

5.1 INTRODUCTION

In Block 1 of this course you have studied what a Library Catalogue is. You have also learnt about the need and purpose and the functions of a library catalogue and also the outer and inner arms of catalogues.

In this Unit the term "Entry" is explained with illustrations. We provide multiple entries for document in a library catalogue. The various approaches of a user to find a document, like trying to find out a document of a known author; or, of a known title or, seeking documents on a subject of interest are some of the reasons why we provide several entries in a library Catalogue. Of the several entries we provide, the basic entry (known as the Main Entry) provides maximum data or information about a document and all other entries are known as



Added Entries. Added entries need not necessarily give the information that is given in a Main Entry. However, in a system known as Unit Card System, Added Entries also carry all the details of a book as in a Main Entry.

To make the catalogue more meaningful and effective as a search tool that can save the time of the user several other types of entries like 'References' and 'Analytical Entries' are provided in a catalogue. Such entries are also explained in this Unit.

As seen in Block 1 Unit 3 of this course there are two prominent inner forms of catalogues known as Classified Catalogue and Dictionary Catalogue. The kinds of entries that are given in these two types of catalogues are discussed and illustrated in this Unit. With the advent of Information Technology (IT) machine-readable catalogues are prepared now. Block 2, Unit-9 deals with the machine formats of cataloguing.

This Unit describes the basic elements of different types of catalogue entries with illustrations. The next Unit deals with information that is provided in the Catalogue and the structure/format of entries in Dictionary and Classified catalogues. Read the two units together. This will give you a fairly good idea of catalogue entries.

5.2 CATALOGUE ENTRY

You will frequently come across the use of the word 'Entry' in cataloguing. The art and science of cataloguing lies in the preparation of what are known as entries of several kinds for the various documents that we acquire for the library.

5.2.1 What is an Entry?

An entry is a record of information for a specific purpose. This information is entered into a 'kind of a record. Suppose you have the habit of recording in a diary details of your daily study then as you finish reading this Unit on a particular day you will make an entry in your diary about your completion of the unit that day. Or, again as a householder you keep a memo of your expenditure every month; then, you make an entry in a record about the amount spent on a particular item on a particular day. Similarly, if you make note of a book that you added to the stock of your library you are making an entry in the 'Accession Register'.

Information provided in an entry can be very brief as in the case of an entry in an attendance register in a school or a factory, or it can be fairly descriptive as in the case of an entry in a diary. The amount of information to be provided in an entry depends upon the nature of the entry and its purpose.

5.2.2 Catalogue Entry

In the case of a library catalogue you are providing information about a document that exists in the library. This means you are preparing an entry for the document. S.R. Ranganathan defined an entry as 'ultimate unit record in a catalogue or documentation list'.

In a library catalogue entry the information provided may be elaborate or very brief. What information is to be given, how much of it should be given, and how the information is to be given are decided according to the need and purpose of a particular catalogue entry.

Self Check Exercise

1) Define the term "Entry" in a library catalogue.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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5.3 NEED FOR CATALOGUE ENTRIES

You are now familiar with the meaning of entries. Entries are needed as records of information. They help us to describe an item. Entries are also helpful sometimes to find out the items that are inter-related.

Library catalogues are not only useful as search tools for users but they also serve as inventories for the stock of documents acquired and added to the library.

5.3.1 User Approaches

In Unit 1 of this course, we have seen the purpose and functions of a catalogue. By using a library catalogue we can find out the various documents available in the library, without physically going through every rack and stack of the library collection. We can know

- 1) whether a book or document whose title is known to us is available in the library. This is called 'title approach' of the user.
- 2) whether a book or document written by a particular author is available or not. This is called 'author approach' of the user.
- 3) the available literature on a particular subject of our interest in the library. This is called 'subject approach'.

Yet, there is another approach known as 'series approach'.

In the Glossary given in Appendix D of AACR-2, you will find the definition of a "series". In brief, separate items of documents related to one another and having a common collective title in addition to their own titles are said to belong to a series. Again, each of two or more volumes of lectures, essays, articles or other writings which are similar in character and issued in a sequence also comprise a series.

Reputed publishers bring out standard books, monographs and reports in a series. They are valuable for their continuity, authority, and usefulness. A user may be very anxious to read a new document published in a series the moment it is acquired by the library. This approach of the user is known as 'series approach'.

Examples of Series are:

- 1) McGraw-Hill Series of Science and Technology
- 2) Sarada Ranganathan Endowment Lectures

You know that the library catalogue not only takes care of the different approaches of the users but also provides all possible information about a document to the user. It takes care of even possible variations in spelling and usage of personal names of authors. As you go further into the lessons you will appreciate the ways in which cataloguing practice visualizes and anticipates the problems from the point of view of a library user.

5.3.2 Catalogue as a Search Tool

Remember that not often can we recollect all particulars of a document like author, title, subject, series, etc., when we search for it. Further, when we are interested in a particular subject or a publication belonging to a series we would like to know what the new title is or who is its author.

At such times either some staff member in the library or some tool like the library catalogue comes to our rescue. A library catalogue recognizes the various approaches, which are also known as access points of the users. Therefore, the catalogue provides information about a document under all the possible access points.

A library catalogue is a useful search tool for the effective use of library. Once a user knows that a catalogue is available in the library and he is familiar with its use, he will feel confident that the catalogue can meet many of his requirements. It acts as a good guide and a finding tool.



From a library catalogue we can find the availability or otherwise of a document from any of its access points. We can get maximum possible description of the document. We can find about related documents. Above all we can find the location number (the Call Number) of a document.

Thus, library catalogue is a very effective search tool.

Self Check Exercise

2) Explain in five lines how the library catalogue can be an effective search tool.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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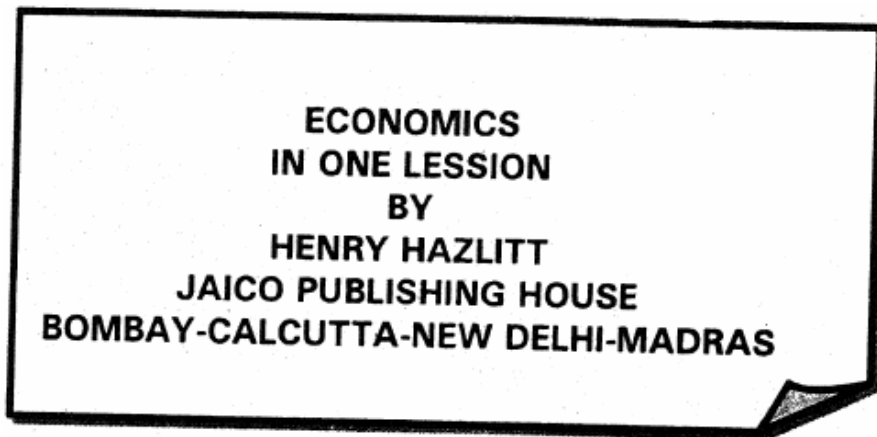
5.3.3 Need for Several Entries

A library catalogue can just meet any one type of user's approach like author approach, title approach, etc. We can also prepare catalogues, which can meet two or more of these user needs. Say, for example, author and title approach; or title and subject approach and so on. In a Dictionary Catalogue information is provided usually under the three approaches namely; author, title and subject. Sometimes in addition, series approach may also be provided for. To meet the requirements of each one of these approaches we provide an entry under that particular heading or caption in a library catalogue.

Thus, a single book may have to be provided with a minimum of three entries when we wish to help a user find the book under any one of the possible approaches of author, title and subject.

Take for example the following book published by the Jaico Publishing House, Bombay in 1956:

Example 1



A user who knows the title will ask for it or search for it in the catalogue under the title Economics in One Lesson. In this case the user may not know the author. But for some other user, the author's name may be familiar. Then he would search for the book under Hazlitt or Henry Hazlitt. Yet another user may be the one who is interested in reading books on Economics: ' Here the subject of his interest is Economics and this book is no doubt useful to that user if he is interested in finding popular books on the subject.

For this book, therefore, we provide at least three entries under each one of the author, title and the subject.

Self Check Exercise

3) Explain the need for different kinds of entries in a library catalogue in five lines.

Note: i) Write your answer in the space given below.

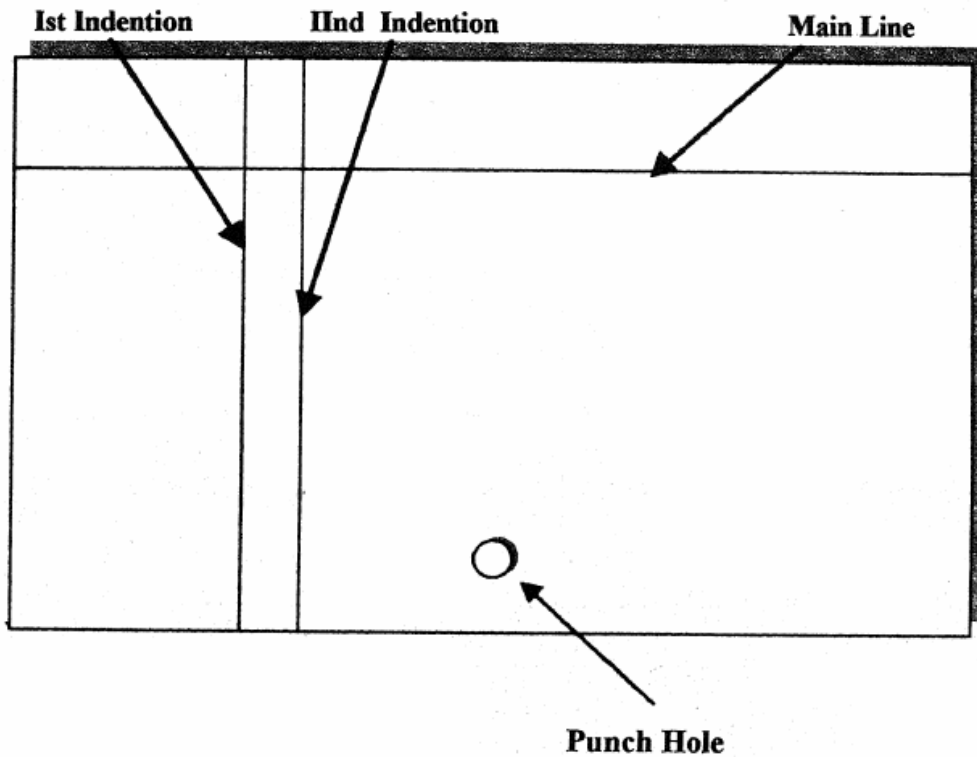
ii) Check your answer with the answers given at the end of this Unit



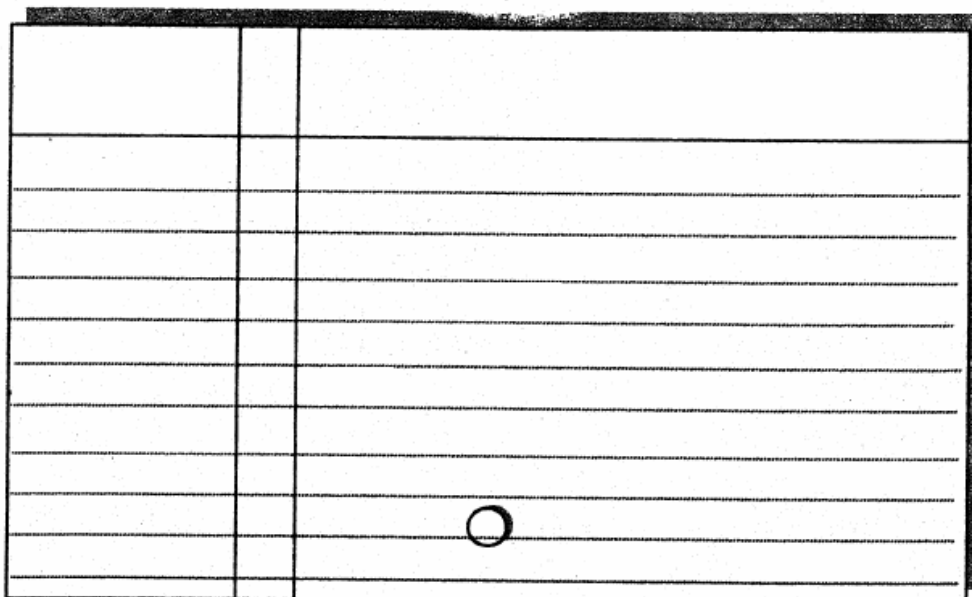
5.4 ENTRY FORMAT

In Unit 3 of this course, you have learnt about various physical forms of catalogues and noted that card catalogue is one such form. A library catalogue card is of a standard size 12.5cm * 7.5cm. It may be a white blank card or a card with lines printed on it. See the illustrations given below for the two types of cards:

Type I Catalogue Card



Type II Catalogue Card





The indention lines are drawn mainly to maintain clarity and to distinguish one line from another line while recording the details of a document in the form of a catalogue entry. For the convenience of user the details of a document are recorded in different paragraphs. Each paragraph starts from second indention (i.e., second red line) and continues from first indention (i.e., first red line) in the description. However, in the case of the Main line the starting indentions for heading differ between main and added entries. The heading section/leading section both in dictionary and classified catalogue starts from first indention (First red line). But heading continues from second indention in dictionary catalogue and from first indention again in classified catalogue.

One important factor we must always remember here is that the code which we are following for preparing dictionary catalogue, i.e., AACR-2R never prescribes any indentions in the form of rules in the code except a suggestion for providing heading or access point distinctively in a separate line from the description of a document in the catalogue record/entry. On the other hand CCC offers clear and rigid rules for following different indentions for different sections in different entries.

Observe the following example carefully:

Example 2

<p>WORKING AND MANAGING IN A NEW AGE RON GARLAND IVY BOOKS - NEW YORK</p>
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The Main Entry in a catalogue card of Type - I will be

Type I Main Entry Card

Call No.		Garland, Ron.
Acc.No.:		<p>Working and managing in a new age/ by Ron Garland. – New York: IVY Books, 1990. xii, 207p; illus. 18 cm.</p> <p>1. Management. I. Title.</p>

The horizontal lines in the catalogue card of Type II will help in writing the paragraphs neatly. They are helpful when card is hand written. In a printed catalogue the entry can be printed with proper alignment without the assistance of the indentions and the horizontal lines. The entry will appear as shown in the next page.



Call No.	Garland, Ron
	Working and managing in a new age/ by Ron Garland. – New York: IVY Books, 1990. xii, 207p; illus.18 cm.
Acc.No.:	
	1. Management. I. Title.

5.4.1 Main Entry and Added Entries

Of the several entries we provide for a document in library catalogue, one entry is called the 'Main Entry' and the remaining are known as 'Added Entries' or 'Additional Entries'.

Main Entry is the basic entry. It is the entry in which all the essential information useful and relevant for the identification of a document is provided. AACR-2 defines a Main Entry as "The complete catalogue record of an item, presented in the form by which the entry is to be uniformly identified and cited". Ranganathan in his CCC says that Main Entry is the entry, which gives maximum information about a document. All other entries relating to the document are usually derived from the main entry.

Added Entries are intended to help the user to find a document when his approach to the document is different from the one that the library has preferred for its Main Entry. That is to say, the entries, which provide access points other than the main access point, are added entries. An added entry is a supplementary entry. AACR-2 gives a simple definition. It says an added entry is "An entry, additional to the main entry, by which an item is represented in a catalogue; a 'secondary entry'".

Classified Catalogue Code simply states that an added entry is an "Entry other than main entry".

Suppose a library wants to enter books under the author concerned. But, a user searches for the book under its title. In such cases unless there is an additional entry for the book under title, the catalogue really will not be able to serve its purpose.

Again, a person may write a book and another person is associated with the same work as Joint Author, Translator, Editor, Illustrator and the like. It is always better for us to make added entries for these different persons associated with the work known as collaborators. Of course, when the number of persons associated with the work is large, we may have to restrict the number of added entries.

To meet the subject entry we will have to provide entries under subject headings appropriate to the document. Similarly, if a book belongs to an important series, an added entry is needed under the name of the series.



Self Check Exercise

4). Give the difference between a main entry and an added entry.

- Note i) Write your answer in the space given below.
 ii) Check your answer with the answers given at the end of this Unit.

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5.4.2 Unit Card System

In an added entry we may record all the information that we have recorded in the Main Entry. Or, we may prefer to be brief in 4.2 Unit Card our description since full description is provided in the Main Entry and the user can refer to it if he wants to know the full details of the document.

When we prepare entries manually handwritten or by typewriter we may prefer giving brief information in the added entries to save time and labour.

With the aid of printing, duplicating mechanically by photo copying methods, an exact replica of the Main Entry can be produced.

In what is known as 'Unit Card' or 'Unit Record System', the Main Entry and the added entries carry the same information about the document. The only difference between them is that each added entry will have the approach element at the top of the entry starting from the second indention. In such cases the Main Entry is known as 'Unit Entry'.

We may note here the current thinking on the Unit Record System and the Main Entry. Once every entry for all possible access points of a document carries full description, there may not be any need to call any one of the entries as Main Entry. Bhodan S. Wynar observes "many people believe that when multiple access points are readily available, and when the bibliographic description is complete by itself, there is no need to designate one, of the access points as the "main" one. This concept may then disappear in future codes".

For the book mentioned in 5.4 the entries in Unit Card System appear as:

Main Entry

Call No.		Garland, Ron
Acc. No.		Working and managing in a new age / by Ron Garland. – New York: IVY Books, 1990. xii,207p,illus;18 cm.
		1. Management I Title.



Title Added Entry (Unit Card System)

Call No.	Garland, Ron.	Working and managing in a new age
Acc. No.	Ron Garland.	Working and managing in a new age / by Garland. – New York: IVY Books, 1990. xii,207p,illus;18 cm. 1. Management I Title.

Subject Added Entry (Unit Card System)

Call. No.	Garland, Ron	MANAGEMENT
Acc. No.	Ron Garland.	Working and managing in a new age / by Garland. – New York: IVY Books, 1990. xii,207p,illus;18 cm. 1. Management I.Title.

When the information given in the added entry is brief, the above subject heading which is added to the entry looks like the one below:

Call No.	Garland, Ron	MANAGEMENT
Acc.No.		Working and managing in a new age. 1990. xii, 207p. illus.; 18cm.



Note that in this type of brief added entry, only the Call Number, author, title and year of publication are given. Sometimes even the year is omitted. The main line is now occupied by the added entry element but this element starts from the second indention, which indicates that the entry is not a main entry.

Self Check Exercise

5) Explain the “Unit Card System” in five lines.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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5.4.3 Catalogue Codes

When we prepare a catalogue for a library collection, we follow a set of principles and rules to prepare the entries and to arrange and file them. Sets of rules that prescribe the various types of entries, their format and contents are known as catalogue codes.

The rules prescribed and followed for cataloguing documents in the library of the Popes (known as Papal Library) in the Vatican City of Italy is called "Bibliotheca Apostolica Vatican". It is popularly known as Vatican Code. Rules prepared by Panizzi for cataloguing books of the British Museum (now called the British Library) and published in 1841 under the title "Rules for Compiling the Catalogues in the Department of Printed Books" are known as British Museum Code.

Cutter's Rules for a Dictionary Catalogue, which was in its fourth edition at the time of his death in 1903, was the first complete code for a Dictionary Catalogue. The Library of Congress was publishing its LC Rules on Printed Cards from 1903 to 1930s.

The Library Association of United Kingdom and the American Library Association in their joint efforts were publishing Rules for cataloguing from time to time, leaving scope for some minor deviations in the two countries. The Anglo-American Code (1908) is also known as Joint-Code. The American Library Association Rules (1949) abbreviated as ALA Rules, 1949; the Anglo-American Cataloguing Rules, 1967 known as AACR-1; and the present AACR-2 are the results of such joint efforts.

Revision of AACR-1 was taken up in 1974 by a joint committee of representatives of the national libraries and national library associations of Canada, United Kingdom and United States of America. They wanted to standardize and reconcile the practices of those countries. Further, they wanted a wider international base for AACR so that other countries may also follow the Code. The revised Code known now as AACR-2 was published in 1978. But major national libraries had not followed it till January 1981. Revised edition of AACR-2 was published in 1988. In our country libraries were adopting either the British or the American practices. With the advent of AACR-2 many libraries preferred switching over to that Code. Ranganathan published his Classified Catalogue Code (CCC) in 1934. The Code went through five editions during his lifetime. Some libraries in the country adopted this code for their library cataloguing practice. Hence, both AACR-2R and the CCC are discussed in this course and its units.

Self Check Exercise

6) State the purpose of library catalogue code in three sentences.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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5.5 KINDS OF ENTRIES

In section 5.3.3 we observed that in a Library Catalogue there is need for several entries. A library catalogue is a time saving device also. It helps us realize the objective of the Fourth Law of Library Science enunciated by Ranganathan- 'save the time of the reader'. So, while providing entries for a book or document we provide various kinds of entries that will help the user find his or her document. That means we are also trying to realize the Second Law of Library Science 'Every reader his or her book'. In fact all the Five Laws of Library Science can be interpreted as guide in the context of cataloguing of documents.

In the following sections we will see what are the various kinds of entries that we find in catalogues. Our study, however, confines to two prominent types of catalogues - Dictionary Catalogue and Classified Catalogue.

5.5.1 Dictionary and Classified Catalogues

In Unit 3, we discussed the physical form of a catalogue and in Unit-4 we described the different types of catalogues. For library catalogue both its outer or physical form and the inner form are equally important. The outer forms of a library catalogue comprise a bound or loose-leaf catalogue; a printed catalogue; a catalogue in machine-readable form and the like.

The inner form decides what particulars go into the entry and how the inner format of the entry is to be arranged. It also decides which one of the several access points is to be considered 'prime' or 'important' or 'main'.

For example, in a Dictionary Catalogue the author of a work is given importance. The main entry is given under the author. But in a Classified Catalogue the class to which the book belongs is considered important. What is meant by "a class" you have learnt in course BLIS 03. To recapitulate; "a class" is a group of items which have some characteristics in common.

The class to which a book belongs can be indicated by a letter or Roman alphabet or by a number or other symbols called notation. On Example 1 we have taken the book with the title.

ECONOMICS IN ONE LESSON

This book belongs to the class ECONOMICS. Its class notation according to Dewey Decimal Classification (DDC 19th ed.) is 330 and in Ranganathan's Colon Classification (CC 6th ed.) is X.

So, when subject approach or class approach is considered as the main access element the book can be entered under the following heading.

ECONOMICS

330 When the book is classified according to DDC

X When the book is classified according to CC

Thus, for the same book the Main Entry is given under the author Henry Hazlitt, (in actual practice the entry starts with the surname. The heading will be Hazlitt, Henry) in a Dictionary Catalogue, and under the notation 330 or X in a Classified Catalogue.

5.5.2 Entries in a Dictionary Catalogue

In a Dictionary Catalogue we normally provide.

- 1) Main Entries (under the author or title; if the author is not known; authorship is diffused; or if the item is produced under editorial direction that item will be entered under the heading for the title of the book)
- 2) Collaborator Added Entries (for persons or institutions, or organizations or societies, etc., associated with the creation of the work).
- 3) Subject Added Entries (for the subject or subjects dealt with in the document).
- 4) Title Added Entries (for title of the work and also for alternate title if there is one). Sometimes added entry is also provided for a sub-title of the work if there is a sub-title and it is so distinct that an added entry for it may be helpful.

In addition to these types of entries 'Reference Entries' and 'Analytical Entries' are also provided in a Dictionary Catalogue. Particularly Reference Entries are very useful. In Section



5.5.4 and 5.5.5. we shall discuss these types of entries.

Though we say that in a Dictionary Catalogue we give the Main Entry under the author we may find it difficult to decide the heading or entry element for the Main Entry.

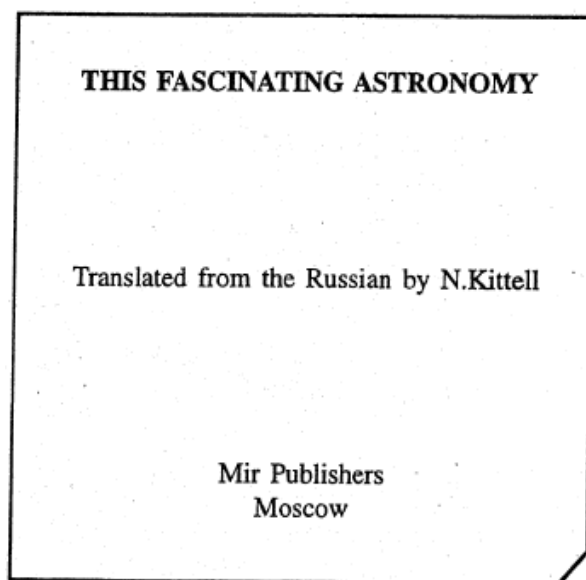
For example, instead of a single person writing a book, two, three or sometimes several persons may jointly write a book. Or, the book may be a collection of works of different persons. Short stories or essays or poetry of different persons may be published together in the form of what are known as anthologies.

How to give the Main Entry in such cases may be a problem.

An organisation, institution, a government body, a society, an association or similar others is known as a corporate body. Such corporate bodies bring out publications. In such cases again we are confronted with the problem of giving the Main Entry. The choice of the access point for the Heading Section in an entry (either main or added entry) is known as 'Choice of Heading'. The particular catalogue code that we follow in our library will give us the prescription for the above questions. It also tells us what to do in doubtful cases. For example; the second part of AACR-2 offers the guidelines for choice of the headings in the form of rules. Usually a catalogue code envisages the problem of choice of heading and provides the answers. Block 3 of this course tells you more about all these issues and their solutions.

Once we make the main entry under the name of a person or corporate body as per the guidance given by the catalogue code, we must also provide additional entries for the other possible headings. Only then the catalogue can help a user. Similarly, added entries are provided for persons or bodies associated with the creation of the work. Look at the following example.

Example 3



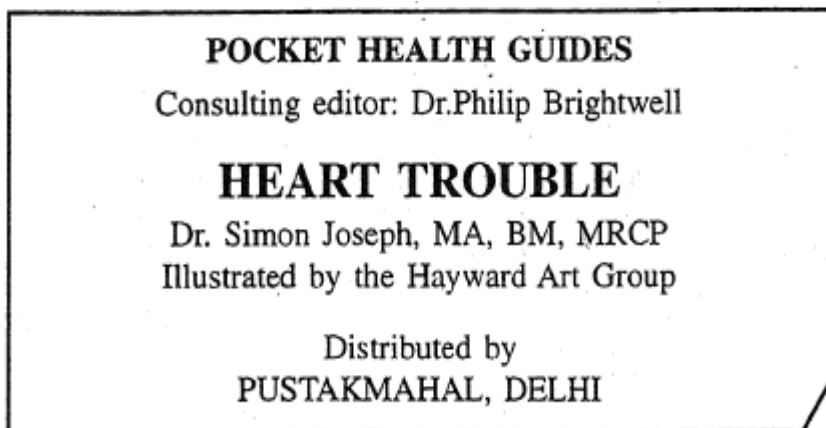
In this example the original work was written in Russian by V. Komarov. But, the book we are to catalogue is its English version which was translated by N. Kittell. N. Kittell associated himself with the work as its translator. So, he is a collaborator to the work. Therefore, we provide an added entry under N.Kittell while providing the Main Entry for V.Komarov.

To help satisfy the subject approach of users we provide added entries under the subjects on which books are written or documents are produced. Because of increasing specialisation and widening of interests in narrow fields of broad subjects, we must also consider providing entries for such micro level topics. Two or more subject added entries may have to be provided in many cases.



Here is an example:

Example 4



For this book we can give a broad subject heading MEDICINE. But heart trouble is studied under the specialisation known as CARDIOLOGY. So we can give both the subject headings for this book. The Library of Congress List of Subject Headings and The Sears List of Subject Headings are two standard lists which are commonly used in libraries for deciding the subject headings for documents. Ranganathan designed a method of deriving subject headings using his classification principles. This method is known as 'Chain Procedure'. In Block 4 of this course you will learn more about subject headings.

The other type of added entries that we provide are title added entries. When the main entry is given under an author we give an added entry for the title to satisfy the title approach. Some documents may have alternative titles also. As for example Shakespeare's.

TWELFTH NIGHT; OR, WHAT YOU WILL

Similarly, some documents may have sub-title which are as distinctive as the main title.

THE WAGON AND THE STAR

A STUDY OF AMERICAN COMMUNITY INITIATIVE

is a book with a sub-title. The Wagon and the Star is the main title and 'A Study of American Community Initiative' is its sub-title. For such documents added entries are given for the alternate titles or sub-titles as the case may be.

In the case of series also there are sometimes sub-series. In such cases we may have to provide added entries for series as well as sub-series. Remember that the type of entries and the number of entries we will have to give depends on the nature of the library in which we work. A small library may not require all the entries that probably can be provided for a book.

Self Check Exercise

7) List the types of entries in Dictionary Catalogue.

- Note:** i) Write your answer in the space given below.
 ii) Check your answer with the answers given at the end of this Unit.

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5.5.3 Entries in a classified catalogue

In Ranganathan's Classified Catalogue we find the following entries:

- 1) Main Entry



- 2) Cross Reference Entries
- 3) Class Index Entries
- 4) Book Index Entries
- 5) Cross Reference Index Entries

First two of the above are entries with call or class numbers in their leading section. The other entries are word entries with alphabetical words in the heading section.

Ranganathan's Classified Catalogue, thus basically, consists of two parts. They are known as Classified Part comprising of Main and Cross Reference Entries and Alphabetical Part consisting of the alphabetical index entries, namely, Class Index, Book Index and Cross Reference Index Entries.

Of these entries, Main Entry, Cross Reference Entry and Class Index Entry are entries given under subjects. In other words, they are called subject entries.

You may feel that in Classified Catalogue of Ranganathan there are many new terms and that you need some more clarity to understand the terms. Definitions of these terms as given by Ranganathan are given below. Study them carefully.

Main Entry Defined

"Specific Entry giving maximum information about the whole of a document. All the other entries: specific or general relating to the document, are normally derived from the Main Entry".

In the above statement Ranganathan used the terms specific and general entries. You will have to note that according to Ranganathan when a catalogue entry mentions a specific document it is a specific entry. But if the entry does not mention any specific document it is called general entry.

Ranganathan divides added entries into two broad groups as General Added Entries and Specific Added Entries.

From the illustration given you can see how a main entry looks like.

SPECIMEN MAIN ENTRY

	2.55 N3 N58	
		RANGANATHAN (Shiyali Ramamrita) (1983). Classified catalogue code with additional rules for dictionary catalogue code. Ed 4. (Madras Library Association Publications Series, 24).
	6758	○

Cross Reference Entry

"A Cross Reference Entry enters a document under one or other of the classes other than the dominant focus or class

For example, suppose the book is a Text Book of Physics and in this book the subject of Electronics is also presented. Then the dominant focus or class is physics but we can help the user by providing a Cross Reference Entry for the class Electronics:

Such entries in a dictionary catalogue are known as Subject Analytical Entries. (You will learn



more about Analytical Entries in the sub-section 5.5.5).

In the classified catalogue the Cross Reference is given under the class number for the other classes for which entries are to be given. (You will be knowing more about it in the course BLIS-04P Library Cataloguing Practice).

Class Index Entry

Class Index Entries direct the user to the Classified Part of the catalogue where materials on different subjects are arranged in a filiatory sequence with an indication of the relevant Class Number. The Class Index Entries are derived from the Class Number through the 'Chain Procedure' method. This method is described in Unit 17 of Block 4 of this course.

For example, for the Classified Catalogue Code by Ranganathan Class Index Entries are provided thus:

CLASSIFIED CATALOGUE CODE	2:55 N3
CLASSIFIED CATALOGUE	2:55
CATALOGUE, LIBRARY SCIENCE	2:5
LIBRARY SCIENCE	2

All Class Index Entries carry the statement "For documents* in this Class and its Sub-divisions, see the Classified Part of the catalogue under the Class Number".

(* Earlier the word "books" was used but the word "documents" is relevant now).

Look at the entry given below for one of the above subjects.

Class Index Entry

		LIBRARY SCIENCE.
		For documents in this Class and its Sub-divisions, see the Classified Part of the Catalogue under the Class Number 2

Similar entries are given for the other subjects stated above. These entries are General Added Entries and they are filed in the Alphabetical Part of the Classified Catalogue. You might have noticed that they are similar to the Subject Added Entries in the Dictionary Catalogue. In the Dictionary Catalogue details of document that is being catalogued are given in the entry. But a Class Index Entry indicates the Class Number under which documents on a particular subject are classed.

Book Index Entries

Book Index Entries are specific Added Word Entries provided for a document. These entries are given under the names of authors, editors, translators etc., under the name of series and in certain cases under the title.

In the case of titles, added entries are given in the Classified Catalogue as per CCC only if the title of the book

1) is fanciful



- 2) contains a proper noun or
- 3) is treated in usage as a proper noun

Further, the title (a) should not have been used as the Heading of the Main Entry; or (b) it is not as such eligible to be used as the Main Heading of a Class Index Entry of the book. These two conditions are to avoid duplication of entries.

Cross Reference Index Entry

Ranganathan in his Classified Catalogue Code uses the term, Cross Reference Index Entry for the type of entry that "usually directs the readers attention from one heading to another synonymous one in the Alphabetical Part".

"The purpose of Cross Reference Index Entry is to invite the attention of a reader from the term he brings upto the catalogue to its equivalent term or some other term under which he can find his information. This is because the catalogue uses in all Specific Entries only the term found on the title page and its overflow of the document catalogued".

In the Classified Catalogue, a Cross Reference Index Entry may be one of the following five types:

- 1) Alternative Name Entry
- 2) Variant-Form-of-Word Entry
- 3) Pseudonym-Real-Name Entry
- 4) Editor-of-Series Entry and
- 5) Generic-Name Entry

As stated earlier Ranganathan prefers to use the term Cross Reference Index Entry for an entry provided for one or other of the classes dealt with by a document other than the dominant focus or class.

Self Check Exercise

- 8) List the types of entries in a Classified Catalogue.

- Note:** i) Write your answer in the space given below.
 ii) Check your answer with the answers given at the end of this Unit.

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5.5.4 Reference Entries

In a Library where a Dictionary Catalogue is maintained we see entries of the type known as 'References' and also of the type known as 'Analytical Entries'.

A library catalogue tries to help the user to the maximum extent possible as a search tool. So, any difficulty we can visualise on the part of the user is to be countered by some kind of an entry in the catalogue. Similarly, any additional information found necessary and useful is to be provided by appropriate entries.

Uniformity is an essential feature in library cataloguing. Therefore, when there are several variations in the spelling of a name of a person or corporate body or when a term used as heading is having two or more synonymous terms there is a need to accept one particular form of the name or heading uniformly throughout the catalogue. On such occasions, to help the user, we will have to provide a reference.



Examples

A personal name like RANGANATHAN can be written as:

RANGANADHAN

RANGANADAN

RANGNATHAN and the like

In our catalogue entry we prefer only one of these forms. But a user may search the catalogue under one or the other forms mentioned above. If there is no entry under the form in which the user is searching the user may get disappointed thinking that there is no book by that particular author in the library. In such cases we provide an added entry of the type and similarly for other variations also.

		RANGANADHAN.
		See RANGANATHAN

Another example can be for a subject added entry like

CHILD PSYCHOLOGY

Suppose, the subject heading is given for the sake of uniformity and convenience as PSYCHOLOGY, CHILD then we will provide a Reference Entry as

		CHILD PSYCHOLOGY.
		See PSYCHOLOGY, CHILD



References are of two types; 'See' Reference and 'See also' Reference. See also References are provided when there are entries in a catalogue under both Referred-From and Referred-to heading forms.

		INTERIOR DECORATION.
		<i>See also</i> HOME SCIENCE

Such an entry indicates that there are entries in the catalogue both under the Referred-From heading INTERIOR DECORATION and also under the 'Referred-to' heading HOME SCIENCE. The entry helps the user to find the related material. In a 'see also' reference, entries should be given for both headings. In the above example another entry will be:

		HOME SCIENCE.
		<i>See also</i> INTERIOR DECORATION

To explain further Bhodan S. Wynar may be quoted as follows:

"See reference": "The function of a see reference is to direct the user of a catalogue from a form of the name of a person or a corporate body or the title of a work that might reasonably be sought to the form that has been chosen as a name heading or a uniform title". A see reference says to the user, "No, you won't find what you're looking for here; but if you will look under....., you will find something"

"See also" references "The function of a see also reference is to direct the user from one name heading or uniform title to another that is related to it". A see also reference says to the user, "Yes, there is some information here and you may also be interested in 'related information that you can find' under...."

When we feel that a 'simple see or see also reference does not give sufficient guidance to the user of the catalogue an explanatory reference giving more detailed guidance is to be given.



Chapter 26 of AACR-2R on "References" defines different kinds of references and how they are made and the conditions under which the different types of references are to be provided. Some of these aspects will be discussed in Unit 6.

The format and the type of information given in references on Cross References Entries of Dictionary Catalogue and Cross Reference and Cross Reference Index Entry in a Classified Catalogue are dealt within the Unit.

Self Check Exercise

9) Explain the functions of See and See Aided references.

Note: i) Write your answer in the space provided below.

ii) Check your answer with the answers given at the end of this Unit.

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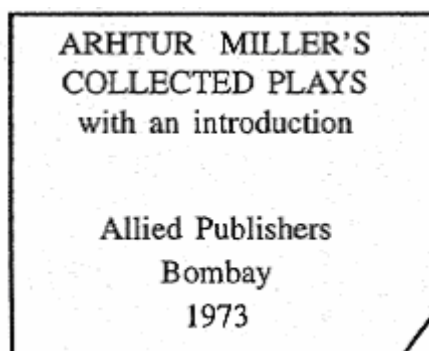
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5.5.5 Analytical Entries

Sometimes we may wish to draw the attention of a library user to a part or parts of a book which we feel may otherwise escape the attention of the user. A catalogue entry can help in such situations. On such occasions we are analysing the contents of the work. Analysis, AACR-2 observes, "is the process of preparing a bibliographic record that describes a part or parts of a larger item". And, glossary in AACR-2 defines an Analytical Entry as "An entry for a part of an item for which a comprehensive entry has been made".

Example 5



In this collection published in 1857 by the Viking Press whose first Indian Reprint was published in 1973 by Allied Publishers there are five plays with different titles.

When we make a bibliographic record of these plays in the Main Entry we are making an analysis. A mention of the part may be made either in the title statement or in the note area. In such cases an added entry may also be given for the part. Such added entries are known as Analytical Added Entries. Different type of analytical entries can be prepared related to the part or parts of a document. They are Author Analytical; Title Analytical and Subject Analytical entries.

For the above book a Main Entry may be given in the following way:



		<p>Miller, Arthur</p>
		<p>Arthur Miller's collected plays with an introduction/ Arthur Miller. – Bombay; Allied, 1973. 439 p;21cm.</p> <p>Contents: All my sons. – Death of a Salesman. – The crucible. – A memory of Two Mondays. – A View from the Bridge.</p>

Observe the point that in the above entry the parts constitute the work; that is to say, the five different plays are indicated in the Note section of the entry.

"If more bibliographic description is needed for the part than can be obtained from the note area, the 'In' analytic entry may be considered".

The play 'Death of a salesman' appears at pages 130 to 222 of the work. For this an 'In' Analytical Entry can be provided as follows:

		<p>Death of a Salesman: Certain</p>
		<p>Private Conversations in Two Acts and A Requiem/Arthur Miller. -p.130-222,21 cm.</p> <p><u>In</u> Miller, Arthur. Arthur Miller's Collected Plays with an Introduction.– Bombay:Allied,1973.</p>

If a work is a part of a series or a multipart monograph and if it has a distinctive title of its own, then an analytical entry with full bibliographic description will be prepared.

As regards analytical entries in the Classified Catalogue of Ranganathan the CCC mentions three types of Analytical Entries as given below:

Author Analytical

Title Analytical

Subject Analytical

Author Analytical "is a Specific Added Entry referring from the name of the Author and the title of contribution occurring in a host document, to its locus, that is, the host document and the place of occurrence in it".

Example given in CCC for this is:



Author Analytical

		WEBB (Sydney) (1959).
		Diseases of organised society. <u>Forming part of</u> Adams: Modern State. W N35

Title Analytical is a "specific Added" Entry referring from the title of contribution occurring in a host document, to its Locus, that is, the host document and the place of occurrence in it".

Title Analytical for the above contribution will be

Title Analytical

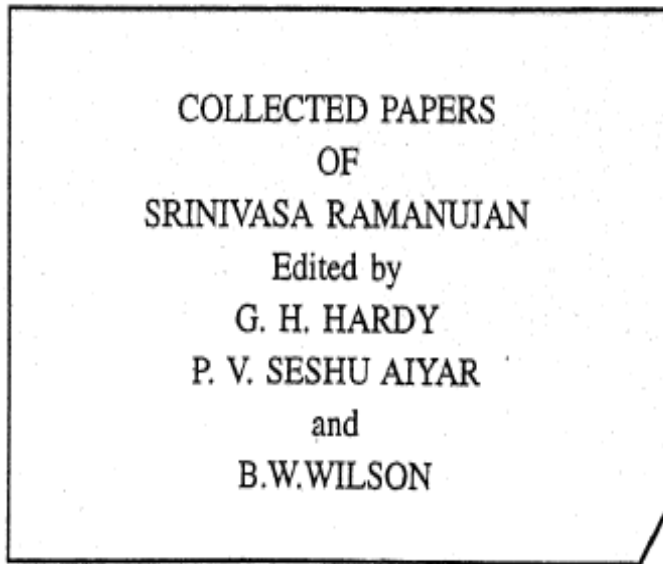
		DISEASES OF organised society,
		By Webb. <u>Forming part of</u> Adams: Modern state W N35.



Subject Analytical is a "specific subject entry which mentions a portion of a document in which the subject is treated" Classified Catalogue Code calls such a type of entry as "Cross Reference Entry".

Let us examine again the example given by Ranganathan in CCC which clarifies the nature of the entry better.

Example 6



Published in 1927 the biography of srinivasa Ramanujam was given in the introductory pages from xi to xix. This part of the book was very valuable at that time because that was the only biography of the great mathematical genius of India available then. So, a subject Analytical Entry (or what is known in CCC as Cross Reference Entry) is provided for the biography part constructing as class Number for it. The entry is as follows:

Subject Analytical Entry or Cross Reference Entry

	Bw M87	
		<p><u>See also</u> Bx M87 N27 Ramanujan. Collected papers,p xi-xix.</p> <p style="text-align: center;">○</p>



Self Check Exercises

- 10) Give appropriate reference entries to the following when
 - a) the name LAKSHMI has the variant forms like “Laxmi” and “Luxmi”
 - b) documents are catalogued under both the subjects PRE-HISTORY and ANTHROPOLOGY

11) Name the three types of analytical entries in the Classified Catalogue code.

- Note:**
- i) write your answers in the space given below.
 - ii) Check your answers with the answers given at the end of this Unit.

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5.6 SUMMARY

Entry is a familiar word. We come across entries in various types of records and inventories. A library catalogue is not only a record of the documents available in a library but also a search tool which will help the user to find his document whatever be his approach to the document - author, title, subject or series. For this purpose library catalogue provides-various types of entries. Among the entries, the basic entry which gives maximum information about the document is called Main Entry. All other entries are derived from the Main Entry and they are known as Added Entries. In a Unit Card System, however, all the entries give the same maximum description of the document.

While preparing entries certain principles and rules are to be followed regarding the choice of heading and the format to be followed in providing information in the entry. Codes laying down these rules and principles are known as catalogue codes.

In this Unit the various types of entries provided for in the Dictionary Catalogue and the Classified Catalogue as per CCC of Ranganathan are described.

In the next Unit the entry format and the data elements of different kinds of entries are described with suitable examples.

5.7 ANSWERS TO SELF CHECK EXERCISES

- 1) A record that carries information about a document of a library is an entry. An entry is the ultimate record of a document in a library catalogue.
- 2) Readers approach a library catalogue for a document with its author, title or subject or the series to which it belongs. There are also types of analytical entries that give additional information about parts of the document and their subjects. All these entries give a library catalogue capability to provide every type of information required by a reader.
- 3) A library catalogue enables the search of a document through its author, title and the subject. Entries in a catalogue are prepared for each of these approaches. Not only does it serve as a finding tool, it also would reveal all the works of the same author or all the editions of the same title, if the library has all these.



- 4) Format of Catalogue Entries 4) - The main Entry carries the complete information of a document presented in the form of an entry, to be uniformly identified or cited. It therefore, carries the maximum information about a document. An added entry, on the other hand, provides additional approaches, such as author, title or subject carrying them in the leading section.
- 5) In a Unit Card System, all entries, main as well as added entries, carry the same bibliographical data of a document. The only difference between the Main and Added entries is that in each added entry, the leading section will contain the approach element. In this system, the main entry is known as Unit Entry.
- 6) A library catalogue code is a set of rules and procedures for picking up the right choice and rendering of bibliographical data pertaining to a document in a catalogue. With the help of these rules and procedures, all the different entries are prepared for a catalogue.
- 7) The type of entries in a dictionary catalogue are
 - a) Main Entry, b) Collaborator Entry, c) Subject Entry, d) Title Entry, e) Cross Reference Entries.
- 8) The type of entries in a classified catalogue are
 - a) Main Entry, b) Cross Reference Entries, c) Class Index Entries, d) Book Index Entries, and e) Cross Reference Index Entries.
- 9) A see reference is to direct the user of a library catalogue from a form of the name of a person, a corporate body, the title of a work, etc., to the form that has been chosen for the catalogue. A see also reference is to direct the user from one heading to other related headings in a catalogue.
- 10)

LUXMI	LAXMI
See	See
LAKSHMI	LAKSHMI
PRE-HISTORY	ANTHROPOLOGY
See Also	See Also
ANTHROPOLOGY	PRE-HISTORY
- 11) The three types of analytical entries in the Classified Catalogue Code are
 - Author Analyticals
 - Title Analyticals
 - Subject Analyticals

5.8 KEY WORDS

In this glossary only terms that are not elaborately explained in the units are defined. For a better understanding of the terms used in the Unit you may also consult the definitions given in the two codes AACR-2 and CCC and the standard glossaries of bibliographic and library terms.

Access Point	A term, name or phrase etc., used at the head of a catalogue entry by means of which a document is searched or identified. <i>See also</i> APPROACH POINT.
Alternative Title	Second part of a title proper, which consists of two parts, each of which is a title and both of them joined by the word or its equivalent in another language.
Approach Point	A term, name, phrase or word group under which a user searches a library catalogue to find his document, <i>See also</i> ACCESS POINT
Bibliographic Description	Information about a document regarding its author, title,



	edition, publishing and other details in a catalogue entry.
Bibliographic Record, Call Number	A catalogue entry giving full bibliographic description. Notation used to identify and locate a book or document. It usually consists of the Class Number and the Book Number. It may also, include a Work Number or a Collection Number.
Collaborator	A person who associates with another person or other, persons to produce a work.
Document	A term used to denote a book or other similar types of conventional and non-conventional information records.
Entry Element	Word or word group under which an entry is made.
Explanatory Reference	A reference which gives the detailed guidance for the effective use of the concerned headings.
Fanciful Title	Title from which it is difficult to find out the subject of the work. ("Title that does not disclose the subject of the work". - Ranganathan).
Indentions	Designated vertical margins or space from left edge of the card at which parts of a catalogue entry begin.
Sub – Series	A series within a series. That is to say a series which appears along with a comprehensive series of which it forms a section.
Sub – Title	A secondary or subordinate title. This is usually an explanatory part of the title, which either expands or limits the title proper.
Tracing	A record of all additional entries provided.

5.9 REFERENCES AND FURTHER READING

Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.

Ranganathan, S.R. (1992). Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.

Wynar, Bhodan, S. (1980). Introduction to Cataloguing and Classification. 6th ed. Littleton, Colorado: Libraries Unlimited.