
UNIT 7 FILING OF ENTRIES – CLASSIFIED AND ALPHABETICAL

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7.0 OBJECTIVES

You learnt in Unit 5 about the types of entries in a catalogue and what information goes into them. All these entries should be arranged in a helpful sequence for easy access to documents in a library. This unit deals with filing of entries in an alphabetical order and in a classified order.

After reading this Unit, you will be able to:

- describe the basic principles of filing alphabetical and classified entries;
- explain the rules and procedures for alphabetical and classified filing;
- arrange entries alphabetically or in a classified order, according to prescribed sets of rules.

7.1 INTRODUCTION

In Unit 5, the format of a catalogue entry was described. You were also told that for every document catalogued, there can be a main entry and an added entry or several added entries. In a library we prepare all the necessary entries for the documents, we add to the stock. So whatever be the physical form of the catalogue the entries in the catalogue have to be filed in a logical and helpful sequence.

Catalogue entries are filed by their access or approach points. The access points are either alphabetical words or notational symbols (Class Numbers or Call Numbers). That is to say, there will be Alphabetical Entries and Classified Entries. Sometimes, there may be some other characters and symbols also as part of, or substitute for, the name of a person or the title of a work.



It may appear that the alphabetical entries and classified entries consisting of numerals and letters of alphabets can be filed easily because of our familiarity with numerals and alphabets. But in actual practice we face many some guiding principles are worked out. The American Library Association (ALA); The Library of Congress (LC); and a few other bodies have, worked-out filing rules, The rules are prescribed in catalogue codes in some cases, Ranganathan also in his Classified Catalogue Code (CCC) has taken care of the filing rules.

In this Unit you will learn about the-problems of filing classified entries and alphabetical entries and how they are resolved by some of the major filing systems. The filing procedure is also stated briefly. A few illustrative rules of the prominent systems of ALA and CCC are given.

It is important and useful to consult the books mentioned in 'References and Further Reading', If you can go through the chapters on Filing Rules in those books, you will know more about filing of entries, as a good number of illustrations are given in them.

7.2 FILING

"A place for everything and everything in its place" is an old saying. We are aware of the implications of this saying in our daily life. If everything in our house or office is not in its place, then it creates utter chaos and confusion. Similarly, there must be a proper place for the things we have. If we dump them together for one reason or the other, then every time we need particular- item we will have the ordeal of searching them among all the other things. Hence the need to put things in proper places arises.

7.2.1 Meaning and Purpose

We use the worst filing in our day-to-day life when we arrange related things in an order - for example, filing of papers on a topic, Webster's Dictionary defines filing as: "to arrange in order for preservation or reference", Hunter and Bakewell in their work on cataloguing define a file as "a collection of related and usually similarly constructed records treated as a unit, e.g., the catalogue of a library."

Filing helps to find a place for everything and also helps in bringing order among things. Thus, filing serves both the purposes of preservation and ready use of things preserved through a logical approach. It saves time in using a collection and also brings together closely related things when filing is done scientifically.

7.2.2 Need for Filing of Catalogue Entries

In Unit I of this course you have noted that the word catalogue has been derived from a Greek phrase Katy Logos. "Kate means "by" or "according to" and "Logos" has different meanings like "word" or "order" or "reason". Thus, this definition of a catalogue implies arranging entries according to some definite plan. Therefore, filing of entries assumes significance in a catalogue.

Earlier in Unit 3 of this course you learnt about various physical forms of catalogues. Whatever be the physical or inner form, the entries are to be arranged in a catalogue according to some plan, That is to say, filing of entries on the basis of certain principles, is a must.

A good system of filing of entries in a catalogue will

- 1) save the time of filing of the people who use it;
- 2) bring together related entries at one place,
- 3) expose the items about which the user may not know till the time of the search; and
- 4) facilitate manipulation and handling of the catalogue with ease, once the logic behind the arrangement is known.

Further, an entry misfiled is an entry lost. The user may miss the entry and thereby the details of the document for which the entry is misfiled. The user may think that the particular document is not available in the library.



Orderly arrangement of a library collection, however, laid the foundations for the schemes of library classification.

Filing systems for catalogue entries evolved over a period of time, such entries were prepared for a large library collection. When the number of documents is limited, filing of entries is not much of a problem. Only when the number of documents increases, the need for a good and effective filing system becomes necessary.

Some of the catalogue codes like Cutter's Rules for a Dictionary Catalogue and the 'Vatican Code' have included filing rules also in their cataloguing rules. Let us briefly learn about a few filing systems that have evolved over time.

i) Berghoefffer System

Towards the end of the 19th century Christian W. Berghoefffer introduced an interesting filing system for the Frankfurter Sammelkatalog. This system suggests the division of the catalogue into three sections as-a personal section, a geographical section, and a title section. In the personal section, only the surnames of the authors are taken into consideration ignoring forenames and initials. Titles are arranged in alphabetical sequence under each surname. This system is very useful for union catalogues.

ii) ALA Filing Rules

The American Library Association published in 1942 the A.L.A. Rules for Filing Catalogue Cards. This code for filing entries " is based on a comparative study of filing rules which have appeared in printed codes and in manuals of library science, and also of the practices in a number of large and medium-sized public and university libraries". The revised version of the code appeared as a new set of rules under the title ALA Filing Rules in 1968. These Rules appeared in two formats-a full text, and an abridged paperback edition.

The 1968 rule is related to the provision of AACR-2. The Committees responsible for AACR-2 and for 1968 rule on Filing Rules worked in co-operation. The structured uniform titles recommended by AACR-2 is an effort towards a better scheme of filing the entries in some cases.

iii) Library of Congress Filing Rules

For the Library of Congress the rules that were in practice, namely; Filing Rules Pr the Dictionary Catalogues in the Library of Congress (1956) and the subsequent provisional Filing Arrangement in the Library of Congress Catalogs by John C Rather (1971) were replaced by the Library,-of Congress Filing Rules published in 1980. These rules are more elaborate than the ALA Filing Rules. Emphasis in these rules is on the practical adaptability of the rules for computer processing of the entries:

iv) Computer Filing

Computers can relieve the burden of laborious filing of entries. They can do the job quickly and automatically. Computers are now being used in library operations and in bibliographic control. But there are certain drawbacks in computer filing also because they cannot think like human beings. Suppose you give the instruction to a computer saying ignore the initial articles like "A" "An" The "while filing. Then for a title like ABC of Atomic Physics the computer will file the title as BC of Atomic Physics, which is rather unhelpful filing. However, with proper programming instructions some of the problems can he solved. The first code to deal specifically with computer filing was published in 1966 by Theodore C. Hines and Jessica L. Harris under the title Computer Filing of Index Bibliographic and Catalogue Records.

v) BLAISE Filing Rules

Automated information service provided by the British Library is known under acronym BLAISE (British Library Automated Information Service). "The BLAISE filing rules had their origins in the report of a Working Party on Computer Filing set up by the Library Association Cataloguing and Indexing Group". These rules for computer filing were prepared on the basis of the principles developed by the International Organisation for Standardization (ISO).



vi) Ranganathan's Principles

Earlier you were told that in Ranganathan's Classified Catalogue there are two parts classified part and alphabetical part. In the Classified part we come across Class Numbers and Call Numbers as entries to be filed. A class number or call number includes numerals, letters, punctuation marks and symbols or characters like etc. Ranganathan uses the word 'digits' for these characters used by him as notation. In his Colon Classification he has assigned values for these digits which will guide us in filing entries in classified part. Further his Classified Catalogue Code Ed. 5 Chapter EG and EH deal with the filing of entries in Classified Part and in Alphabetical Part respectively. We will discuss them at the appropriate places in the coming sections of this Unit.

Self Check Exercise

3) List the major systems of filing.

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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7.3 CLASSIFIED ENTRIES

In this section, you will learn about classified filing a) only when letters of an alphabet are used for entries; b) when numerals, letters of an alphabet and other symbols are used in entries all together. We shall also learn the rules provided by Ranganathan in CCC. Filing entries in a shelf list is also discussed in this section.

7.3.1 Filing Classified Entries

By classified entries, we mean entries which bear notation; that is, Class Number and Call Number entries. A Subject Catalogue and an Alphabetic-Classified Catalogue also are known as Classified Catalogues. Ranganathan considers a Classified Catalogue as a "Catalogue in which some entries are number entries and some are word entries".

Filing of number entries will be easy when a simple scheme of Classification like Dewey Decimal Classification is used. The numerals and their sequential value is quite familiar to us. So the arrangement is simple.

For example when numbers like 030; 360; 130; 505; 330; 720; etc., are to be arranged we arrange them in the sequence

- 030
- 130
- 330
- 360
- 505
- 720

Similarly, when Class Numbers are based on pure notation using letter of alphabets like ABCD we can conveniently arrange them in a sequential order

- AAC
- AAH
- AAL
- ABC
- ABG



ABK
ACD
ACM and so on

When both - alphabet letters and numerals are used in a mixed notation their arrangement needs some guidance as to whether letters should be taken first or numerals. If both capital letters and small letters are used and in addition both Arabic numerals and Roman numerals are also mixed up, then again some guiding principles of preference and sequence are needed.

Filing becomes much more complicated when characters and symbols like - " " &; etc., appear as indication digits. These and some other issues we shall consider in the succeeding sections of this Unit.

7.3.2 Entries in Classified Part of Ranganathan's Classified Catalogue at per CCC

As stated earlier Ranganathan provided the rules to be followed while arranging entries in the classified part of the Classified Catalogue in Chapter EG of his CCC. Some of these rules are quoted below.

EG 1 "The entries in the Classified Part are to be arranged by the Class Numbers in their respective Leading Sections".

EU 21 "Among the entries with the same Class Number in their respective Leading Sections, those with one or more Book Numbers are to have precedence over those without them".

EU 22 "Entries with Book Numbers in their respective Leading Sections are to be arranged among themselves by the Book Numbers",

EU 24 "Entries with the same Class Numbers as well as Book Numbers in their respective Leading Sections will be a sequence of "Continued" entries and they are to be arranged among themselves its numerical sequence":

EC 11 "Etudes with the same Class Numbers and without Book Numbers in their respective Leading Sections are to be arranged by the Book Numbers, if any, in their respective Third Sections".

EU 32 "Such of the entries coming under rule 11 of this Chapter as have the same Book Numbers in their respective Third Sections, are to be arranged among themselves by the Class Numbers occurring in their respective Third Sections",

These statements in the above rules are quite clear. According to CCC, we arrange entries according to the Class Numbers in the Leading Sections, if two entries are similar but one entry is with a Book Number and the other does not have any Book Number the entry with Book Number is to be filed first. Among the entries with Book Numbers the arrangement will be according to Book Numbers, For entries with same Class Number in the Leading Sections and without any Book Numbers we will have to arrange them according to the Book Numbers in the Third Sections, if there are such Book Number in the Third Sections, If all Numbers are common then the entries should be filed in numerical sequence.

7.3.3 Class Number Arrangement

Unlike the Class Numbers of Dewey Decimal Classification the Colon Class Numbers have not only Arabic Numerals but also capital letters of the Roman alphabet and also punctuation marks and other symbols. So, arrangement of entries according to class numbers in the classified part will be difficult unless the order of precedence is given for the various digits. Ranganathan suggested the order of precedence for these digits.

The Seventh Edition (1987) of Colon Classification provides the following ascending value of digits.

* <- " " & ' . : ; , - = ab ...Z 12 ...9A ...Z

The following Class Number arrangement illustrates the precedence of Numbers:

B*Z

B <- C

B "a



B
B&C
B 'N65
B.44
B: 36
B; 4
B, 5
B-9N
B=9R

7.3.4 Shelf List Filing

Shelf list reflects the arrangement of documents in the library. That is to say, the classificatory arrangement of the documents in a library can be seen through the entries in its shelf list. Entries in a Shelf list are, therefore, Class Number and Call Number entries.

Some examples of filing shelf list entries when Dewy Decimal Classification (DDC) scheme is used, are given below:

Example 1: DDC Class Number Order

001	Knowledge
001,424	Operations research
001.43	Research
001.5	Information and Communication
001.51	Communication Theory
001.534	Perception theory.
001.575	Artificial Intelligence
017	Subject Catalogues
018	Author Catalogues
027	Central Libraries

Example 2: DDC Call Numbers with three figure Cutter Numbers

530 W582	A work on physics by the author White, Harvey E.
530 W586	A similar work by the author White, Marsh W.
530 W739	A similar work by the author Willowa, S.
530 W748	A similar work by the author Wilson,

When two or more books in the library get the same Class Number, we individualise them so that no two books have the same number. For this purpose Cutter Numbers are used. These numbers, known as Book Numbers, are constructed through the use of either Cutter two or three figure alphanumeric tables or the Cutter Sunburn tables. These tables provide alphanumeric numbers for the letter sequence of the English alphabet. On the basis of the surname of the author of the book the relevant number is constructed.

If there are several works by the same author on the same subject we may add the work consisting of "lower case letter representing the first significant word (of the title of the work. Arrangement of the Call Numbers will then be according to the work mark letter sequence.

Example 3:

181.4 R12c	Contemporary Indian Philosophy by Radhakrishnan, S
181.4 R12i	Indian Philosophy by the same author.
181.4 R12m	My search for truth by the same author.
181.4 R12s	Source books in Indian Philosophy by the same author.

In some small libraries instead of using Cutter tables one to three or four letters of the main entry word are taken to individualise a book. The example given below illustrates the filing arrangement in such cases.



Example 4:

352 MIS	A book on municipal government by an author surname Mishra.
352 MUN	A similar hook on municipal government by an author surnamed Munro.
353 NAI	A similar hook on municipal government by an author surnamed Nair.

Self Check Exercise

4) Arrange the following Colon Class Numbers.

- 2, 4; 41:51
- 2
- 2' N9
- 2" a
- 2 & a D
- 2.22 'N9
- 2.4
- 2*3

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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7.4 APLPHABETICAL ARRANGEMENT

Rules for alphabetical arrangement give a number of clear-cut directions forming a set of guidelines. These relate to:

- a) Letter by letter arrangement
- b) Word by word arrangement
- c) Initial articles at the beginning of headings
- d) Filing of initials and acronyms
- e) Problems of alphabetical filing

Some of the more important ALA Rules of filing are given in this section.

7.4.1 Familiar Filing Problems

We are familiar with the English alphabet and the sequence of its letters. Naturally, we feel that there can be no difficulty in filing word entries in a catalogue. In fact, the ALA Rules for Filing Catalogue Cards mentions a Basic Principle as follows:

"Filing should be straight forward, item by item through the entry, not disregarding or transposing any of the elements, nor mentally inserting designations".

So, we may feel that alphabetical arrangement is quite simple. But as we try to file the entries for authors, titles, and alphabetical subjects we face some difficulties. The very first problem we encounter is to decide whether to file 'letter by letter' or 'word by word'.

Letter by Letter Arrangement

This type of filing is also known as "all through alphabetization": or "solid system" where the letters are taken in their sequence irrespective of their word division.

For example New York and Newark are arranged in the order.



Newark

New York

Since the first three letters are common and the fourth letter 'a' comes first and 'Y' later.

Word by Word Arrangement

This form of filing is also called "Nothing before something" method. Each word is taken as a unit in this form of filing. Between word and word there is 'nothing'. That is to say the space that we leave between word and word we treat as nothing. So "something" should follow only after "nothing" is filed.

For the two terms we considered earlier, namely, New York and Newark the filing under this system would be

New York

Newark

The first three letters are common for both. Then by the principle of 'nothing before something' the term New York with 'nothing' immediately after the three letters has to come first.

Observe how the following terms get filed under the two systems:

Man the Unknown

Mathematical Instruments Mystics

Machines Speak

Mystic Prayers

Materials

Mysticism

Material Sciences

Men of Mathematics

Mend your Self

Letter by Letter

Machines Speak

Man the unknown

Materials

Material Science

Mathematical Instruments

Mend Your Self

Men of mathematics

Mysticism

Mystic Prayers

Mystics

Word by Word

Machines Speak

Man the unknown

Material Science

Materials

Mathematical Instruments

Men of Mathematics

Mend your Self

Mystic Prayers

Mysticism

Mystics

As you can see from the above Table the filing sequence differs in the two systems.

Initial Articles

Initial articles at the beginning of headings, titles, etc.; when taken into consideration may disperse similar and closely related headings in alphabetisation.

For example:

A Manual of Technical Drawing will be filed under letter 'A' if the initial article is also taken. But if it is omitted or ignored in filing, the same title entry will be filed under the letter 'M' and filed by the side of similar manuals. Further, the user may be searching the catalogue under 'M' since he may be remembering the title of the book only as 'Manual of Technical Drawing' rather than 'A Manual of Technical Drawing'.

Filing rules usually prescribe omission of initial articles unless they form an integral part of a proper name heading.

e.g.;

The Wonder That Was India

A Mid Summer Night's Dream

In these titles the initial articles are not to be omitted.



Initials and Acronyms

How to file initials and acronyms? Whether we are to treat them as words or as individual letters is another problem. BLAISE files them as words whether they contain full stops or not. But if the initials are separated by spaces they file as letters. ALA Rules and LC file them as words whether they contain full stops or not. But if the initials are separated by spaces they file as letters. ALA Rules and LC file them as letters if they are separated by spaces or marks of punctuation. See the example given below:

BLAISE	ALA AND LC
UFO	UFO
UK	UK
UNESCO	U.N.O.
Unity in diversity	U.S.A.
U.N.O.	UNESCO
U.S.A.	Unity in Diversity

Abbreviations

Another problem in alphabetical filing is how to treat abbreviations. We come across prefixes like M', Mc and Mac in names of Irish and Scottish origins. In such cases how to file these prefixes. ALA, LC and Ranganathan suggest filing them according to their apparent alphabetical make-up; i.e., as given. But BLAISE rules prefer filing such prefixes under Mac.

Similarly, other abbreviations like St., Dr., etc., need clarification before filing. Are we to expand them as Saint, Doctor, etc., or are we to file them as such as St. and Dr. ALA, LC, BLAISE and Ranganathan's CCC-all of them suggest taking such abbreviations as they appear without trying to expand them.

There are many more problems of filing like filing entries with numerals at the beginning, middle or at the end of an entry element.

7.4.2 ALA Filing Rules

In Section 7.2.4 of this Unit a brief history of the AEA Filing Rules is given. It is very difficult to summarise all the rules in a section of a Unit. We will only note now some of the useful and prominent rules. It is better for you to go through either the full text or the abridged version of the second edition, 1968. The numbers given below are not consecutive since only select rules are given.

1. Basic Rule

A Alphabet "Arrange all entries, both English and foreign, alphabetically according to the order of the English alphabet"

B Word by Word "Arrange word by word, alphabetizing letter by letter within the word. Begin with the first word on the first line, then go to the next word, etc. Apply the principle of 'nothing before something', considering the space between words as 'nothing'."

4. Articles

A Initial articles "Disregard an initial article in all" languages and file by the word following it... An exception to this rule is certain foreign proper names beginning with an article..."

B Articles within the entry "Every word in the entry, including articles and prepositions, is generally regarded".

5. Initials

A "Arrange initials, single or in combination, as one-letter words"

B "Arrange initials standing for names of organizations as initials, not as abbreviations, i.e. not as if spelled in full".

E Arrange acronyms as words unless written all in capitals with a space or period between the letters".



Examples:

W.M.O

Wanderer Speaks

Where Eagles Dare

WHO

World in Crisis

6. Abbreviations

A "Arrange abbreviations as if spelled in full in the language of the entry except 'Mrs.', which is filed as written"

B "Arrange initials and other abbreviations for geographical names... as if written in full".

C "If subject subdivisions are abbreviated in subject headings as they commonly are in the tracing, arrange them as if written in full".

8. Signs and symbols

A "Disregard signs such as ... or ---, at the beginning of or within titles"

B "Arrange the ampersand (&) as 'and', 'et', 'and', according to the language in which it is used".

C "Arrange signs and symbols that are ordinarily spoken as words as if they were written out". Examples:

Art and animation

Art & artists

Art and culture

Rs.500 per month (Five hundred rupees per month) Rs. and Ps. (Rupees and Paise)

9. Numerals

A "Arrange numerals... as if spelled out in the language of the entry. Spell numerals and dates as they are spoken...".

19. Order of Entries under Same Word

A "When the same word, or combination of words is used as the heading of different kinds of entry, arrange the entries in two main groups as follows:

- 1) Single surname entries, arranged alphabetically by forenames.
- 2) All other entries, arranged alphabetically word by word, disregarding kind of entry, form of heading, and punctuation".

B "Arrange subject entries under a person or corporate name immediately after the author entries for the same name".

C "Intertitle added entries and subject entries that are identical and subarrange alphabetically by their main entries"

26. Author Arrangement

A "Under an author heading arrange different kinds of entries in groups in the following order":

- 1) Works by the author, subarranged alphabetically by their titles.
- 2) Works about the author
 - a) Without sub-division, subarranged alphabetically by their main entries.
 - b) With sub-divisions, subarranged alphabetically by the subdivisions.

32. Subject Arrangement

A "Subject entries follow the same word used as a single surname".



B "Arrange entries with the same subject heading alphabetically by their main entries' then by title".

Similarly, rules are provided for filing title entries and references. Rule 33 of 1968 edition provides for problems like identical title added entries, arrangement of different editions of the same title etc., Details of sub arrangement under title main entries are also given in this rule.

For cross references Rule 35 is as follows:

35. Cross References

A "A reference or explanatory note precedes all other entries under the same word or words".

B "File see references in their alphabetical places.

C "File a see also reference before a first entry under the same word or words. If see also references are made for headings under which there are no entries in the catalogue, file the reference where the heading itself would be filed".

Self Check Exercise

5) Arrange the following words by "Letter by Letter".

Media, Manpower studies, Mass communication, Marketing, Mars, Mapping, Map librarianship. Modernisation, Mode of thought, Material Science.

6) Name the prominent aspects for which ALA provides filing rules.

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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7.4.3 Ranganathan's Alphabetisation Principles

For the alphabetical part of the classified catalogue according to CCC, Ranganathan has provided the Rules in Chapter EH. He suggests arrangement of entries in a strict alphabetical order as in a dictionary and prefers avoiding the rule "Nothing before Something". Instead he prefers giving an ascending scale of ordinal values to the numerals, letters and symbols.

Rule EH 70 says:

"The following ascending scale of ordinal values is to be borne in mind in arranging the entries in the Alphabetical Part:

- 1) Section Space;
- 2) Full stop;
- 3) Comma;
- 4) Numerals in their natural sequence;
- 5) Bracket;
- 6) Words in Roman;
- 7) Words in italics or underlined words;
- 8) The word "and", or its substitution semicolon; and
- 9) Etc.



Other important rules of CCC are

EH 2 "In the alphabetical arrangement no attention is to be paid to initial articles".

EH 31 "German words spelt with the vowels a,o,u are to be arranged as if they were spelt a,o, and u respectively". Such vowels are known as umlauts and written as a,o,u.

EH 4 "Scottish names with the prefix Mac and its abbreviated forms such as Mc and M are to be arranged according to their apparent alphabetical make-up".

EH 5 Names beginning with St and Ste are to be treated according to their apparent alphabetical make-up as in EH-4.

EH 6 "The superior comma in Scottish or Irish name or in a possessive case is to be ignored".

Gestalt Alphabetisation

Ranganathan was following the Gestalt Alphabetisation to a severe degree in the earlier editions of CCC up to the 3rd edition published in 1951. In the fourth edition of CCC, he preferred All-through alphabetisation, which is the other extreme of Gestalt alphabetisation. But in the 5th edition he preferred midway position. For this purpose the code itself provided the Rules on the style of writing in Chapter ED and they are so coordinated with the Rules in Chapter EH to implement the midway position.

In Gestalt alphabetization ordinal values are given to "Word Space", "Sentence Space" and "Paragraph Space". Different ordinal values are also given to "Capital Letters", "Small letters" and "Letters in Italics".

Self Check Exercise

7) Explain Gestalt alphabetization.

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

ii) Answer with the answers given at the end of this Unit.

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7.5 RUNG PROCESS

In a library we classify and catalogue a book after it is acquired and entered in the Accession Register. After cataloguing the book, the entries will be filed in the catalogue. Normally in modern times we maintain a card catalogue. Hence, the entries on the cards will have to be filed at appropriate places in the card catalogue of the library.

In general terms we may say that the entries should be filed immediately after cataloguing the book. But in actual practice we file the entries only after some books are processed. Filing individually for each and every book separately would mean waste of time and energy. Filing may be done once or twice a week after accumulating sufficient number of cards. Till the filing is done the newly processed books may be kept on display.

7.5.1 Arrangement of Entries

The actual process of filing starts when sufficient number of cards accumulate.

Preliminary arrangement

In the preliminary arrangement we sort out the cards. If the library is maintaining author, title and subject entries in a single sequence of a dictionary catalogue we separate only the



7.7 ANSWERS TO SELF CHECK EXERCISES

- 1) A good filing system is needed because it:
 - a) Saves time in the use of a catalogue;
 - b) Brings related entries together for easy identification of related topics.
 - c) Exposes users to items which they could not have expected;
 - d) Facilitates manipulation and handling of the catalogue with ease, once the filing is made systematic.

- 2) Alphabetisation involves arrangement of word entries in a dictionary catalogue. In a classified catalogue the word entries are arranged alphabetically; the numbered (call no entries) entries are arranged according to their ordinal values.

- 3) The major systems of filing are:
 - a) Berghoefffer System; b) ALA filing Rules;
 - c) Library of Congress Filing Rules;
 - d) Computer Filing;
 - e) BLAISE Filing Rules; f) Ranganthan's Principles.

- 4) 2*3
2"a
2&aD
2
2 N9
2.4
2.44 `N9
2.4; 41:51

- 5) Arrangement Letter by Letter
Manpower studies
Map Librarianship
Mapping Marketing Mars
Mass Communication
Material science
Media
Modes of thought
Modernisation

- 6) The prominent ALA Rules for filing relate to
 - a) Word by Word; b) Articles; c) Intials; d) Abbreviations;
 - e) Signs and Symbols; f) Numerals; e) Order entries under the same word; h) Author arrangement; i) Subject arrangement;
 - j) Cross Reference; k) Alphabetical arrangement for English and for foreign word entries, according to the order of the English alphabet.

- 7) In Gestalt alphabetisation, rules have been provided for every aspect of filing, with a specific ordinal value for the respective aspects. The order of arrangement is as follows
Section space
Full stop
Comma



Numerals
 Bracket
 Words in Roman
 Words in Italics
 'And' and semicolon

- 8) When a sufficient number of cards accumulates for filing, the following procedural steps are taken:
- 1) preliminary sorting of word entries and also call number entries, depending upon the inner form of catalogue;
 - 2) final arrangement is made according to the rules prescribed for the chosen rules of alphabetisation and classified order.

7.8 KEY WORDS

Acronym:	A word formed from the initial letter or letters of each of the successive parts or major parts of a compound term.
Authority File:	A record of the practices of a library as regards the correct forms of names, series, or subjects used in the catalogue entries. The purpose of the file is to achieve uniformity of the entries.
Mixed Notation:	A notation that combines two or more varieties of symbols such as a combination of letters and numerals.
Notation:	A system of numbers and/or letters used to represent thought units in a classification scheme.
Pure Notation:	A notation that uses consistently only one type of symbol throughout (i.e., either only letters or only numerals).
Shelflist:	A record of processed documents in a library arranged in the order of the items on the shelves.

7.9 REFERENCES AND FURTHER READING

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