

# E-CONTENT OF M.LIB.I.Sc

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## OBJECTIVE OF LIBRARY CATALOGUE –

Library catalogue is a list of books and other reading materials available in a particular library. It discloses to the reader the contents of a library collection. Whereas, cataloguing is a technique of describing the documents in order to help the reader to identify the document in which he is interested.. A library catalogue lets a reader know if the library has a document for which the author or the subject or the exact title is known. In addition, it gives information regarding all the other books on a given author or all other books in a subject or a publisher' s series or the different editions or translations of a given title available in the library. In the preparation of such a tool, a standard code or rules and procedures for cataloguing different kinds of documents guide cataloguers.

Charles Ami Cutter described the objectives of a library catalogue in 1876 when he published the first edition of his book Rules for a Dictionary Catalogue. His views on the subject are often quoted and are relevant even today.

According to him, a catalogue should:

1. enable a person to find a book of which
  - the author,
  - or the title,
  - or the subject is known
  
2. show what the library has
  - by a given author

- on a given subject
  - in a given kind of literature
3. assist in the choice of a book
- as to its edition (bibliographically)
  - as to its character (literary or topical).

The first objective of a library catalogue is to inform the availability/non availability of a particular reading material in the library. The readers may approach the catalogue through the name of an author or title. The author or title entry should provide the reader all the pertinent information. In case the entry is under some other name or word, a cross-reference entry should be provided. The title entries in the catalogue cater to the title approach of the readers. The name of a subject is another access point. In a great number of cases, the reader does not approach or search the catalogue through the name of an author or title of a document. His interest is in a particular subject. In such cases the subject entry in the catalogue furnishes him the requisite information. The concepts of a subject may be described in varied terms. Only standardised terminology is used in preparing subject entries in a library catalogue.

The second objective is to show what a library has. The catalogue lists all the works of a particular author available in the library collection, all the documents available in a given subject or in a given kind of literature.

The third objective is known as descriptive cataloguing. According to the rules of descriptive cataloguing, the characteristics of the documents are fully described so that one document can be identified and isolated from amongst several similar documents. This type of description is provided in the catalogue entries only in case of need. If the rules of descriptive cataloguing are applied indiscriminately, it would lead to large expenditure.

## **OBJECTIVE ACCORDING TO THE FIVE LAWS OF LIBRARY**

## **SCIENCE (DR. S.R.RANGANATHAN)**

The Five Laws of Library Science are a set of basic guiding principles for designing and operating a library or a library system. In fact, each one of the activities of a library may be deduced from these Five Laws. For the preparation and production of a library catalogue, a number of useful guidelines are implied in these Five Laws.

The First Law 'Books are for use' indicates the necessity of organising the collections of a library for maximum use, by providing a number of physical facilities and introducing readers services. One such facility is the provision of library catalogue, which throws open to the users the entire collections of a library.

Physical form of the library catalogue should be such that it is flexible, can be kept up to date by adding entries for new document added to the library from time to time. Similarly, information about the document in the entry should be adequate to identify a document. An annotation and various notes are given to help the readers to make a choice among documents possessed by the library. Obviously without this essential and indispensable tool, users would find it difficult to use the collection. Therefore, a library catalogue is a must.

The Second and Third Laws 'Every reader his book'; 'Every book its reader' imply the way a library catalogue should provide access to the collections of a library, to meet the requirements of users as children, specialist users, physically handicapped persons. Special kinds of analytical entries of documents are to be prepared to reveal the basic contents of documents. For instance, an excellent chapter on information storage and retrieval, forming part of Handbook in Special Librarianship is likely to be missed by a student of library science, if there are no analytical entries for the document.

The Fourth Law 'Save the time of the reader' places great emphasis on time. A catalogue should not only be simple in its design and construction but also should save the time of a reader. Every approach to a document, that is author, title, subject, series, etc. must be provided in a catalogue. Cross-reference entries (i.e., see and see also entries) should be provided for change of names of persons, countries, subjects and institutions. Similarly guidance in the use of library catalogue should be provided by organising orientation courses for newcomers in the., library. Speed is the essence of service.

The Fifth Law 'A library is a growing organism' enjoins a library to view the catalogue in its widest perspective, keeping in view changes and growth in the nature and variety of publications, other forms of documents, needs of users, and such other environmental factors. The **advent of the computer and communication technologies has introduced far-reaching changes both in the physical forms of library catalogues and in their internal structure.**

Terminals of computers are located at distant parts of the library. Only one main entry is adequate to access the documents and added entries are replaced by access points. Library networks provide access to resources of other libraries.

## CONCLUSION

Library catalogue not only takes care of the different approaches of the user's but also provides all possible information about a document to the user. It takes care of even possible variations in spelling and uses of personal names of authors. Thus a library catalogue is a useful search tool for the effective use of Library.

## REFERENCE

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