

Background : Cataloguing Principles : Anne Welsh

(cf. Practical Cataloguing pp. 1-6)

Ranganathan's Five Laws

*Books are for use.
Every book its reader.
Every reader his book.
Save the time of the reader.
A library is a growing organism.*

Cutter's Objects

- 1. To enable a person to find a book of which either
(A) the author
(B) the title
(C) the subject is known.*
 - 2. To show what the library has
(D) by a given author
(E) on a given subject
(F) in a given kind of literature*
 - 3. To assist in the choice of a book
(G) as to its edition (bibliographically)
(H) as to its character (literary or topical)*
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Cutter's Means

- 1. Author-entry with the necessary references (for A and D)*
 - 2. Title-entry or title-reference (for B)*
 - 3. Subject-entry, cross-references, and classed subject-table (for C and E)*
 - 4. Form-entry and language-entry (for F)*
 - 5. Giving edition and imprint, with notes where necessary (for G)*
 - 6. Notes (for H)*
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Cutter's Reasons for Choice

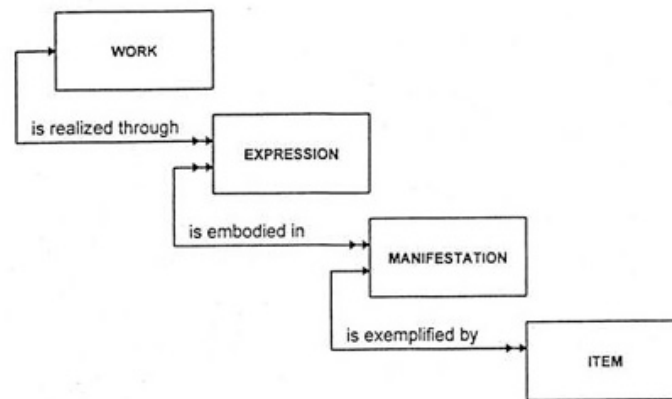
Among the several possible methods of attaining the OBJECTS, other things being equal, choose that entry:

- (1) That will probably be first looked under by the class of people who use the library;*
 - (2) That is consistent with other entries, so that one principle can cover all;*
 - (3) That will mass least in places where it is difficult to so arrange them that they can be readily found, as under names of nations and cities.*
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Functional Requirements for Bibliographic Records (FRBR)

<http://www.ifla.org/publications/functional-requirements-for-bibliographic-records>

Figure 3.1: Group 1 Entities and Primary Relationships



International Statement of Cataloguing Principles 2009

<http://www.ifla.org/publications/statement-of-international-cataloguing-principles>

2. General Principles

Several principles direct the construction of cataloguing codes.⁴ The highest is the convenience of the user.

2.1. Convenience of the user. *Decisions taken in the making of descriptions and controlled forms of names for access should be made with the user in mind.*

2.2. Common usage. *Vocabulary used in descriptions and access should be in accord with that of the majority of users.*

2.3. Representation. *Descriptions and controlled forms of names should be based on the way an entity describes itself.*

2.4. Accuracy. *The entity described should be faithfully portrayed.*

2.5. Sufficiency and necessity. *Only those data elements in descriptions and controlled forms of names for access that are required to fulfil user tasks and are essential to uniquely identify an entity should be included.*

2.6. Significance. *Data elements should be bibliographically significant.*

2.7. Economy. *When alternative ways exist to achieve a goal, preference should be given to the way that best furthers overall economy (i.e., the least cost or the simplest approach).*

2.8. Consistency and standardization. *Descriptions and construction of access points should be standardized as far as possible. This enables greater consistency, which in turn increases the ability to share bibliographic and authority data.*

2.9. Integration. *The descriptions for all types of materials and controlled forms of names of all types of entities should be based on a common set of rules, insofar as it is relevant.*

The rules in a cataloguing code should be defensible and not arbitrary. It is recognized that these principles may contradict each other in specific situations and a defensible, practical solution should be taken.