RURAL LIBRARIES IN UTTAR PRADESH : TOOL AND TECHNIQUES OF CATALOGUE

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Abstract: This study shows the importance of cataloguing for LIS professionals in rural libraries in Uttar Pradesh. A Library globally has undergone a significant change due to the application of tool and technology in library services. Overall catalogue card is a very important tool of libraries. A good Cataloger is good Searchers of rural libraries in Uttar Pradesh. The paper highlighted the present status of cataloguing a d catalogue card, It also disclosed some suggestion to improve and development of the tool and technique programs in the rural libraries or LIS professionals in Uttar Pradesh,

Keywords: Rural Library, Library Catalogue

1.0 Introduction

What is cataloging ? Cataloging-The process of creating entries for a catalog. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of librarian trained as cataloger. British spelling is cataloguing. See also : cataloging agency, clothing and classification section, cataloging-in-publication, centralized cataloging, cooperative cataloging, copy cataloging , discripitve cataloging, encoding level, and re cataloging. Online Dictionary of Library and Information Science, ODLIS.

2.0 Objective

This study aims for investigation the importance of cataloguing for LIS professionals in Uttar Pradesh. The objective of the study are as follows :-

1- To understand the importance of cataloguing technique and library tool (catalogue card) for LIS professionals.

3.0 Type of cataloging

➢ Original cataloguing
➢ Copy cataloguing

3.1 Original   Cataloging–Preparation of a bibliographic record from scratch, without the aid of a pre-existing catalog record for the edition, more time consuming for the cataloger than copy cataloging –ie Do-it-yourself cataloging!

3.2 Copy cataloging–Adaption of a pre-existing bibliographic r ecord (usually found in OCLC, RLIN, NUC, or some other bibliographic database) to fit the characteristic of the item in hand , with modifications to correct obvious errors and minor adjustment to reflaclet locally accepted cataloging practice, as distinct from original cataloging (creating a completely new record from scratch). Synonymous with derived cataloging.
i.e.- Copy from others cataloging!

But what are we actually doing when we catalog a book or whatever ? We are entering information about the book into the library's catalog so that when patrons are searching, they can find what they ‚s looking for or at least something that will help them find and answer to their question.

4.0 What is card catalog ?

4.1 Card Catalog – A list of the holding of a library, printed, typed or handwritten on catalog cards, each representing a single bibliographic item in the collection. Catalog card are normally filed in a single alphabetical sequence (dictionary catatalog), or in separate sections by author, title, and designed filing cabinet, usually constructed of wood (see this example). Most large and medium-sized libraries in the United States have converted their card catalogs to machine-readable format. Also spelled card catalogue. Compare with online catalog.

4.2 Online Catalog- A library catalog consisting of a collection of bibliographic records in machine-readable format, maintained on a dedicated computer that provides uninterrupted interactive access via terminals of

workstation in direct, continous communications with the central computer. Although the software used in online catalogs is proprietary and not standardized, most online catalogs are searchable by author, title, subject heading, and keywords, and most public and academic libraries in the United States provide free public access, usually through a Wed-based graphical user interface. Click here to log on to the online catalog of the Library of Congress in Washington D.C. Synonymous with OPAC.-OPAC = online form public access catalog

5.0 Why make this distinction ?

 There are those who call an online catalog the "online card catalog" or something similar. There are no cards on the computer, so that calling the online computer the "card" catalog is misnomer "Card" refers only to the medium the catalog appears on – PLEASE DON"T DO IT !

5.1 Elements of cataloging From ODLIS definition

> bibliographic description
> subject analysis
> assignment of classification notation (meaning the symbols used by the classification system)
> activities involved in physically preparing the item for the shelf.

5.2 Basic bibliographic information (AKA) bibliographic description)

Author, title, publisher, date –Education Basic physical information (AKA physical description) : -Size, no of pages, whether illustrated if it has a bibliography and/or index –Format (book, recording, electronic, etc) subject information (AKA subject analysis)

5.3 International standard Bibliographic (ISBD)

International Standard Bibliographic 12 Description (ISBD) is the worldwide standard (not to be confused with ISBN!) Clean draft of revised consolidated ISBD for worldwide review ISBD : International Standard Bibliographic Description Consolidated Education Berlin/Munich : De Gruyter Saur, 2011 This is the new edition of the consolidated ISBD that was pubished in 2007.

6.0 Methodology

It is a historical-based study.

1-   Provides a standard for the sequence of the elements in the catalog record
2-   Provides a standard for punctuation that makes it easy for people to recognize the elements, no matter what language the catalog record in

7.0 ISBD 's prescribed order

> **Area 1** Title and statement of responsibility – Includes the full title as it appears in the item. Subtitle (s) are separated from the title proper (i.e. the main title) by space colon space Prince Caspian : the return to Narnia – The title is followed by the statement of responsibility (who wrote, compiled, etc.) The two are separated by a space/space beginning cataloging/Jean Weihs and Sheila S. Intner ,

> **Area 2** Education area-Any information listed on the item about this particular edition, such as Ist ed ., Rev. (for revised) ed., 7th ed., New American ed., is listed here. General material designation and other record elements –Abbreviation is allowed here. Thus, even if the title page or the cover of the book says "Fifth Edition" it would be entered as 5thed.

> **Area 3** Material or type of resource specific area-Used only for cartographic materials (maps) or periodicals (magazines, journals, etc)- Provides information about the scale of the map or the numbering of a periodical

> **Area 4** Publication area- This is where you find out where, by whom and when the item was published-Order : City (and state or country as needed) space : space Name of pupblisher, year of publication Santa Barbara, Calif. : Libraries Unlimited, 2010 Notice the spaces before and after the colon.

> **Area 5** Physical description- The physical description area is made up of three sections : extent of item, other details, and dimensions. In the extent of item section, the number of pages is listed for a book, and the number of items is listed for a non-book entery, along with the length of the playing time if applicable. If the item is a book, the other details section contains information about whether or not the item is illustrated. It tells whether a non-book item has suc h features as sound, color, analog, digital, stereo, mono, etc. Punctuation : Extent of item space colon space other details space semicolon space dimensions e.g. viii, 294 p. : ill., maps ' 23 cm

> **Area 6** Series area- Indicates whether the item is part a series. – The SERIES AREA is enclosed in parentheses and lists the title of the series and, if there is a number, it is always listed as a further identifier, after a space, semicolon, space, within the parentheses. Series information, Notes and ISBN

> **Area 7** Notes area- Notes can be any information that is relevant or interesting to the library staff or patrons using the catalog. Notes include information such as a summary of a work, credits for performers, lists of contents of various kinds, indicated age levels, and the special format information, system requirements for computer files, and the ISBN number if there is one. Notes can be created by the cataloger to give additional information about the item being cataloged or can be more formal. The notes area can be used to include information that there is no specified area for in the previous cataloging rules. Series information, Notes and ISBN

➤ **Area 8** Resource identifier (e.g. ISBN, ISSN) and terms of availability area- Terms of availability-paperback vs. hardback, etc. and the price paid. ISBN978-0-226-82337-9 (pbk :alk. Paper) : USD17.00 Note the spaces before and after the colons!

What does the punctuation look like ? Spaces before and after the special GMD = General materaila punctuation (shown I red)! designation. New History of Cataloging Codes what is cataloging ? March 18, 2012

Example Author Edition Title Author Notice the space ! Slide from presentation Introduction to Description : History of Cataloging Codes

What do the punctuation symbols mean ? […] usually means that what''s included within the [ ] is the General Material Designation, i.e. physical or electronic or other format (now replace by Area 0) : usually indicates a separation between two important elements within that area e.g. that what come first is the main title and what comes after is the subtitle (if there are spaces before and after) OR, in a different section of the record, that what comes first is the place of publication and what comes after is responsibility " i.e. author, editor, etc

An **example** in German GMD = General Material Designation Subtitle Title (in this case : electronic resource) statement of responsibility publication area series information standard number physical description.

An **example** in Bulgarian Author Title Subtitle (or possibly GMD ?) statement of responsibility education area publication area physical description standard number classification number photograph from the card catalog of the library of Sofia University Dewery Decimal

ISBD in an online catalog \shows statement of responsibility, i.e author, follows General Material Designation Spaces before and after punctuation to separate important elements

8.0 What does AACR2 have to do with this ?

Anglo-American Cataloguing Rules (AACr)-A detailed set of standardized rules for cataloging various typed of library materials …. which is divided into two parts : rules for creating the bibliographic description of an item of mow any type and rules governing the choice and form of entry of headings (access points) in the catalog. Click here to read a brief history of AACR2 up to the 2002 revision, courtesy of the JSC.

Do we need to learn all these rules ? If you plan on specializing as a cataloger, especially in a large research library, where you will be doing a lot of original cataloging, then you will need to learn the rules. As an LMS, most of your cataloging will be copy cataloging, so that a general awareness of the rules will be all you need – plus knowing where to look them up ! In any case- the items, they are a – change in " More later about RDA, FRBR, and FRAD!

9.0 Conclusion

This study shows the importance of cataloguing for LIS professionals in Uttar Pradesh. Tools and technology has been one of the major factor causing changes in the field or library and information science which people or user can communicate, retrieve   and information science which people or user can communicate, retrieve and disseminate and used information. A library globally has undergone a significant change due to the application of tool and technology in library service. Overall catalogue card is a very important tool of libraries. Catalogue card is a just like searching tools. A good cataloger is a good searcher. The paper highlighted the present status of cataloguing (technique) and catalogue card (tool). It also disclosed some suggestion to improve and development of the tool and techinique programs in the rural libraries or LIS professionals in Uttar Pradesh.

10.0 Reference

Note : References are based on Publication Manual of American Psychological Association (6th ed.) with some modifications.

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