GLOSSARY OF CATALOGUING TERMS (1)

K.D. Puranik

In section 9 of “International Catalogue Code, its scope and the first step” published in the Annals part of Abgila, 3, 1953, 141-158, Dr. S.R. Ranganathan suggested the need for “a comparative study of some authoritative carefully designed catalogue codes”. He has further added “it should be rule-by-rule comparison. Such a comparison alone can bring to light the evolution of the contents and the wording of each rule. It will also lead to a final re-examination and revision of the Canons of Cataloguing. More than anything else such a cold-blooded comparative study will mask all disturbing emotional attachment to a particular Code. It should free the intellect to do its best to discover the right rules for incorporation in the International Catalogue Code.” We are planning such a comparative study. But it was felt that it would add to convenience if a glossary of cataloguing terms could be published even before beginning comparison.

The first instalment of the glossary is published here. We hope to complete the glossary in two or three more instalments.

The glossary has been compiled from the following sources:

ALA 1 = American Library Association, Cataloguing and Classification (Division of—): A.L.A. Cataloguing rules for author and title entries. Edn 2. 1949

ALA 2 = Library Association, Cataloguing Rules Revision Committee, and American Library Association, Catalogue Rules Revision Committee: Cataloguing rules. Author and title entries. 1908

ALA 3 = Thompson (Elizabeth H): ALA glossary of library terms. 1943

Cutter = Cutter (Charles A): Rules for a dictionary catalogue. Edn 4. 1904

Library Science 43
Fellows = Fellows (Dorcas): Cataloguing rules with explanations and illustrations. Edn 2. 1926


Prussian = Osborn (Andrew D). Tr. Prussian instructions: Rules for the alphabetical catalogues of the Prussian libraries, translated from edn 2. 1938

Ranganathan 1 = Ranganathan (S.R.): Classified catalogue code (Madras Library Association, publication series, 17). 1951


Ranganathan 7 = Ranganathan (S.R.): Prolegomena to library classification. (Madras Library Association, publication series, 6). 1937


Sharp = Sharp (Henry A): Cataloguing. Edn 3. 1944

Webster = Webster (N.): New international dictionary

Definition from ‘ALA 3’, ‘Fellows’ and ‘Sharp’ have been included when they are not found in ‘ALA 1’, ‘ALA 2’ or ‘Cutter’.

Definition from ‘Ranganathan 2 to 8’ have been given when they are not found in ‘Ranganathan 1’.

A term in italics is defined in its proper alphabetic place.

**abbreviated catalogue card**—giving less information than the main entry (ALA 3)

**abbreviated word**—is a word in name, not fully written out, but abbreviated to one or more initial letters anywhere in the reading material (Ranganathan 3)

**abnormal book**—to be determined according to the specification of a library for reason of having too many plates or maps or for any other peculiarity in its build or for any other reason (Ranganathan 1)

**abridgement**—reduced form of a work produced by condensation and omission of more or less of detail, but retaining the general sense and unity of the original (Webster)

**absolute location**—fixed location (ALA 3)
abstract periodical—consists of abstracts of current material in books, pamphlets and periodicals (ALA 3)

abstracting periodical—in a specific subject is a minutely classified catalogue of all the articles directly or indirectly bearing on the specific subject and appearing in current fascicules of the periodicals of the world, each entry being provided with an objective, faithful abstract of the article described by it and each of its own fascicules coming out at the shortest practicable intervals. It may also include annotated entries of books currently published (Ranganathan 1)

accession—(1.) to enter in an accession book (Cutter) (2). a book or other similar material acquired by a library for its collections (ALA 3)

accession book—business record of books, etc. added to a library in the order of receipt, giving a condensed description of the book and the essential facts in its library history (Cutter)

accession number—number given to a volume in the order of its addition to a library (Cutter)

accessories—motives, votive letters, benediction formulas, recommendations, prices, privileges, licences to print, printers' and publishers' devices, vignettes, etc. (Prussian)

adaptation—(1.) book that has been re-written or edited, wholly or in part, usually for a particular purpose (Sharp, ALA 3) (2.) a new version based upon one or more versions of a given work or story. (ALA 3). 3. loosely, a free translation (ALA 3)

added copy—a duplicate of a book already in a library, if it is added, or to be added, to the library (ALA 3)

added edition—another edition of a work already in the catalogue (Cutter)

added entry—(1.) each of reference entry, index entry, and cross reference index entry (Ranganathan 1). (2.) each of subject index entry, book index entry, and cross reference index entry (Ranganathan 3) 3. a secondary entry, i.e. any other than a main entry (Cutter, ALA 1, ALA 2, Ranganathan 9). (4.) the heading chosen for an added entry (ALA 1) Note: When unit card system is used an added entry card
is a duplicate of the main entry. When cards are written or typewritten added entry cards may be in an abbreviated form (ALA 1)

**added title**—title which coincides with the main title in content and extent (Prussian)

**added title page**—title page complimentary to the one chosen for the main entry of a work (ALA 1)

**additional element**—in a reduced name is an element other than entry element (Ranganathan 8)

**additions to the real title**—explanations or amplifications of the real title (Prussian)

**allonym**—pseudonym (2a) (ALA 1)

**all-through alphabetisation**—arrangement of entries strictly by the alphabet ignoring (i) spaces between words, sentences or paragraphs (ii) style of writing whether it be ordinary hand, italics, block letters or block letter italics (iii) punctuation marks (vi) other signs like hyphens and brackets (Ranganathan 9)

**alphabetic subject catalogue**—a catalogue arranged alphabetically by subject heads, usually without sub-division (Cutter)

**alphabetical catalogue**—leading sections of all the entries consist of names of persons, corporate bodies, series, subjects and titles. Entries are arranged alphabetically (Ranganathan 9)

**alphabetico-classed catalogue**—an alphabetic subject catalogue in which the subjects are grouped in broad classes with numerous alphabetic subdivisions. It may also include author and title entries in the same alphabet. (Cutter)

**alphabeting**—alphabetizing (ALA 3)

**alphabetizing**—arranging in alphabetical order. (ALA 3)

**alphabetisation**—arrangement of entries by the alphabet as in a dictionary (Ranganathan 1)

**alternative name entry**—(1) consists of (i) heading (alternate name of the heading of an entry) (ii) directing words “see also” or “see” and (iii) the heading actually used in the related book index entry; (2) entry directing from an alternate name of a person or
corporate body, or a book or a series to the one actually used in the related book index entry (Ranganathan 1)

alternative title—a subtitle introduced by ‘or’ or its equivalent (ALA 1, ALA 2)

amplified word group—a word group consisting of a basic word and its attached word(s) (Ranganathan 8)

ana—a collection of memorable sayings or table talk of any one (NED)

anagram—(1) a transposition of the letters of a word or sentence resulting in some new word or sentence (Sharp) (2) pseudonym (2)(b) (ALA 1)

analysis—analytical reference (Cutter)

analytic title—title which relates to a part of a larger whole (Prussian)

analytical entry—(1) entry which refers to a part of a book (Ranganathan 9). (2) as above, also entry of some article contained in a collection (ALA 1, ALA 2)

analytical note—statement in an analytical entry referring to the publication that contains the article or work entered (ALA 3) occurrence.

analytical reference—the registry of some part of a book or some work in a collection, referring to the heading under which the book or collection is entered (Cutter)

angle bracket—one of the angular marks < > used to enclose matter that appears in square brackets on a title page (ALA 3)

annotation—(1) any elucidation, appraisal or evaluation of a book’s contents, beyond that given in the catalogue entry as taken from the title page (Sharp). (2) a note that describes, explains or evaluates, especially such a note added to an entry in a bibliography, reading list or catalogue (ALA 3). (3) the process of making such notes (ALA 3)

anonym—(1) a person whose name is not made public (2) pseudonym (ALA 3)
anonymous—(1) published without the author's name (ALA 2, Cutter). (2) with author's name unknown or undisclosed (ALA 3)

anonymous classic—work of unknown or doubtful authorship commonly designated by title, which may have appeared in the course of time in many editions, versions, and / or translations (ALA 1)

anonymous work—work in which the author's name does not appear anywhere in the book (strictest sense). We include (1) works in which the author's name appears in the book only in a concealed manner so that the authorship is not obvious. (2) Works whose authorship is indicated by a descriptive or generic word or phrase preceded by an article. (3) works in which instead of his name, the author gives the title of another of his books (4) those in which the author uses initials, asterisks or other symbols instead of his name (ALA 1)

appended—a work which has a title page, but is connected with another work by mention on its title page as part of the volume or by continuous paging or register, is said to be appended to that work (Cutter)

appendix—matter at the end of a book giving additional information, often of an explanatory or a statistical nature (Sharp)

arranger—one who translates a whole work, or an integral portion of a work to a medium of performance other than that intended by the original composer. The arrangement may also be a simplification or amplification, the medium of performance and the musical structure remaining the same (ALA 1)

artificial composite book—not an ordinary composite book (Ranganathan 1)

ascertainability, canon of—requires that no entry shall include any information that is not definitely ascertainable from the words found on or at the back of the title page of the book (Ranganathan 9)

associated book note—indicates the nature of the association such as "for an associated book on theory," for "an associated book on practice materials " and mentions the call number of the associated book (Ranganathan 1)

asynthetic—without cross references (Cutter)
**atlas**—a volume of maps, plates, engravings, tables etc. with or without descriptive letterpress. It may be an independent publication or it may have been issued to accompany one or more volumes of text. (ALA 1)

**attached word**—is a common noun occurring as substantive but not free, word in a name (Ranganathan 8)

**author**—(1) person who writes a book (Cutter, ALA 1, ALA 2). (2) person who is the cause of the book's existence by putting together the writings of several authors. Bodies of men are to be considered the authors of their memoirs, transactions, debates, reports etc. (Cutter, ALA 1, ALA 2). (3) personal author, corporate author (Ranganathan 1)

**author abbreviation**—the use of an abbreviated form of an author's name for secondary entries in a catalogue when the unit card is not used (ALA 3)

**author affiliation**—in some special libraries, a statement on catalogue cards of the organization with which each author is connected, thus indicating his experience and point of view. (ALA 3)

**author analytic**—an entry under author for part of a work or for some article contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered (ALA 3)

**author analytical**—contributor index entry (Ranganathan 1)

**author and title catalogue**—catalogue of author and title entries and sometimes entries for editors, translators, series, etc. (ALA 3)

**author card**—a card bearing an author entry (Cutter)

**author catalogue**—an alphabetic catalogue of author entries and entries under translators, editors, etc. (Cutter)

**author entry**—(1) entry having the name of the author in the leading section (ALA 1, ALA 2, Cutter, Ranganathan 1). (2) the author heading chosen for this entry (ALA 1)

**author fulness**—the full form of an author's name used in author entries in a catalogue (ALA 3)
author heading—the form under which an author entry is made (ALA 3)

author statement—the name of the author as well as of other persons, such as editors, translators, etc. who have engaged in the composition of the work (Prussian)

authority card—an official card that gives the form selected for a heading in a catalogue. If the heading is for a personal author, it has references to sources and a record of variant forms; if for a corporate author, sources, a brief history and a statement about changes of name (ALA 3)

autonym—(1) real name of an author (Sharp, ALA 3). (2) a work published under the real name (ALA 3)

back title—title printed or pasted on the back of the map (Prussian)

basic word—is a proper noun occurring as substantive free word in a name (Ranganathan 8)

basic word group—is a term consisting of two or more basic words (Ranganathan 8)

bastard title—half title (ALA 2, Cutter)

bibliographical catalogue—descriptive catalogue (Ranganathan 1)

bibliographical note—(1) a note relating to the bibliographical history or description of a book. (2) a note mentioning a bibliography (often in the form of footnotes) contained in the book (ALA 3)

binder’s title—the title lettered on the binding of a book (ALA 2, Cutter, Prussian)

body—the book proper, as distinguished from preliminary or appended matter (Sharp)

book—(1) a collection of tablets of wood, ivory or sheets of paper, parchment, or similar material, blank, written or printed, strung or bound together; commonly, many folded and bound sheets, containing continuous printing or writing; esp. when printed, a bound volume or a volume of some size, as distinguished from a
pamphlet. (2) a volume without a cover; an uncased volume, whether partly bound or not. (3) a literary composition, esp. a long and systematic one. (4) a major division of a treatise or literary work (Webster). (5) not a periodical publication (Ranganathan 1)

book entry—entry in which the name of a specific book occurs—its heading and title, and call number (if the library is classified) (Ranganathan 9)

book index entry—(1) consists of (i) heading (ii) intermediate item and index number and (iii) associated book note, if any (Ranganathan 1). (2) mentions specific books only, and indexes certain items occurring in the different sections of the related main entry (Ranganathan 1)

book mark—book number (ALA 3)

book number—one or more characters, used to distinguish an individual book from all others having the same class, shelf, or other generic number (Cutter)

bracket—rectangular inclosing marks [ ] (Cutter)

broadshe—a sheet of paper printed on one side only (Cutter)

cadenza—a technically brilliant solo passage toward the close of the first or last movement of a concerto, in which the main themes are given further development (ALA 1)

call mark—characters indicating the location of a book on the shelves and distinguishing it from all others in the library. Usually composed of class and book number, or in fixed location, of shelf and book number (Cutter)

call number—(1) the symbol which individualises a book and fixes its position in the shelves relative to the other books. It consists of class number and book number (Ranganathan 2). (2) number by which a book is called for (Ranganathan 2). (3) connecting link between the entry on the catalogue card and the book as shelved in the library (Fellows)

call number entry—entry having call number in the leading section (Ranganathan 9)