GLOSSARY OF CATALOGUING TERMS

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caption—(1) name of a book or part of a book given at the head of the first page of text (Cutter) (2) heading at the beginning of the text, or of a chapter, section, etc. (ALA 2)
caption title—(1) title occurring at the beginning of the text (Prussian) (2) title taken from the caption (ALA 2)
card—a piece of card-board used in making a library record (ALA 3)
card catalogue—catalogue made on separate pieces of cardboard and kept in drawers, trays, books or in any other way that will allow of indefinite intercalation without rewriting (Cutter)
card number—a number or a combination of letter, letters or a date and a number, that identifies a particular card in a stock of printed catalogue cards, such as Library-of-Congress-cards (ALA 3)
cataloguing—(1) the process of preparing a catalogue, or entries for a catalogue. (2) all the processes connected with the preparation and maintenance of a catalogue, including classification and assignment of subject headings. (3) the deciding of the forms of entry and preparing the bibliographical descriptions for a catalogue (ALA 3)
catalogue—a list of works, i.e. books and periodical publications in some library or collection prepared on some definite plan (ALA 1, ALA 2, Cutter, Ranganathan 1)
catalogue raisonee—(1) catalogue, usually arranged by subjects, with comments, elucidations, appraisals and bibliographical details (Sharp), (2) classed catalogue (ALA 3)
catch title—catchword title (ALA 3)
catch-word entry—entry made from some word of the title other than the first word and not indicative of the subject, but likely to be remembered and used by borrowers in asking for the book (Cutter)
catch-word reference—same as catch-word entry omitting the imprint and referring (Cutter)

catchword title—a partial title consisting of some striking or easily remembered word or phrase. It may coincide with the subtitle or the alternative title (ALA 1)

centralized cataloguing—(1) preparation, in one library or a central agency, of catalogues for all the libraries of a system, (2) preparation of catalogue cards by one library or other agency which distributes them to libraries. (ALA 3)

chain—(1) sequence of classes made up of any given class, its immediate universe, its immediate universe of the second remove, of the third remove etc. (Ranganathan 7). (2) is formed when the class number is represented in the form of a chain making the first link out of the first digit, the second link out of the first two digits and so on and writing the links one below the other in succession (Ranganathan 1)

chain procedure—procedure for arriving at heading of class index entry and subject entry in a definite way by making use of the class number of the book (Ranganathan 9)

change of name note—change of title note (Ranganathan 1)

change of title note—consists of (i) the directing words like “published previously as” or published later as” or published in U.S.A. as” and (ii) the other title or titles under which it has appeared (Ranganathan 1)

changed title—used to describe a book that has been published or translated under more than one title (Sharp)

chronogram—device for expressing dates in words, usually by employing Roman letters to indicate the numberals (Sharp)

class—(1) ranked group (Ranganathan 7). (2) a collection of objects having characteristics in common (Cutter) (3) a division of a classification scheme under which are grouped subjects that have common characteristics (ALA 3)

class catalogue—classed catalogue (ALA 3)

class entry—registering a book under the name of its class (Cutter)
class heading—the word or phrase that designates a division in a systematic scheme of classification or in a classed catalogue (ALA 3)

class index entry—indexes the name of the class represented by the class number occurring in the leading section of each of the main and cross reference entries of the main part and of the classes represented by certain of the upper links in the chain of the said class number (Ranganathan 1)

class list—a list of books in a particular class, usually arranged in classified order (Sharp)

class mark—one or more characters showing the class to which a book belongs (Cutter)

class number—translation of the name of the specific subject of the book into an artificial language of ordinal numbers (Ranganathan 2)

classed catalogue—a catalogue arranged by subject according to systematic scheme of classification (ALA 3). (2) made by class entry whether the classes so formed are arranged logically as in the systematic kind or alphabetically as in the alphabetico-classed (Cutter)

classic—(1) a work of such excellence that it is considered representative of the best in world literature, a national literature or the literature of a subject (ALA 3), (2) a book that stimulates other books and literature on itself (Ranganathan 2)

classical author—an author one at least of whose works is a classic (Ranganathan 2)

classified catalogue—(1) contains (i) entries having numbers and (ii) entries having words in their leading sections (Ranganathan 1). (2) classed catalogue (ALA 3)

classified subject catalogue—classed catalogue (ALA 3)

collaborator—one who is associated with a work in the capacity of joint author, reviser, commentator, translator, compiler, editor, epitomiser or director or assistant or in any other secondary capacity (Ranganathan 1)

collaborator entry—has the name of a collaborator in the leading section (Ranganathan 1)
**collation**—the statement of the number of volumes, pages, illustrations etc. of the library’s copy of a book (ALA 1, Cutter)

**collection**—(1) three or more separate works or parts of works, not forming a treatise or monograph on a single subject, combined and issued together as a whole (ALA 1, ALA 2). (2) publications limited by subject and extent which have either a comprehensive title or more than three authors (Prussian)

**collective title**—(1) an inclusive title for a publication containing several works. (2) an inclusive title for several works issued in a series (ALA 3)

**collector**—one who makes a work by putting together several works or parts of works (Cutter)

**colon abbreviations**—abbreviations for the most common forenames formed of the initial followed by : for men and . . for women (Cutter)

**colophon**—(1) the inscription formerly placed at the end of a book or manuscript and containing the title, the scribe’s or printer’s name, date and place etc. (ALA 2, NED). (2) title and imprint alone at the end of the book (Cutter). (3) title occurring at the end of the text (Prussian)

**colophon date**—date given in the colophon (ALA 2)

**compilation**—a work formed by gathering material form other books or writings (ALA 3)

**compiler**—one who makes a written or printed work by arrangement of materials collected from various written or printed sources. In modern usage opposed to personal author (ALA 1, ALA 2, Ranganathan 1). (2) also, one who chooses and combines into one work selections or quotations from one author (ALA 1)

**composer**—an author of music (ALA 1)

**composite book**—a book made up of portions or parts which are distinct, independent and coordinate contributions (Ranganthan 1).

**composite volume**—a bound volume made up of two or more separately published works. (ALA 3)
**composite work**—A treatise on a single subject produced through the collaboration of two or more authors, the contribution of each forming a distinct section or part, of the complete work. (ALA 3).

**compound name**—a name formed from two or more proper names often connected by a hyphen, a conjunction or a preposition (ALA 1, ALA 2)

**conference**—a conference, not of members of any single corporate body such as government, or institution or dependent body, convened and held by a body, which has no existence beyond the conference convened and held by it or whose primary function is only that of convening and holding such conferences periodically (Ranganathan 1)

**conjoint authorship**—joint authorship (Cutter)

**consistency, canon of**—the code should deal with similar situations in the same way (Ranganathan 9)

**continued entries**—entries with no book numbers either in their leading sections or in their respective third sections, but have the same class number in their leading sections as on the first card (Ranganathan 1)

**continuation**—(1) a work issued as a supplement to one previously issued (ALA 1, ALA 2). (2) a part issued in continuance of a book, a serial or a series (ALA 1, ALA 2, Cutter)

**contribution index entry**—(1) consists of (i) the heading of the contribution (ii) intermediate item of the contribution (iii) the descriptive words like “forming part of” and (iv) heading of the book, the short title of the book and the index number; (2) a book index entry of a contribution in an ordinary composite book (Ranganathan 1)

**contributor index entry**—a contribution index entry with the name of the contributor as heading (Ranganathan 1)

**conventional title**—uniform title (ALA 1)

**cooperative cataloguing**—the cataloguing of books by some central bureau, and the distribution therefrom, of printed catalogue cards (Sharp)

**copyright date**—date of copyright as given in the book (ALA 1)
corporate author—a work is said to be of corporate authorship if the responsibility for its contents rests essentially on a corporate body; if the title page of a work mentions the personal name of an official of a corporate body in the place in which the author’s name is usually mentioned, it is to be deemed to be of personal authorship if its primary function is extension of the boundary of knowledge, and of corporate authorship if it is limited by the administrative purpose, function and outlook of the corporate body (Ranganathan 1). (2) Bodies of men are to be considered as authors of works published in their name or by their authority (ALA 1, Cutter).

corporate body—a number of persons taken collectively, usually as united and organised in a common cause or for common action, as for deliberation, government, business, a society, association, league, fraternity (NED)

corporate entry—(1) an entry under the name of a society, institution, government department, bureau or other organized body, for works issued in its name or by its authority, whether this be a main or an added heading (ALA 1, ALA 2). (2) the heading chosen for this entry (ALA 1)

cover title—the title printed on the original covers of a book or lettered on the publishers’ binding (ALA 1)

cross reference—(1) reference from one subject to another (Cutter). (2) reference (ALA 1)

cross reference entry—(1) consists of the following sections in the order given (i) the class number of the specific subject from which the book is referred (ii) the directing words “see also”; (iii) the call number of the book, and (iv) the heading of the book, a colon, the short title of the book with the initial letter in capital, a fullstop and chapters or pages of reference, if necessary; (2) directs from the class number of a specific subject to another book or part of it on the same or related subject; (3) in the case of an artificial composite book, (i) special cross reference entry (ii) ordinary cross reference entry; (4) in the case of a periodical publication consists of (i) the class number which the volume would get, if classified as an independent work (ii) directing words “see also” (iii) the class number of the periodical
publication (iv) the heading and title of the periodical publication followed by the volume number, or the year of the volume or both (Ranganathan 1)

cross reference index entry—each of (i) editor-of-series entry (ii) pseudonym-real-name entry, (iii) label entry, (iv) alternative-name entry, and (v) variant-form-of-word entry (Ranganathan 1)

currency, canon of—name chosen for the subject heading of an entry should be the current one (Ranganathan 9)

curves—the upright curves ( ) used to mark off an interjected explanatory clause or qualifying remark; marks of parenthesis also used to indicate inclusion (Cutter)

dependent body—a non-autonomous body, including a conference, constituent of or subordinate to or created by or dependent on any body of the type of government or institution or conference and whose existence is contingent on that of the parent body (Ranganathan 1)

descriptive catalogue—has one entry for each book, and that entry an elaborate one (Ranganathan 1)

descriptive cataloguing—that phase of the process of cataloguing which concerns itself with the identification and description of books (ALA 3)

dictionary catalogue=headings (author, title, subject and form) are arranged, like the words in a dictionary, in alphabetical order (ALA 1, Cutter)

dissertation, academic—an essay or treatise presented by a candidate in partial fulfilment of the requirements for a degree (ALA 1, ALA2)

divided catalogue—a card catalogue separated for convenience in use into two or more units, as, an author and title catalogue and a subject catalogue (ALA 3)

double entry—(1) entry in a catalogue under two subject headings, one for subject and one for place, for subjects of local interest or for scientific subjects relating to a particular locality, also, entry of pseudonymous works under real name of author and briefly, under pseudonym (ALA 3). (2) equal entry under more than one subject (Sharp)
**double title-page**—two title pages that face each other, as in many German books. As a rule, one is for the series or set of volumes as a whole, the other for the particular volumes in the series or set (ALA 3)

**drop-down-title**—caption title (ALA 3)

**duplicate**—a second copy of a book identical with the first in edition, contents and imprint (Cutter)

**edition**—(1) one of the different forms in which a literary work (or a collection of works) is published either by the author himself or by subsequent editors (ALA 1, NED). (2) the number of copies of a book, published at the same time and in the same form (Cutter), (3) a new impression or a new issue which is got by a later printing from undistributed types or unchanged plates; (4) a book printed with changes in the text; the change may be slight or total. (Ranganathan 4) (5) the whole number of copies printed from the same set of types and issued at the same time (ALA 1)

**edition de luxe**—edition with high artistic quality generally printed on rag paper or other special paper (Ranganathan 4)

**editor**—(1) one who prepares the literary work of another person or a number of persons for publication by selecting, revising and arranging the material, also one who prepares an edition of any literary work (ALA 1, ALA 2, NED). (2) author (Cutter)

**editor reference**—a reference in a catalogue from an editor’s name, or from an entry under the editor of a work to another entry where more complete information is to be found (ALA 3)

**editor-of-series-entry**—(1) consists of heading (name of the editor or names of joint editors), directing word see and heading to which reference is made (name of the series). (Ranganathan 1) (2) entry directing from the name of editor or editors to the name of the series (Ranganathan 1)

**element**—is a word-group or a free-word (Ranganathan 8)

**ellipsis marks**—insertion of “...” three dots to indicate omission (Sharp)

**engraved title page**—as mentioned on the catalogue card, usually an engraved title page which includes the title of the book
within the decorative design or bears an illustration in addition to the title, it need not include the author's name or the imprint (ALA 3)

**entry**—(1) a record about a work, i.e., a book or a periodical publication, in a catalogue (Ranganathan 1). (2) a record of a book in a catalogue or a list (ALA 1, ALA 2) Note:—Cutter adds "with the title and imprint". (3) the heading chosen for this record (ALA 1)

**entry element**—in a reduced name is the element to be entered first in entry name, in accordance with prescribed rules (Ranganathan 8)

**entry name**—is derived from reduced name usually by permuting the words in accordance with prescribed rules, for entering it as the heading of an entry in catalogue, bibliography, directory or other alphabetical reference material (Ranganathan 8)

**entry word**—is the first word in entry element (Ranganathan 8). (2) the word by which the entry is arranged in the catalogue, usually the first word (other than the article) of the heading (ALA 1, ALA 2)

**epitome**—a work that has been abridged or summarized for a particular purpose, the essential matter of the original is retained (Sharp)

**evaluation**—estimate of the value of a work as a contribution to the literature of a subject (Sharp)

**excerpt**—a passage reproduced verbatim from a printed work or a manuscript; an extract or selection (ALA 1)

**expurgated edition**—an edition with those parts left out that might be objected to on moral or other grounds (Sharp)

**extra-illustrated**—a copy of a book has been grangerized or had additional illustrations inserted (Sharp)

**extract**—(1) a portion of a work with a separate existence; it may be an off-print or it may have been detached from the original work (Ranganathan 1). (2) excerpt (ALA 1) (3) summary or abstract (ALA 1)

**extract note**—consists of the descriptive words "extract from" or "supplement to" or other appropriate ones and the specification of the work from which it is an extract (Ranganathan 1)
facsimile catalogue—a catalogue which incorporates reproductions of slides, pictures, designs, etc., as part of the catalogue entry for each (ALA 3)

facsimile edition—(1) exact copy of an earlier edition made by photographic methods; (2) reproduction by litho printing of out-of-print reference books and advanced treatises (Ranganathan 4)

facsimile reprint—original text reset in types of identical character (Ranganathan 4)

facsimile reproduction—a reproduction of a manuscript or printed work by means of a mechanical or photomechanical process (ALA 1)

false link—a link which is not a class number or the focus in whose last facet is nameless, i.e., does not have a name in common usage in natural language (Ranganathan 1)

false title—half-title (1) (ALA 3)

fascicule—(1) one part of a work appearing in numbers (Sharp). (2) one of the temporary divisions of a work which, for convenience in printing or publications, is issued in small instalments, usually incomplete in themselves, which do not necessarily coincide with the formal division into parts, etc., they may or may not be numbered or designated as "part", "fascicule", etc., (ALA 3)

festshrift—a complimentary or memorial publication usually in the form of a collection of essays, addresses or biographical, bibliographical or other contributions.....issued in honour of a person, an institution or a society, as a rule on the occasion of an anniversary celebration (ALA 1)

filling word—entry word (ALA 1)

first vertical—the left-most vertical line of a card (Ranganathan 1)

first word entry—entry made from the first word of the title not an article (Cutter)

first word reference—same as first word entry omitting the imprint and referring (Cutter)
fixed location—system of marking and arranging books by shelf and book marks so that their absolute position in room, tier and on shelf is always the same (Cutter)

fly-title—half-title (1) (ALA 3)

fold symbol—indicates the number of leaves into which a sheet is folded and thereby approximately the size of the page (Cutter)

folio—(1) an indication of format or size, usually 12”. (2) strictly, a folio is printed on sheets folded once, giving two leaves or four pages. (3) the individual leaf of a book (ALA 2)

foot title (maps)—title outside the border (Prussian)

forename—a name preceding a surname, usually a Christian name (Sharp)

form—applied to a variety of classification founded on the form of the book classified, e.g. practical form—almanacs, directories, tables, etc., literary form—fiction, poetry, etc., (Cutter)

form (format)—the designation of a book by the fold of the sheet often called size (Cutter)

form entry—(1) registry under the name of the kind of literature to which the book belongs (Cutter). (2) an entry in a catalogue which lists books according to (i) the form in which their subject material is organized, as periodicals, dictionaries, or (ii) their literary form, as poetry, drama (ALA 3)

form heading—a heading used for a form entry in a catalogue (ALA 3)

form subject heading—form heading (ALA 3)

free word—is a word in pure name standing or capable of standing by itself without having to be attached to another (Ranganathan 8)

frontispiece—(1) any pictorial representation at the front of a book, usually facing the title-page, and as a rule un-numbered; (2) a plate or other illustration facing (or preceding) the title page (ALA 2)

full cataloguing—cataloguing that gives detailed bibliographical information in addition to the description essential for identifying books and locating them in a library (ALA 3)

full name—is usage name or title page name (Ranganathan 8)
general added entry—general entry (Ranganathan 5)
general cross reference—general reference (ALA 3)
general entry—(1) in classified catalogue each of class index entry and cross reference index entry (2) in dictionary catalogue each of see also subject entry and cross reference index entry (Ranganathan 5)
general information reference card—a card in a catalogue referring from a specific subject on which the library has no books to a general subject which includes the specific subject (ALA 3)
general reference—(1) a blanket reference in a catalogue to the kind of heading under which one may expect to find entries for material on certain subjects or entries for particular kinds of names (ALA 3) (2) a reference in general terms to a certain kind of headings (Fellows)
general secondary entry—added entry for a person or a corporate body whose relation to the work in hand cannot be indicated in the heading by the use of some specific designation such as editor, translator, etc. (ALA 1)
gestalt value—value prescribed for combinations of letters and of words according to the style of writing and perhaps also according to the way in which they are combined. It depends upon the pattern that an entry presents. (Ranganathan 9)
government—a government or a local authority or any of the dependent bodies of any of these (Ranganathan 1)
grangerizing—insertion of additional illustrations, portraits, etc. into a copy of a book (Sharp)
group—any sub-aggregate of a universe (Ranganathan 7)
guide—a card, or a sheet of metal, having a projecting labelled edge or tab higher than the material with which it is used, inserted in a file to indicate arrangement and aid in locating material in the file (ALA 3)
guide card—(1) a projecting labelled card inserted in a card catalogue to aid in finding a desired place or heading (Cutter) note:—Ranganathan says "leading item" instead of "heading". The projecting part is called the "tab". (Ranganathan 1) (2) guide on a card (ALA 3)
half-title—(1) the name of the book put on the leaf preceding the title-page (Cutter, Prussian) (2) lines indicating subdivisions of the book and following the title (Cutter) (3) a brief title, usually without author's name or imprint, printed on a leaf preceding the main title-page (ALA 2) (4) a brief title, printed on a separate leaf or page, preceding the text or introducing the sections of a work (ALA 3) (5) by extension, the page or leaf bearing the half-title, although strictly these should be called half-title page and half-title leaf (ALA 3)

hanging indention—(1) setting out the first line and indenting the following lines (Cutter) (2) specifically, a form of indentation in cataloguing in which the first line begins at author indentation and succeeding lines at title indention (ALA 3)

head line—line at the top of the page, giving the title of the book, or the subject of the chapter or of the page (ALA 2)

head title—(1) title outside the border (in case of maps) (Prussian) (2) caption title (2) (ALA 3)

heading—(1) the second section in the main entry, the leading section in an index entry, and leading section and the third section in a cross reference index entry (Ranganathan 1) (2) the leading section in any entry and the third section in a see also subject entry and in a cross reference index entry (Ranganathan 3) (3) the word by which the alphabetical place of an entry in the catalogue is determined, usually the name of the author, the subject, or the first word, not an article, of the title (ALA 2, Cutter) (4) the name, word or phrase used at the head of an entry to indicate some special aspect of the book (authorship, subject content, series, title, etc.) and thereby to bring together in the catalogue associated and allied material (ALA 1)

heading reference—from one heading to another (Cutter)

history card—a card in a catalogue under the name of a corporate body that states briefly the date of foundation, date of incorporation, change of name and affiliation or union with other bodies. (ALA 3)

honorific word—is a courtesy word or a title or a word implying respect, added at the beginning or end of a name (Ranganathan 8)