

CATALOGUING AND CLASSIFICATION OF MONOGRAPHS: A PRACTICAL APPROACH

ABDUL-GHANIY A. ADEBIMPE
NATIONAL LIBRARY OF NIGERIA

Abstract

Cataloguing is the description of technical features of a publication and the subject matter it treats, while classification is the arrangement of publications to the classes of knowledge they belong to. This paper elucidates the descriptive cataloguing and classification in library science, and it explains, in the simplest terms, the various librarianship parlances that may serve as encumbrances to prospective cataloguers and classifiers.

1.0 INTRODUCTION

Cataloguing is an act of listing various reading materials that exist in a given library or information centre, while classification has to do with the distribution of these materials into various groups of subjects they treat. The essence of these is to enable the library users to discover, among other things, the different types of material that are available in a given library collection and where they could be located.

Defining cataloguing, Hunter and Bakewell (1991) say it is the art of describing and listing materials in such a way as to make them as easy as possible to discover the nature and extent of what is available and, if appropriate, where they may be located or obtained.

According to Sayer (1964) cataloguing is the description of books and arrangement of them on the shelves in the manner that will make them readily identifiable, easily located and examined by those who want to make use of them.

Classification, according to Harrod's Librarians' Glossary and Reference Book (2000), is the arrangement of things in logical order according to their degrees of likeness, especially the assignment of books or other items to their proper places in a scheme of classification.

The importance of cataloguing and classification in a library set-up cannot be under-estimated. A library that has thousands of materials in its collection will definitely find it problematic and cumbersome to organize them properly on the shelves and retrieve them as expeditiously as possible for its clientele without resorting to cataloguing and classification.

Monograph, in librarianship, is a treatise or a book written on a particular subject or subjects. The technical processing of monographs enables the library users to find the books that are written by the same authors; books that have the same titles and books that treat the same subjects. Corroborating this fact, Katz (1978) says it shows what the library has by any given author, on a given subject and in a given kind of literature; it assists in the choice of a book by its form or edition and it specifically locates the items in the library.

Before a cataloguer starts to catalog he has to familiarize himself with the materials he wants to describe. He must read the book technically; he must read both the recto and verso of the title page. He should also go through the table of contents, the preface, the introduction and, perhaps, read one or more chapters of the material to enable him know the topic or topics it treats. The recto page of a book is the page on the right hand side of an open book, while the verso is the back side of the page.

2.0 CATALOGUING SYMBOLS

The cataloguing symbols used by cataloguers are encapsulated in the Anglo-American Cataloguing Rules, 2nd edition (AACR2) and the International Standard Bibliographic Description for monographs (ISBD) of 1978. Some of the Symbols as enunciated by the two sources mentioned above are:

- i. Comma (,) used after the surname of the first author.
- ii. Equals sign (=) inserted between the title proper and a parallel title.
- iii. Colon (:) used between the title proper and a sub-title.
- iv. Diagonal slash (/) used after the title of the material.
- v. Comma (,) used between the names of two or three authors for a monograph written by joint authors (two or three).
- vi. Semi colon (;) used for subsequent statement of responsibility e.g. History of Nigeria/Isaac John ; edited by J. Ajayi
- vii. Three dots and et al e.g. ... [et al] used after the name of the first author mentioned in a monograph written by more than three authors.
- viii. Period and dash (. _) used after the statement of responsibility.

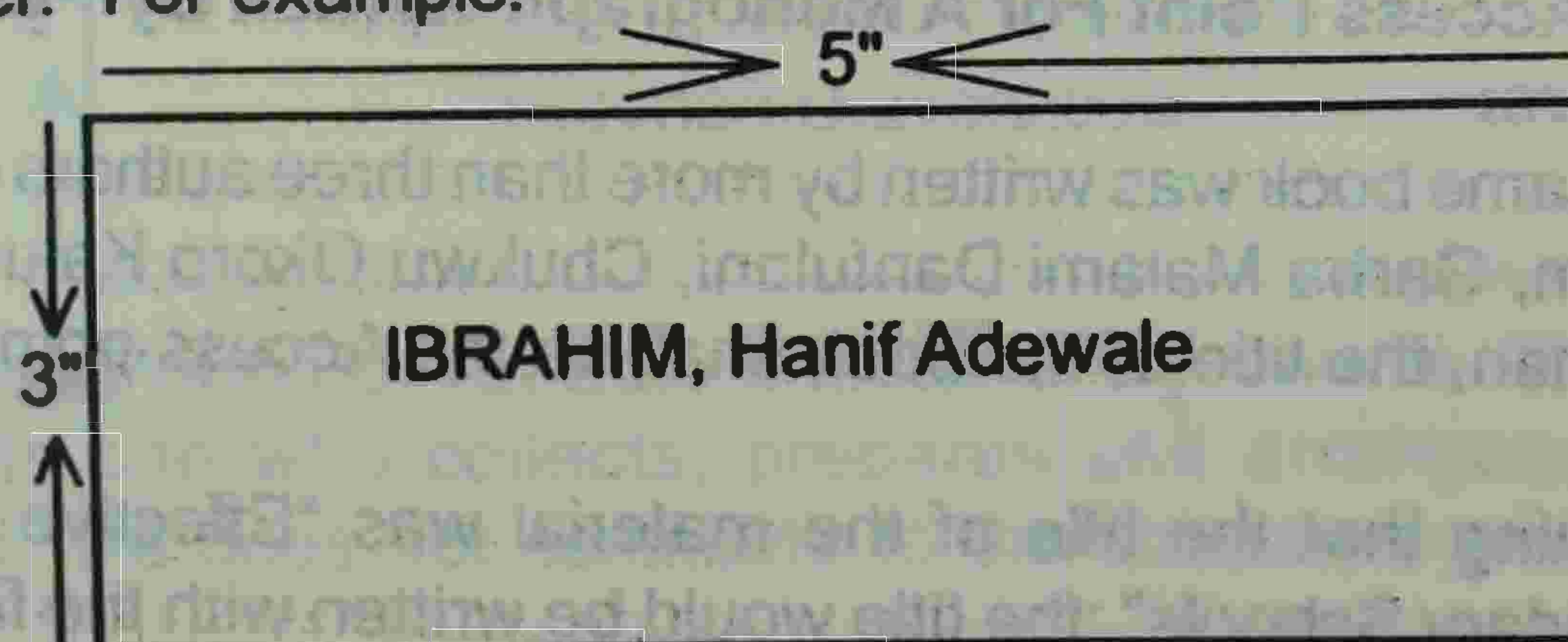
- ix. Edition (ed.) used for any edition of a monograph other than the first edition.
- x. Period and dash (. _) used after the edition.
- xi. Colon (:) used after the place of publication.
- xii. Comma (,) used after the name of the publisher.
- xiii. Period (.) used after the date of publication.
- xiv. Comma (,) used after preliminary pages.
- xv. Colon (:) used after pagination.
- xvi. Semi colon (;) used after illustration.
- xvii. (cm) is an abbreviation of centimeter which comes after the heights of the book.
- xviii. Period (.) used after cm (centimetre).
- xix. Dash (-) used after period of centimetre for a monograph that has series.
- xx. Bracket () used for the name of series.
- xxi. Arabic numbers (1, 2, 3) used for subject headings.
- xxii. Roman figures (i, ii, iii) used for added entries.

3.0 ACCESS POINT OR MAIN ENTRY:

Access point is the heading that the cataloguer chooses for entering the material. It may be the name of the author, the name of the Corporate body or the title of the material itself. Access point is also called Main entry (the name chosen for the basic entry or the fullest information about the principal entry in a catalogue). Access point and Main entry are used interchangeably.

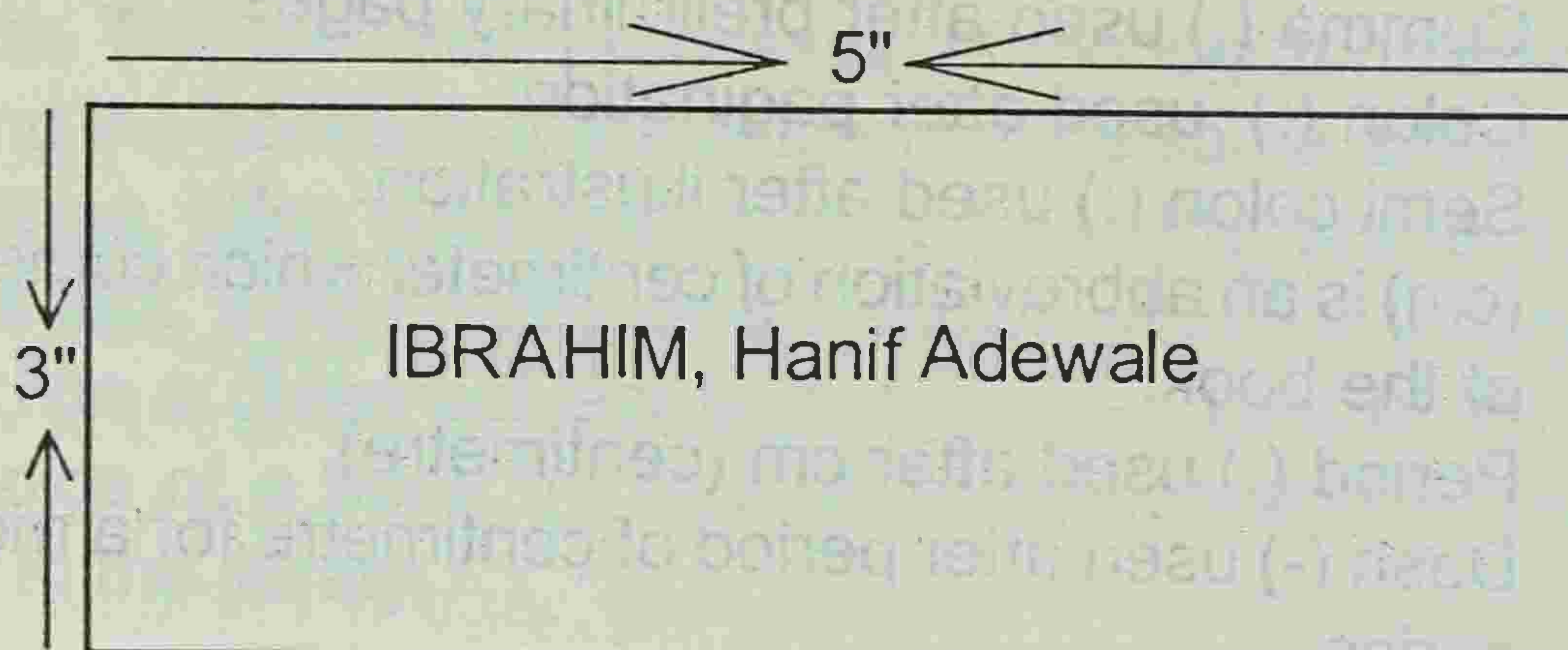
3.1 Access Point For A Monograph Written By One Author (Personal Authorship):

A personal author is the person chiefly responsible for the creation of the intellectual or artistic contents of a book. Assuming that an author, hypothetically called Hanif Adewale Ibrahim, wrote a monograph, his surname, written in capital letters, shall be the Access point. This shall be followed with a comma (,) before his other names or initials are written in small letters. However, the first letter of each of the other names shall be a capital letter. For example:



3.2 Access Point for a Monograph Written by Two Authors (Joint Author):

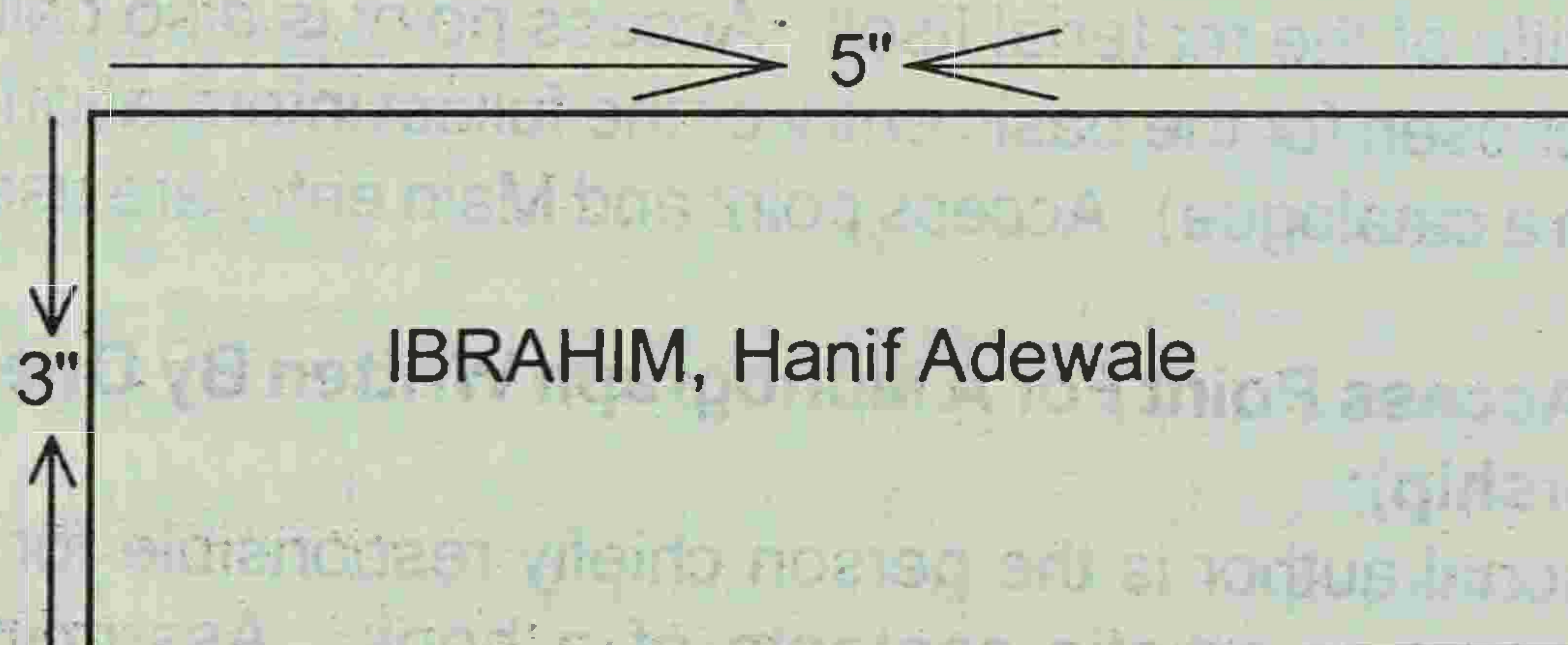
Joint author monograph is one written by more than one author. If the same book was written by two authors e.g. Hanif Adewale Ibrahim and Garba Malami Danfulani, the surname of the first author written in the book shall be the Access point. For example:



The name of the second author will, however, be written in the body of the bibliographic description, and an added entry will be made for him in the Subject Analysis and Added Entries column.

3.3 Access Point For A Monograph Written By Three Authors:

If the same book was written by three authors e.g. Hanif Adewale Ibrahim, Garba Malami Danfulani and Chukwu Okoro Kalu, the surname of the first author mentioned in the book shall be the Access point. For example:



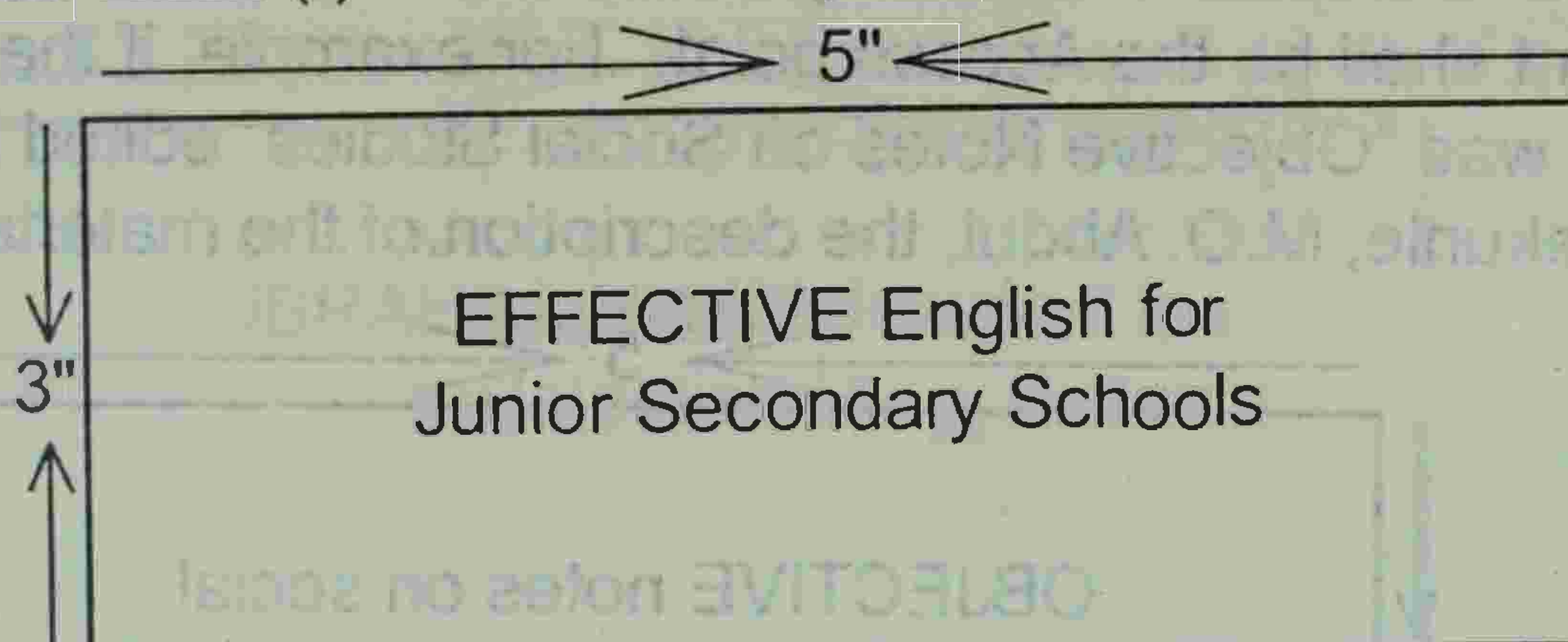
The names of the second and the third authors shall be written in the body of the bibliographic description, and added entries will be made for them in the Subject Analysis and Added Entries column.

3.4 Access Point For A Monograph Written By Four Or More Authors:

If the same book was written by more than three authors e.g. Hanif Adewale Ibrahim, Garba Malami Danfulani, Chukwu Okoro Kalu and Anthony Paul Mamman, the title of the book shall be the Access point.

Assuming that the title of the material was "Effective English for Junior Secondary Schools", the title would be written with the first word of the title

in capital letters in the bibliographic description column. It would be followed by a diagonal slash (/). The Access point would be written like this:

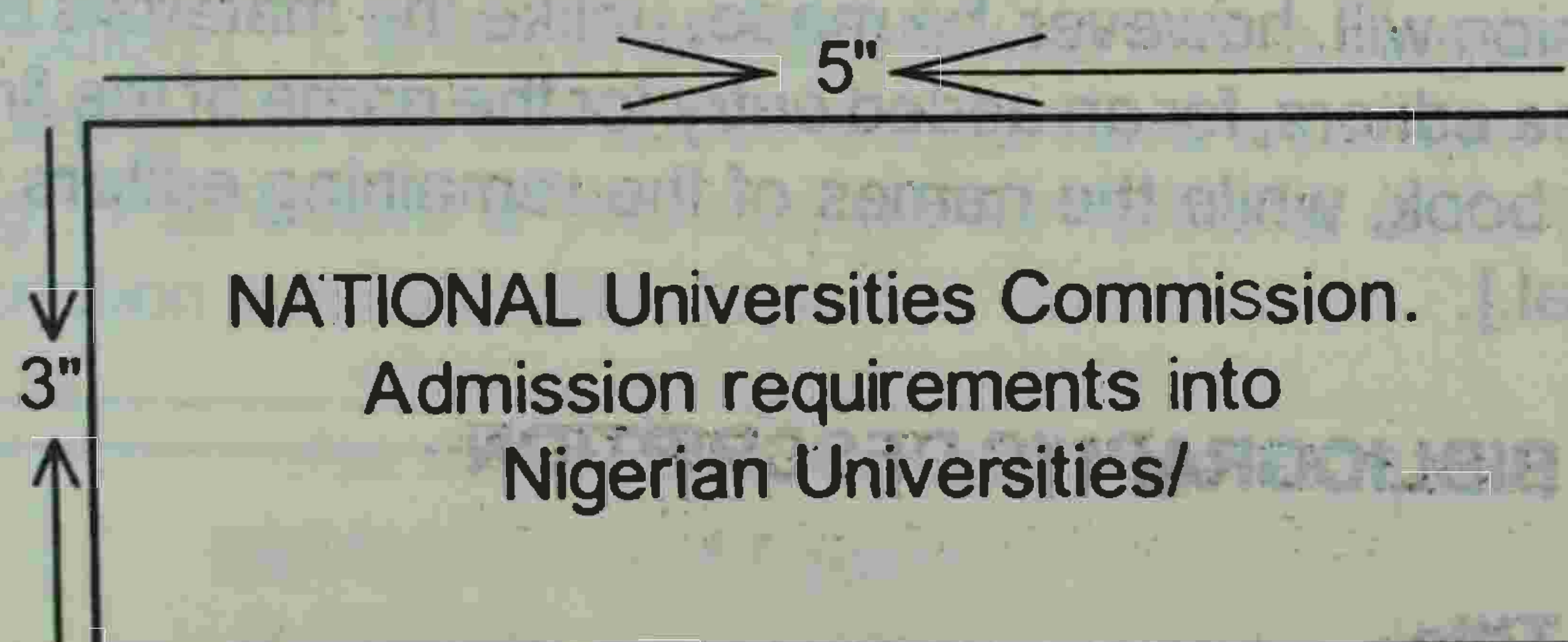


When more than three persons or bodies performing the same function are named in the source used to record the statement of responsibility, only the name of the first author shall be written, followed by "...[et al.]". The expression "et al" is Latin for "and others". It will be put in a square bracket e.g. [et al] because "et al" is introduced by the cataloguer. Any information introduced by the cataloguer while cataloguing a material must necessarily be in a square bracket. An added entry will be made for the name of the first author mentioned in the book, while the names of other authors will be replaced by ...[et al.].

3.5 Access Point For A Document Produced By A Corporate Body:

A Corporate body is a group of people acting together for a common purpose and identified by a name.

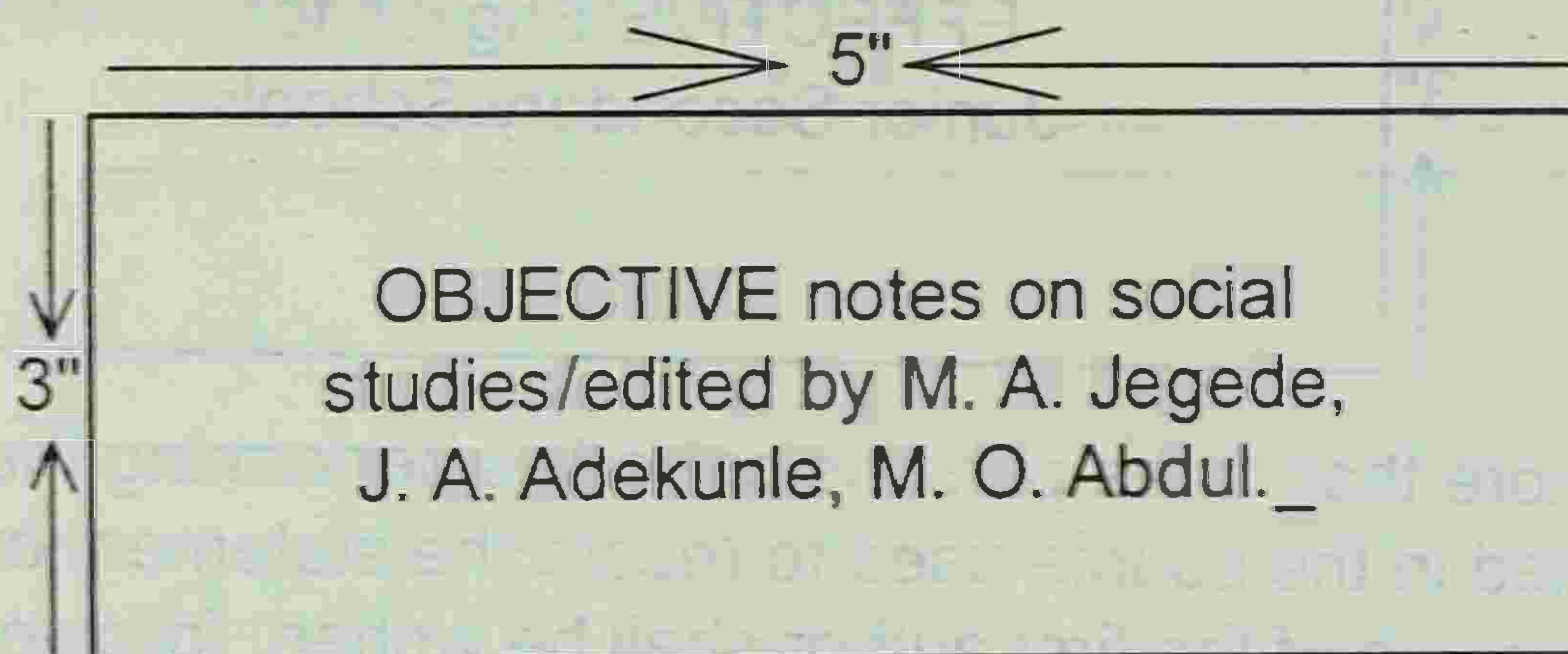
If a document is produced by a Corporate body or Government parastatal e.g. the World Health Organization (WHO), the Nigerian Television Authority (NTA), the National Universities Commission (NUC); or the National Library of Nigeria (NLN), the name of the organization shall be the Access Point. For example, if the National Universities Commission publishes a book titled "Admission Requirements into Nigerian Universities", National Universities Commission shall be the Access point. The description will be like this:



3.6 Access Point For An Edited Material By One To Three Editors:

An editor is one who collects, prepares and arranges materials for publication. He does not contribute to the substance of the text of the

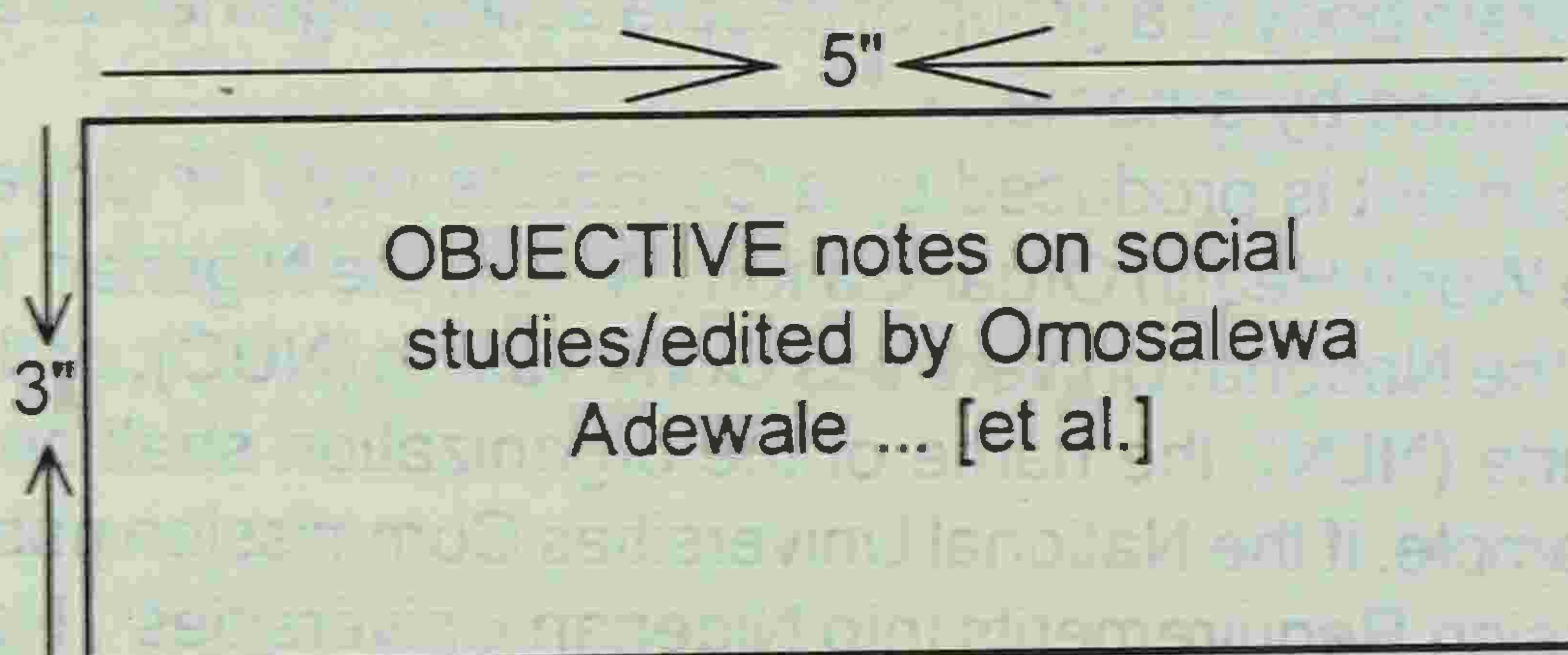
book. In other words, he is not responsible for the intellectual content of the book. If a book is edited by one, two or three editors, the title of the document shall be the Access point. For example, if the title of an edited material was "Objective Notes on Social Studies" edited by M. A. Jegede, J. A. Adekunle, M.O. Abdul, the description of the material will be like this:



However, the names of the editors shall feature in the body of the bibliographic description. An added entry shall be made for the name(s) of the editor or editors, as the case may be, in the Subject Analysis and Added Entries column.

3.7 Access Point For An Edited Material By More Than Three Editors:

If a book was edited by more than three editors, the title of the edited material shall be the Access point. For example:



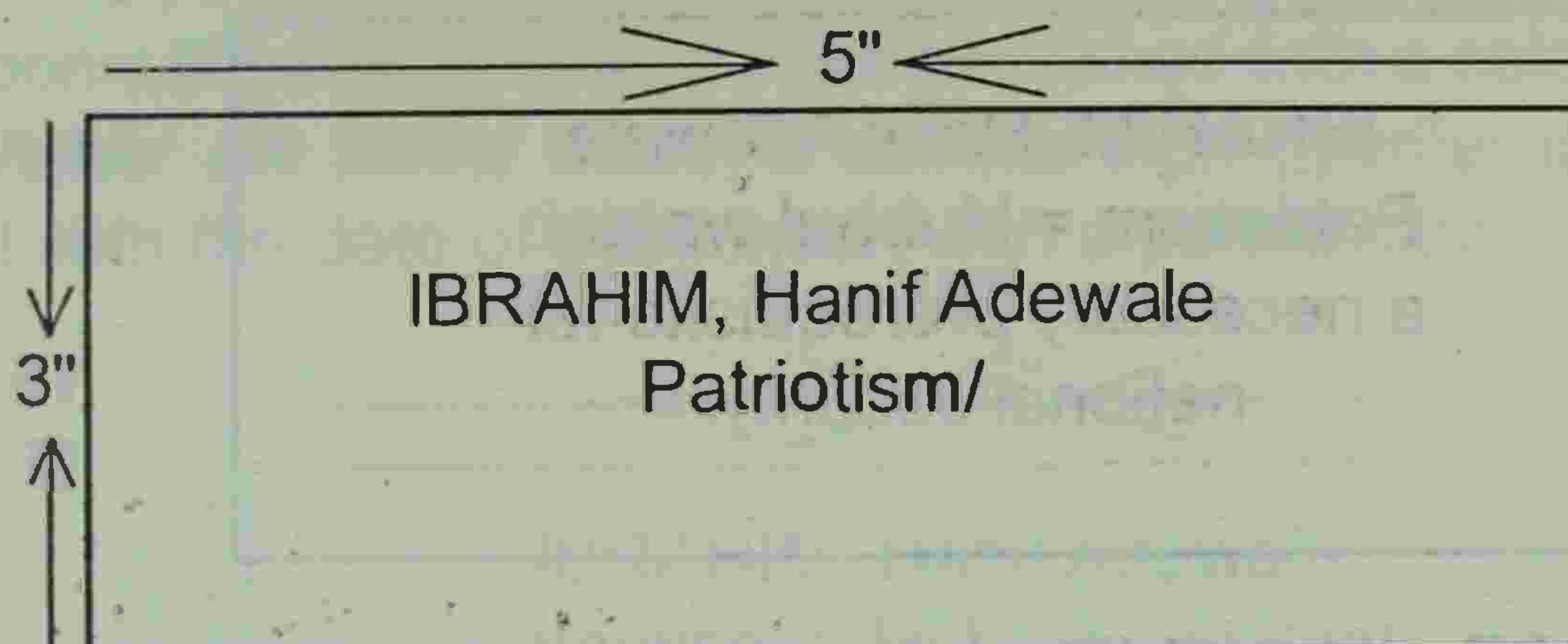
Provision will, however, be made, unlike the materials edited by one or two or three editors, for an added entry for the name of the first editor mentioned in the book, while the names of the remaining editors will be replaced by ...[et al].

4.0 BIBLIOGRAPHIC DESCRIPTION

4.1 Title

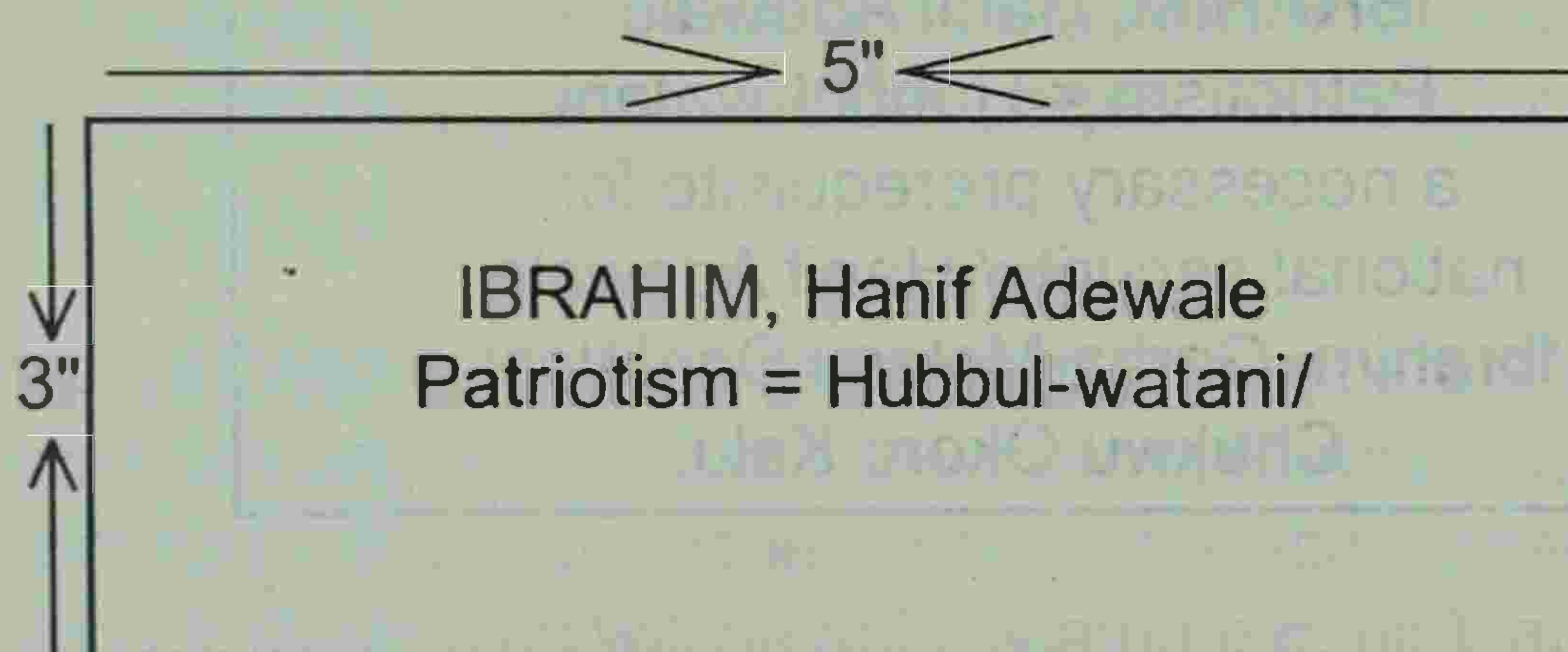
Having written the Access point, the material has to be described in details. This is otherwise referred to as Descriptive cataloguing.

Assuming that the title of the book written by our hypothetical author or authors was Patriotism, the title shall be written in the Bibliographic Description column, and it shall be followed with a diagonal slash (/) e.g.



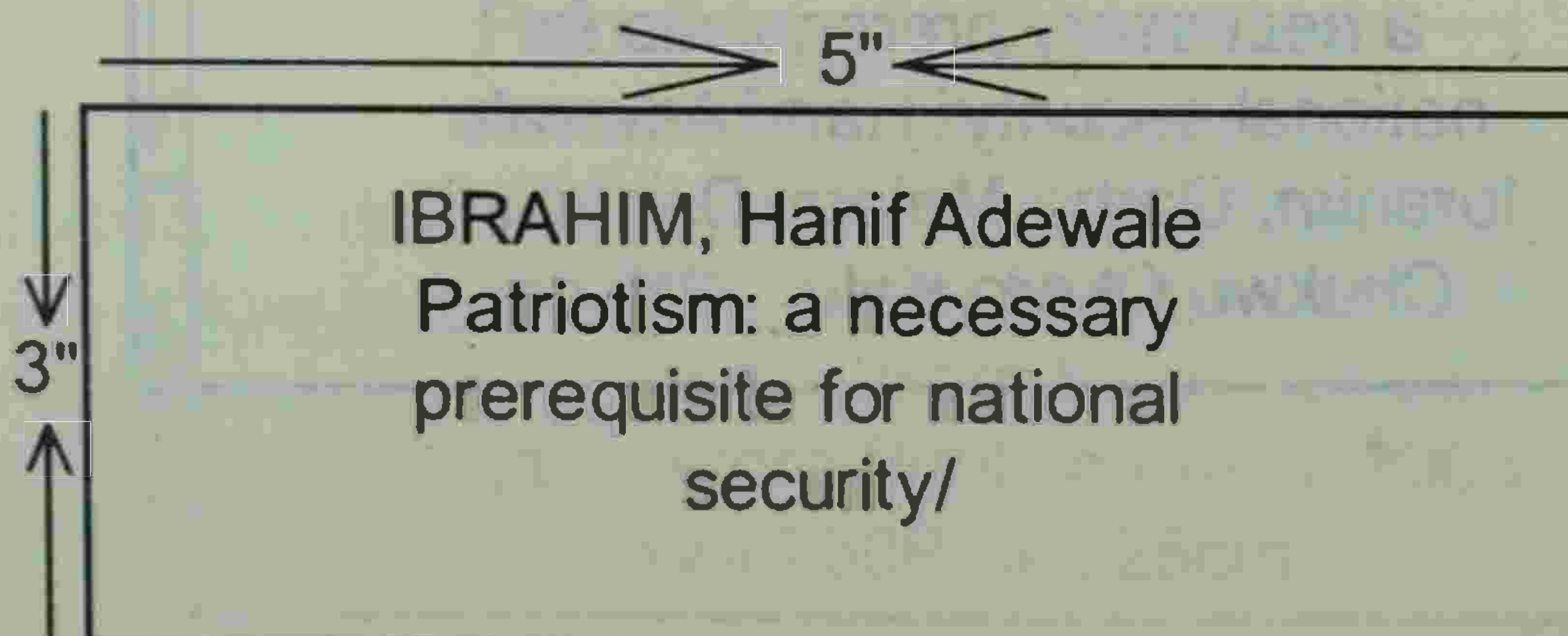
4.2 Parallel Title

A Parallel title is the title proper of an item in another language. Assuming that the above title has a parallel title e.g. Patriotism = Hubbul-watani (Hubbul-watani is an Arabic word meaning "Patriotism"). The Parallel title would be separated from the title proper and from one another by space, equals sign, space e.g. (=) The bibliographic description of the material would be like this:

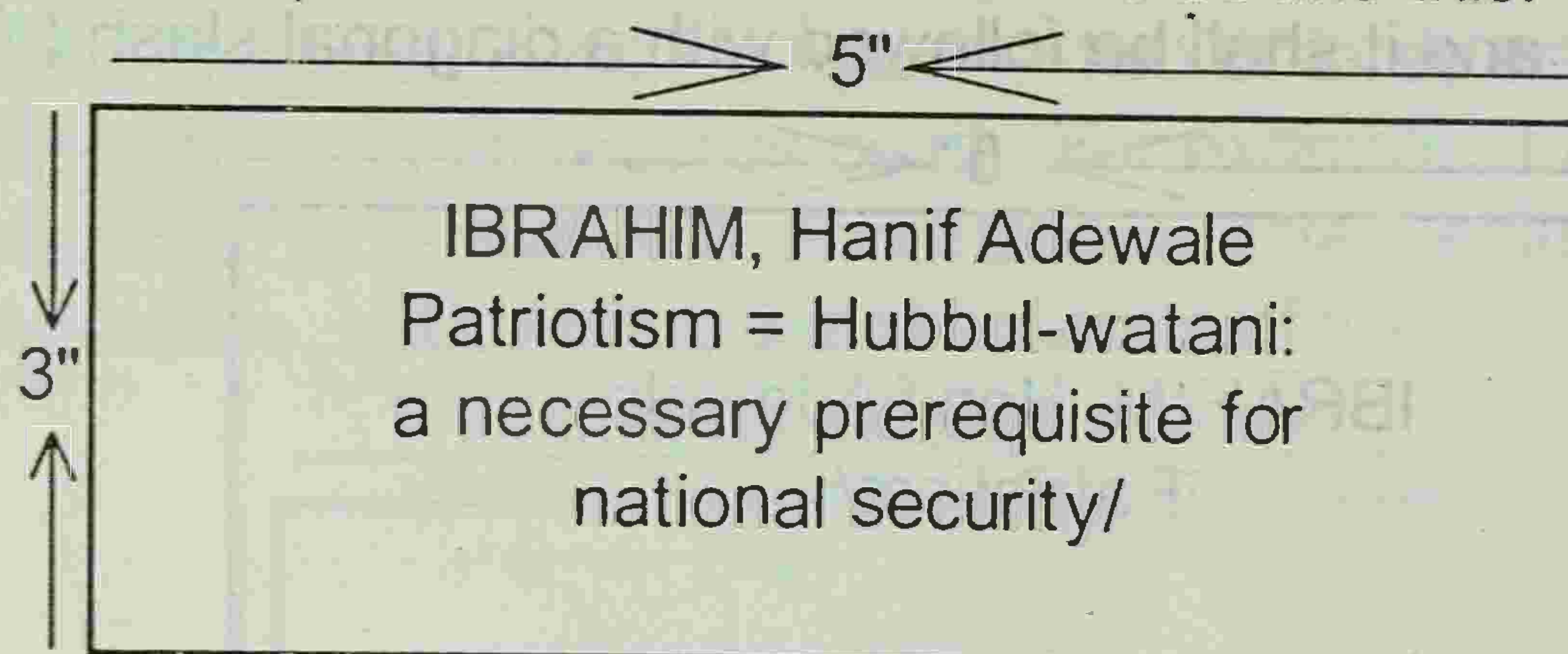


4.3 Sub-Title

Sub-title means an additional title or second title or half title or a subordinate title of a published work. The sub-title is usually differentiated from the original title with a colon (:), and it shall be followed with a diagonal slash immediately. Assuming that the title above did not have a parallel title, but has a sub-title e.g. "Patriotism: a prerequisite for national security", the bibliographic description would be like this:



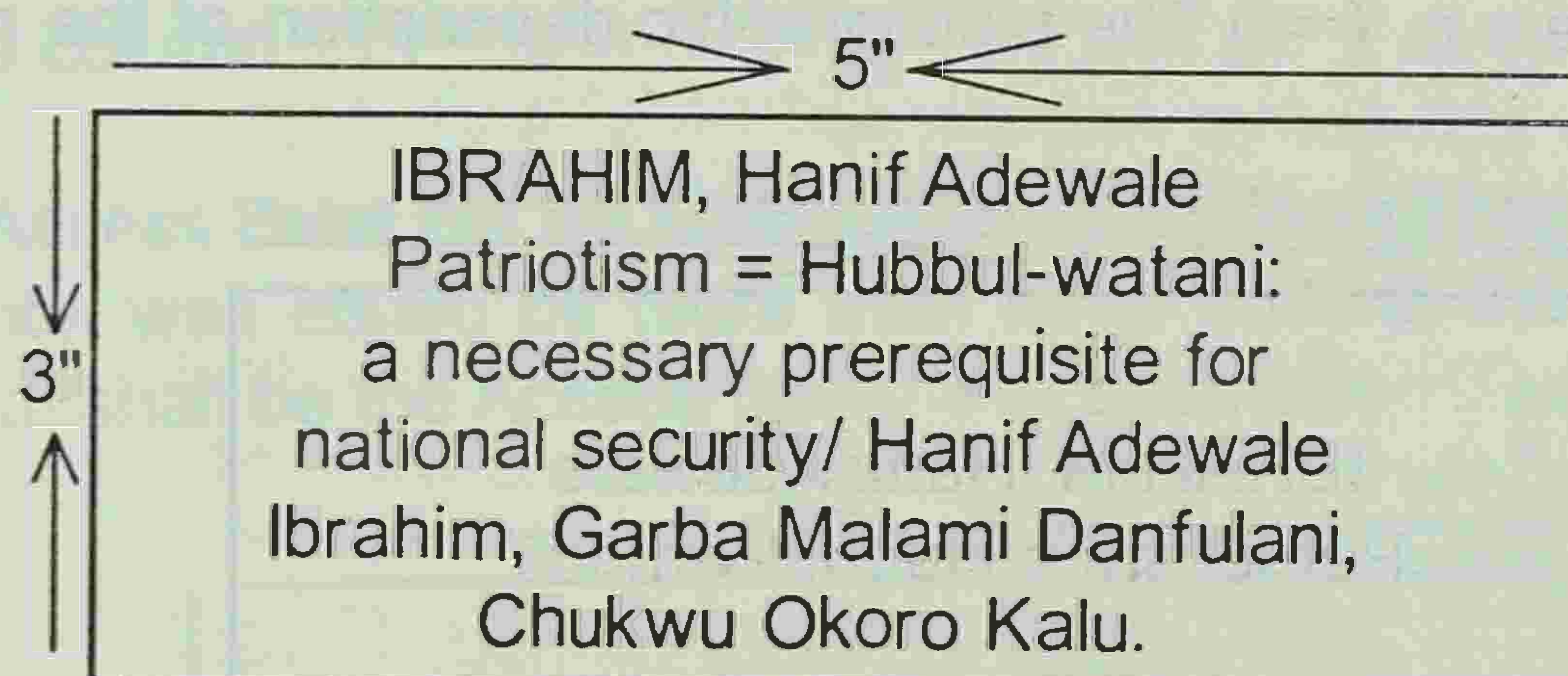
Assuming that the title had a parallel title as well as a sub-title, the bibliographic description of the material would be like this:



4.4 Statement of Responsibility

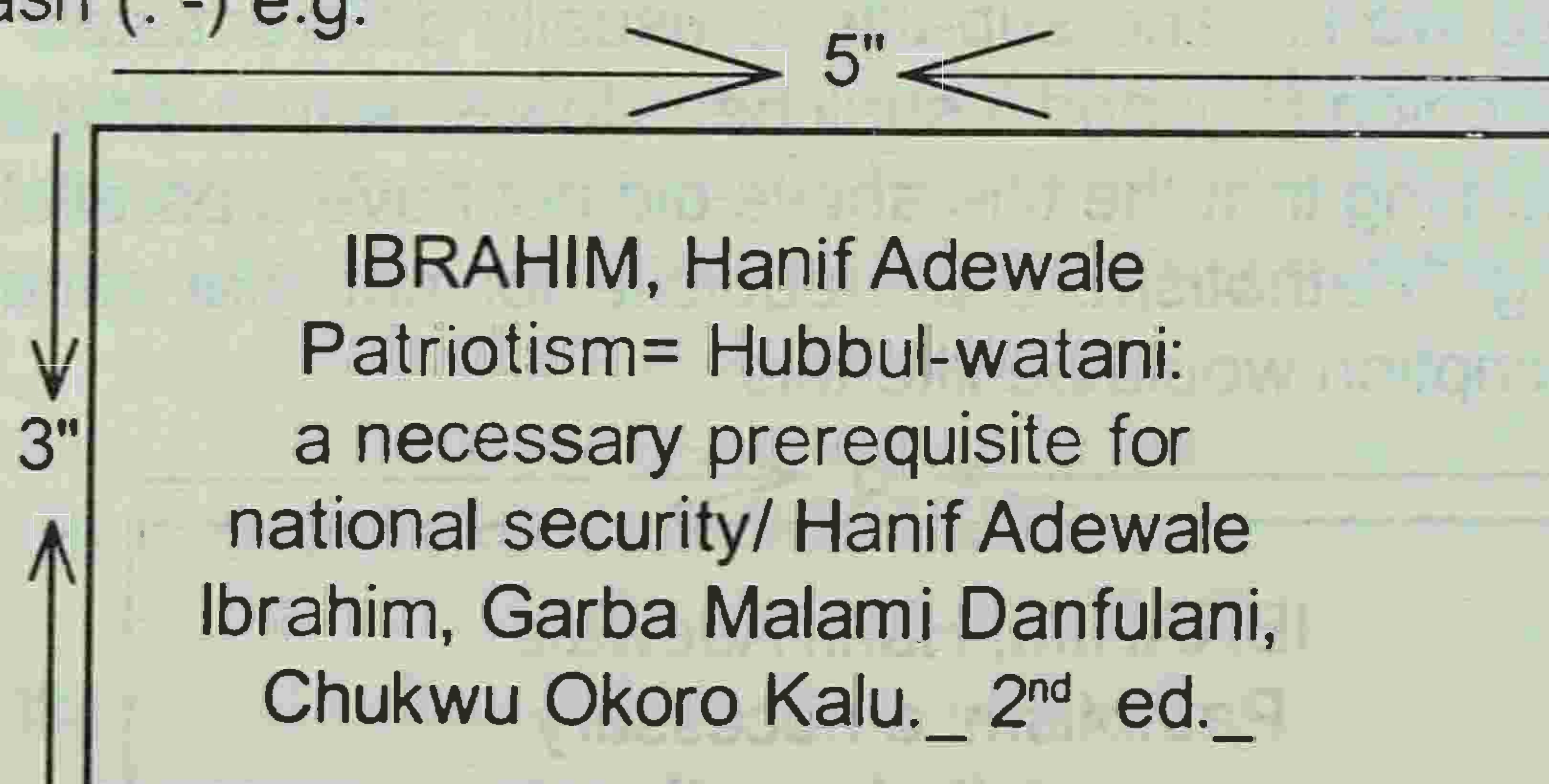
Statement of responsibility is the name of the author or authors, or Corporate body or bodies that wrote the material being catalogued.

The diagonal slash (/) shall be followed immediately with the Statement of responsibility. This will be followed with a period and dash (. -). The description of the material will be like this:



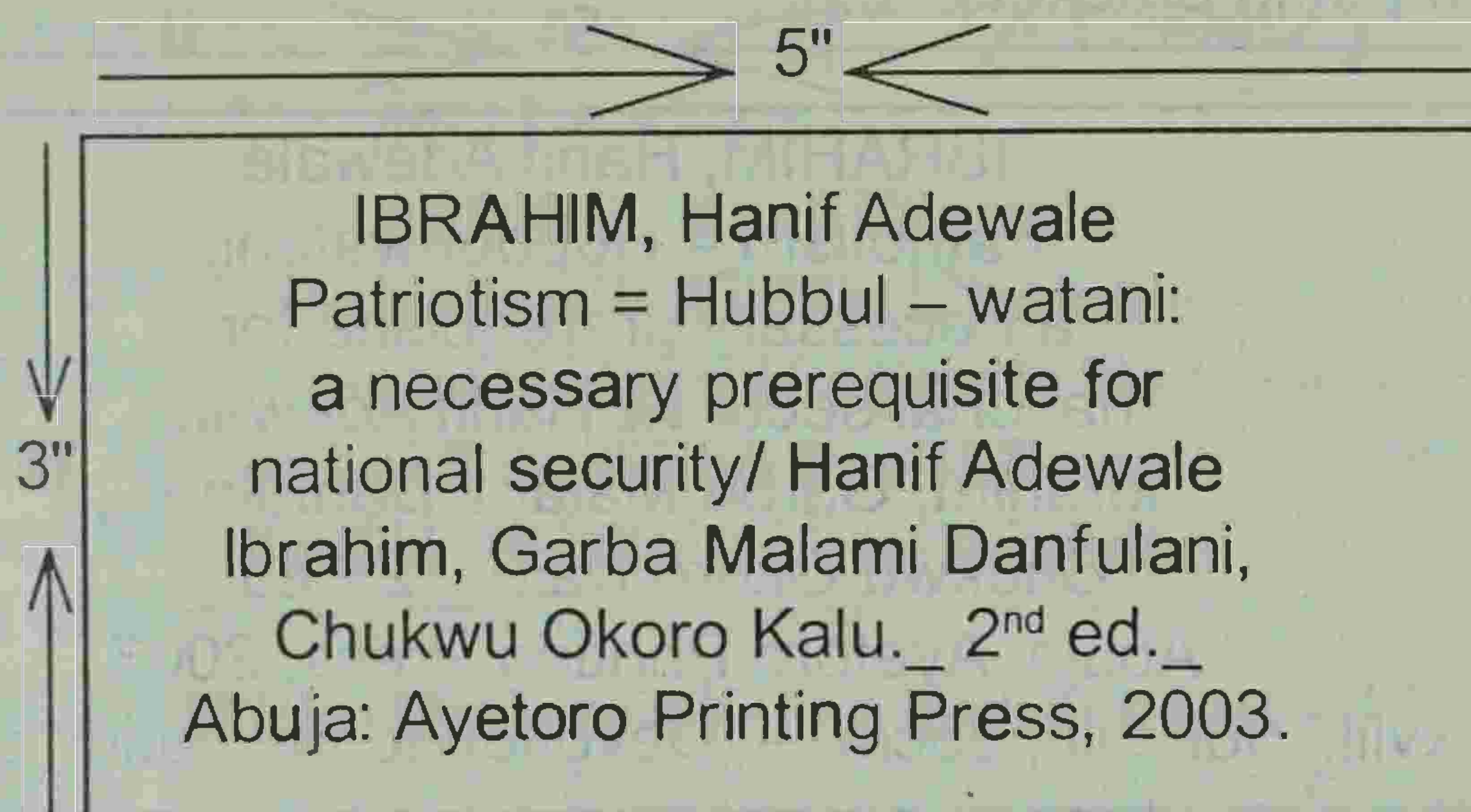
4.5 Edition Area

If the monograph is the first edition, it will not be indicated. But if it is other than the first edition, it has to be stated. The word "edition" has to be abbreviated with a period at the end e.g. (ed.). This will be followed with a period and dash (. -) e.g.



4.6 Publication, Distribution, etc Area (Imprint)

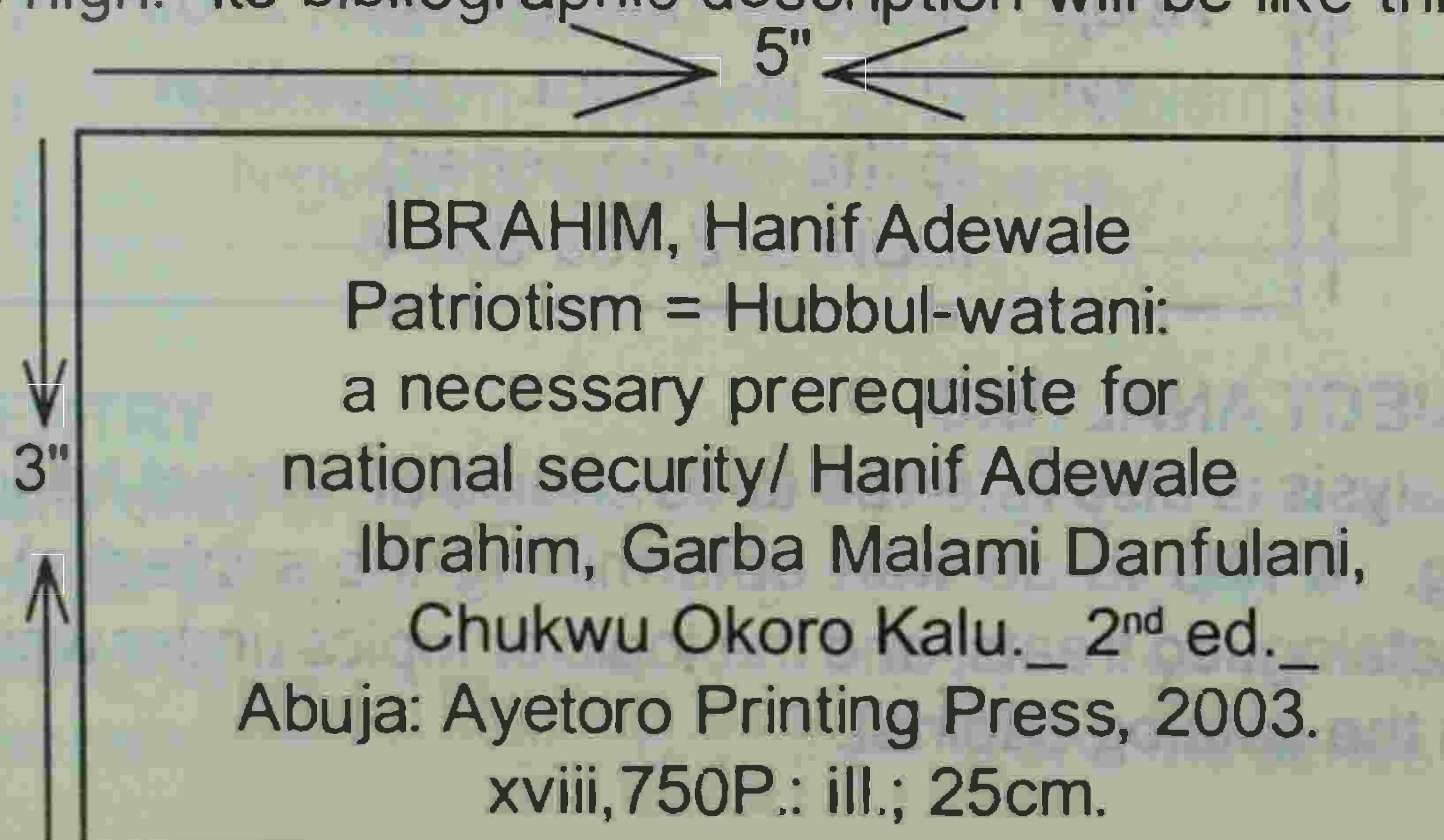
The Publication, Distribution, etc Area includes the place of publication, the name of the publisher and the date the book was published. The place of publication will follow edition; it will be followed with a colon (:); the name of the publisher will follow it with a comma sign (,) after it, and this will be followed with the date of publication with a period sign (.) following it. e.g.



4.7 Physical Description Area

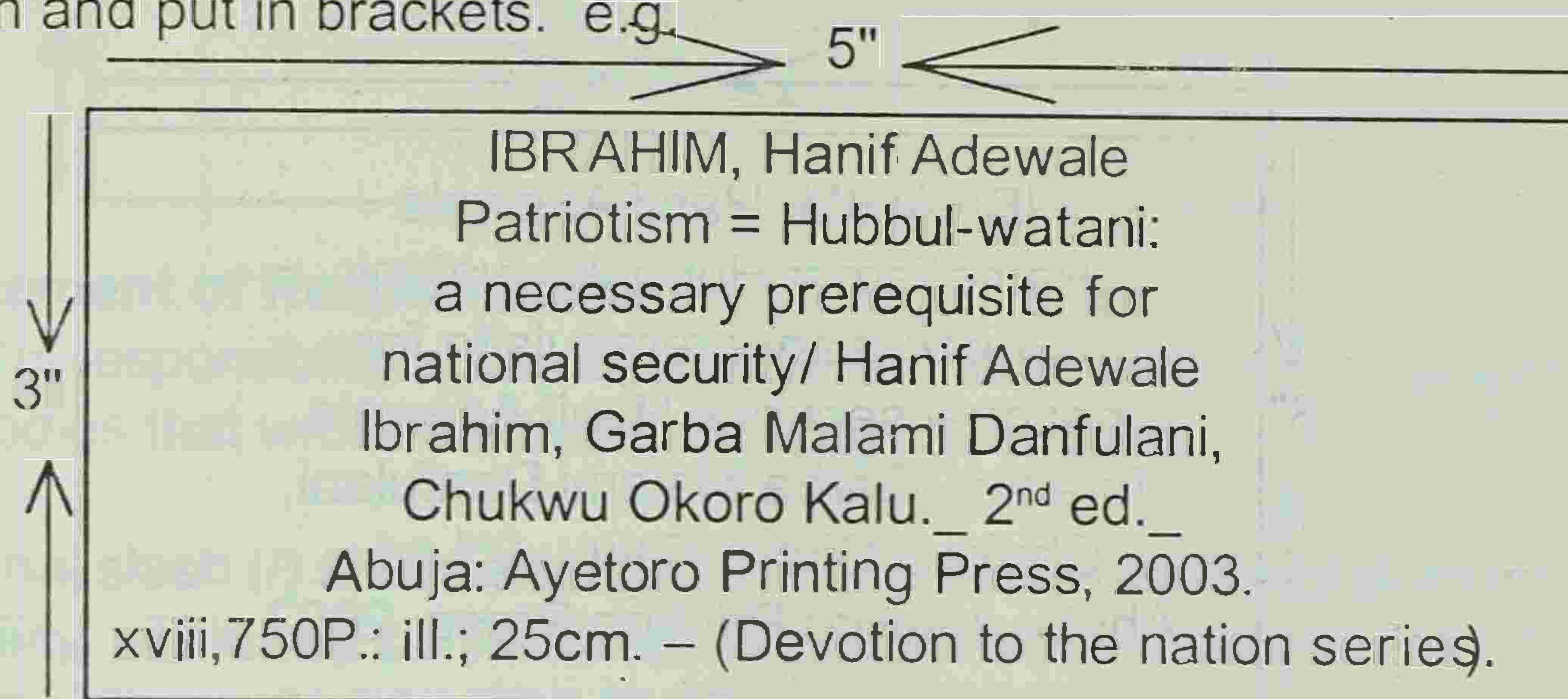
The Physical Description Area describes the physical format of the book such as preliminary pages, actual pages, illustration and length of the material.

The Physical Description Area has to start on a separate line with indentation. The preliminary pages, which will be written in Roman figures, will be followed with a comma (,); the actual pages, written in Arabic numerals, will be followed with colon (:); illustration will be abbreviated e.g. (ill.), and it will be followed with a semi colon (;). The height of the material, which will be measured in centimeters will be abbreviated (cm), and it will be followed with a period (.). Assuming that the book had eighteen preliminary pages (xviii) and seven hundred and fifty pages (750); it is illustrated and is twenty-five (25) centimetres high. Its bibliographic description will be like this:



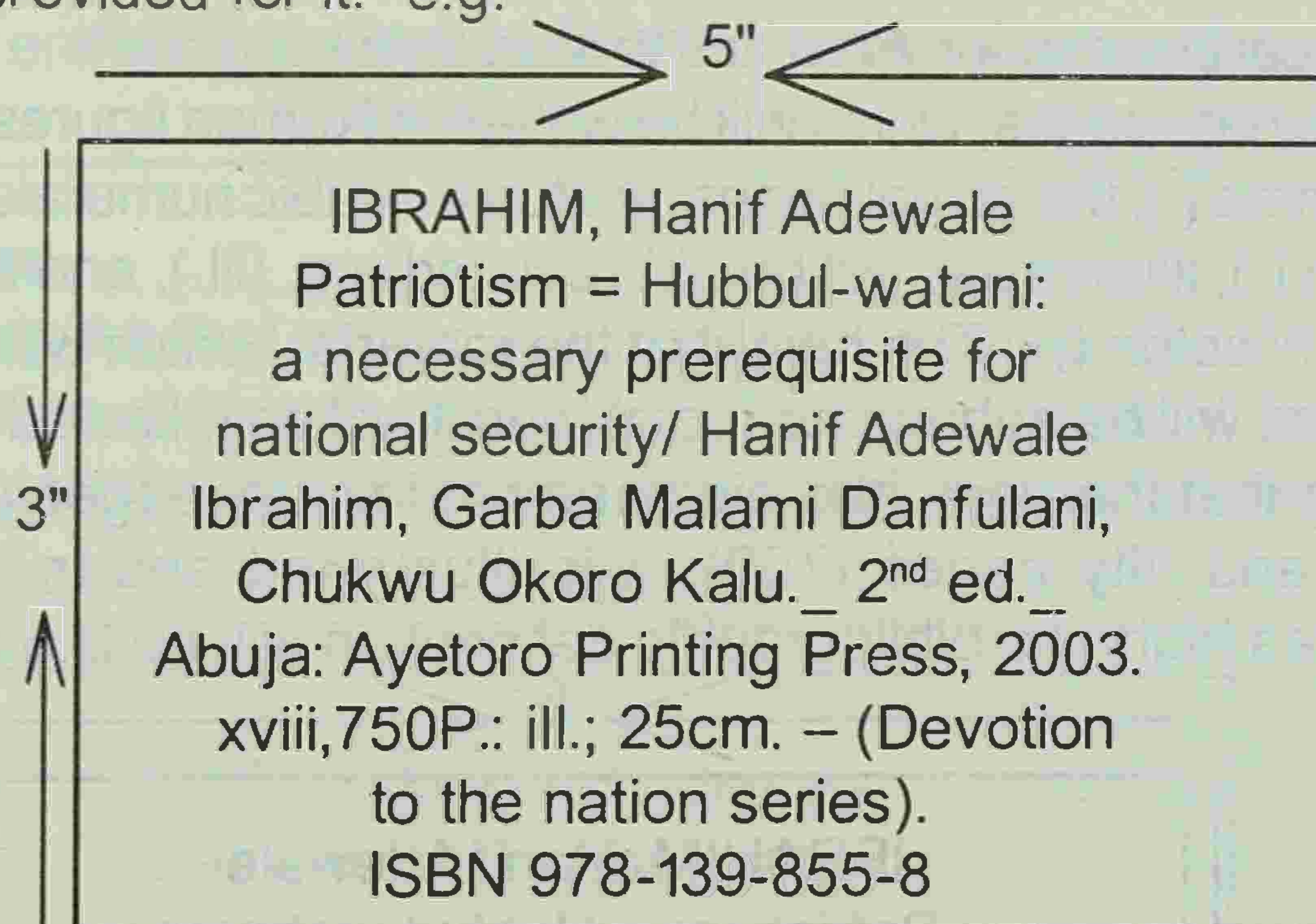
4.8 Series Area

Series is a set of books in similar form issued by the same publishing house or published in a common format. Assuming that our conjectural monograph was in series, and the name of the series was "Devotion to the nation", this has to be indicated in our description. Dash (-) will follow period (.) in front of centimeter (cm), and the name of the series will be written and put in brackets. e.g.



4.8 International Standard Book Number (ISBN)

International Standard Book Number (ISBN) is a unique number (like a number given to a vehicle when it is registered) allocated to each book published for easy identification and, perhaps, computerization in the book industry. The International Standard Book Number (ISBN) will be written in the column provided for it. e.g.



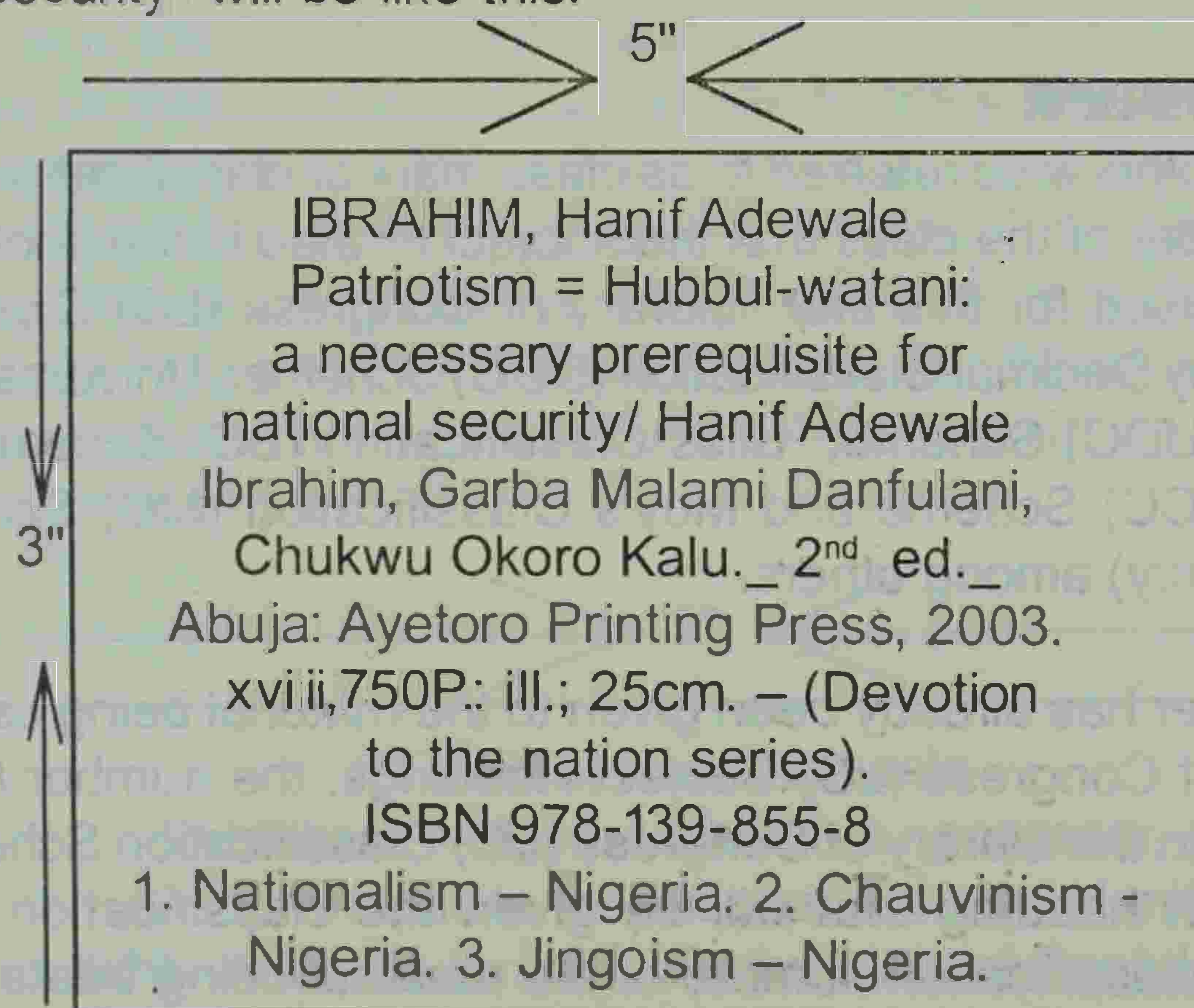
5.0 SUBJECT ANALYSIS

Subject analysis is also referred to as choice of subject heading or subject cataloguing. It has to do with determining the subject(s) that the book being are catalogued treats, and the topic or topics under which they should be listed in the catalog cabinet.

Subject headings are compiled lists of headings on various subjects prepared by librarians and accepted internationally. It is aimed at ensuring standardization and uniformity of Subject Headings among libraries all over the world.

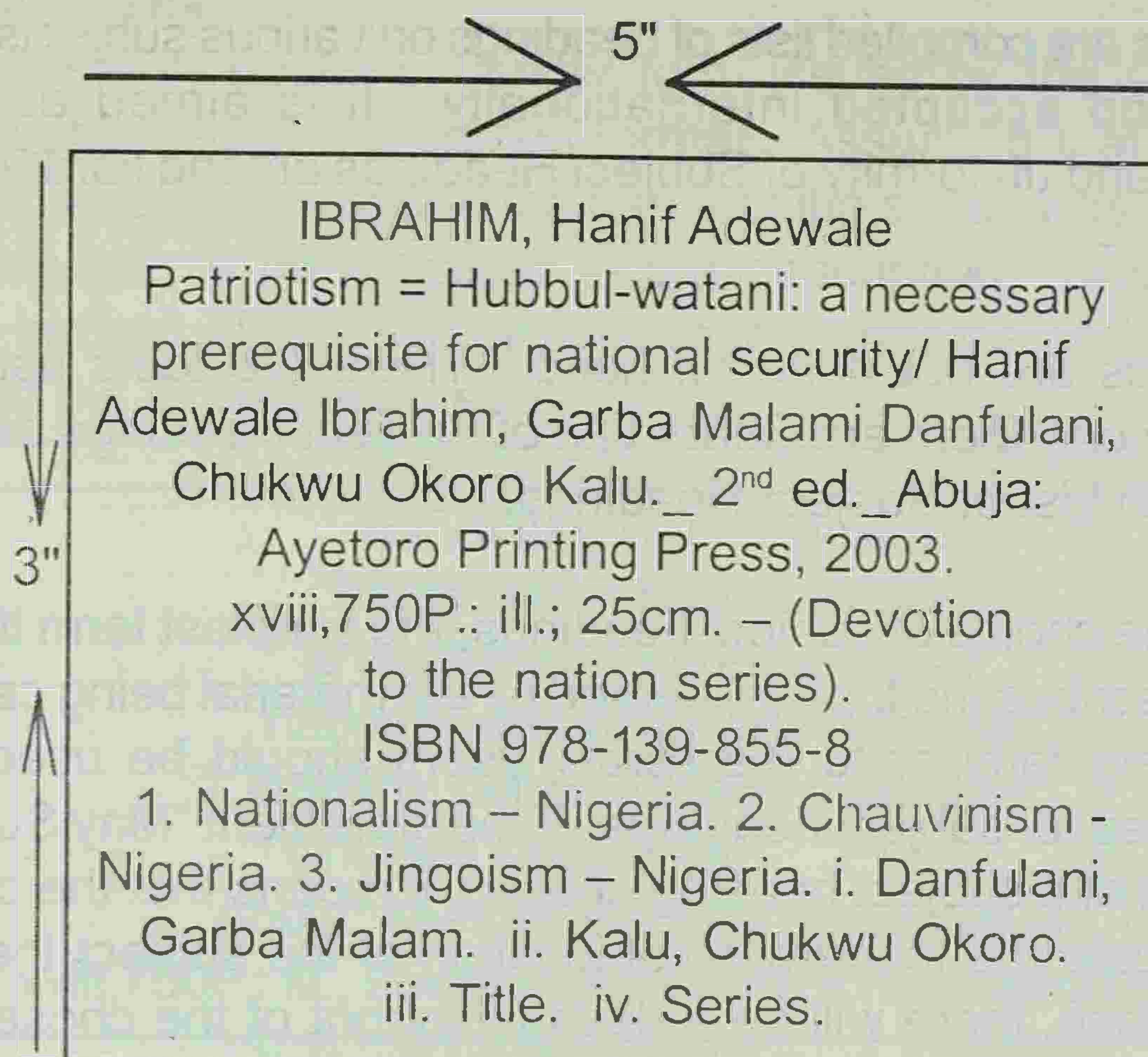
Subject Headings are not done off hand. There are tools used by the cataloguers. Among them are Sears List of Subject Headings and Library of Congress (LC) List of Subject Headings.

When making the choice of subject headings, the simplest term that lucidly or most aptly describes the topic(s) treated by the material being catalogued, and which is very familiar to the library users should be used. Arabic numerals are used for subject headings. If the statement "May Subd Geog" is written in front of a subject heading chosen, it means that the cataloguer is asked to indicate the topographical location of the subject the material treats. In that case, there will be a dash (-) in front of the chosen subject heading before writing the name of the country. Therefore, the subject headings for the material on "Patriotism = Hubbul – watani: a prerequisite for national security" will be like this:



6.0 ADDED ENTRY

Added entry is any entry in a catalog card other than the main entry. Roman figures are used for Added Entries. The Added entry for the material we have been treating using illustration will, therefore, be the names of the joint authors (the remaining two authors), the title and the series. It will look like this:

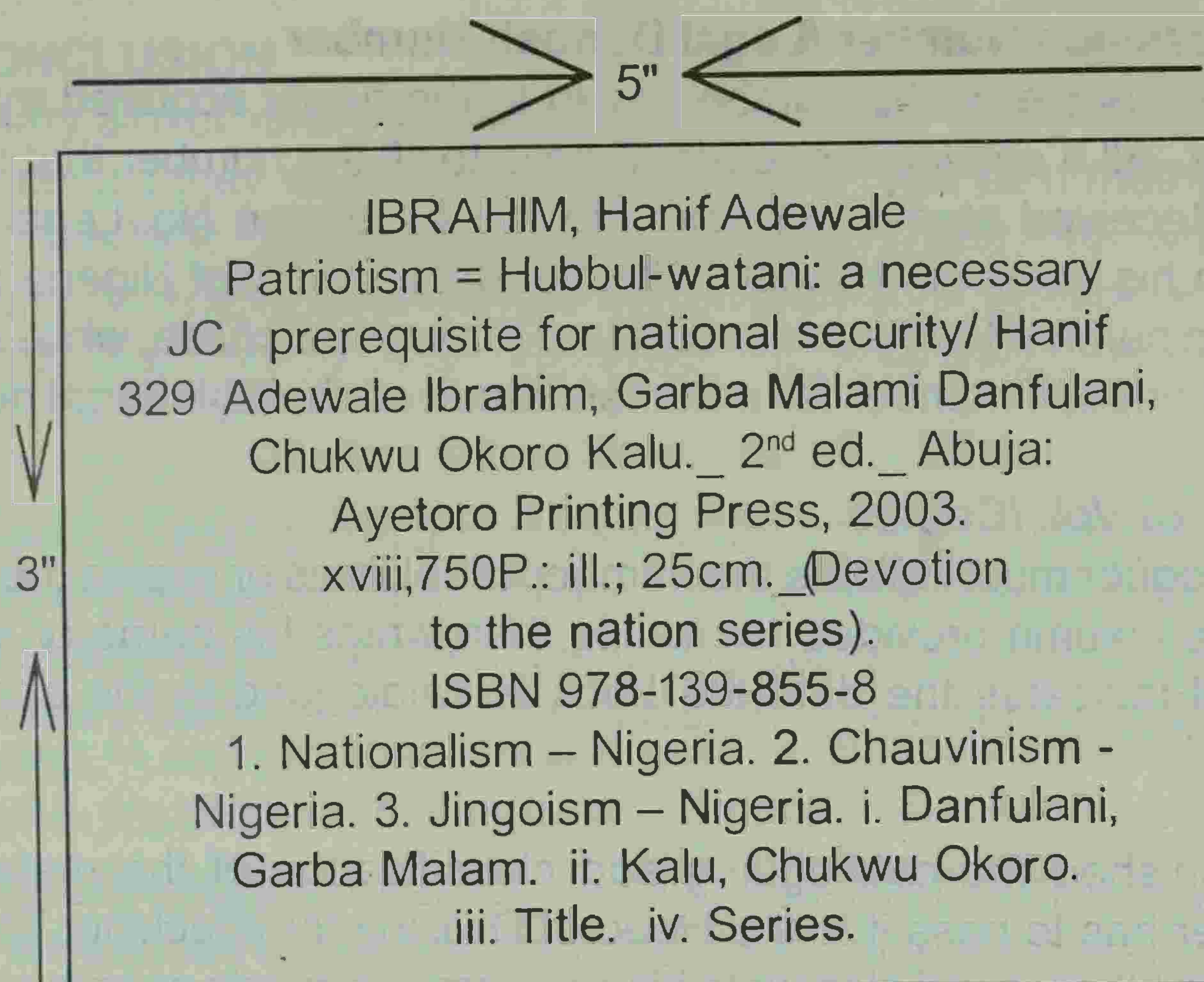


At the end of the exercise, this material will have as many as eight catalog cards in the catalog cabinet.

7.0 CALL NUMBER

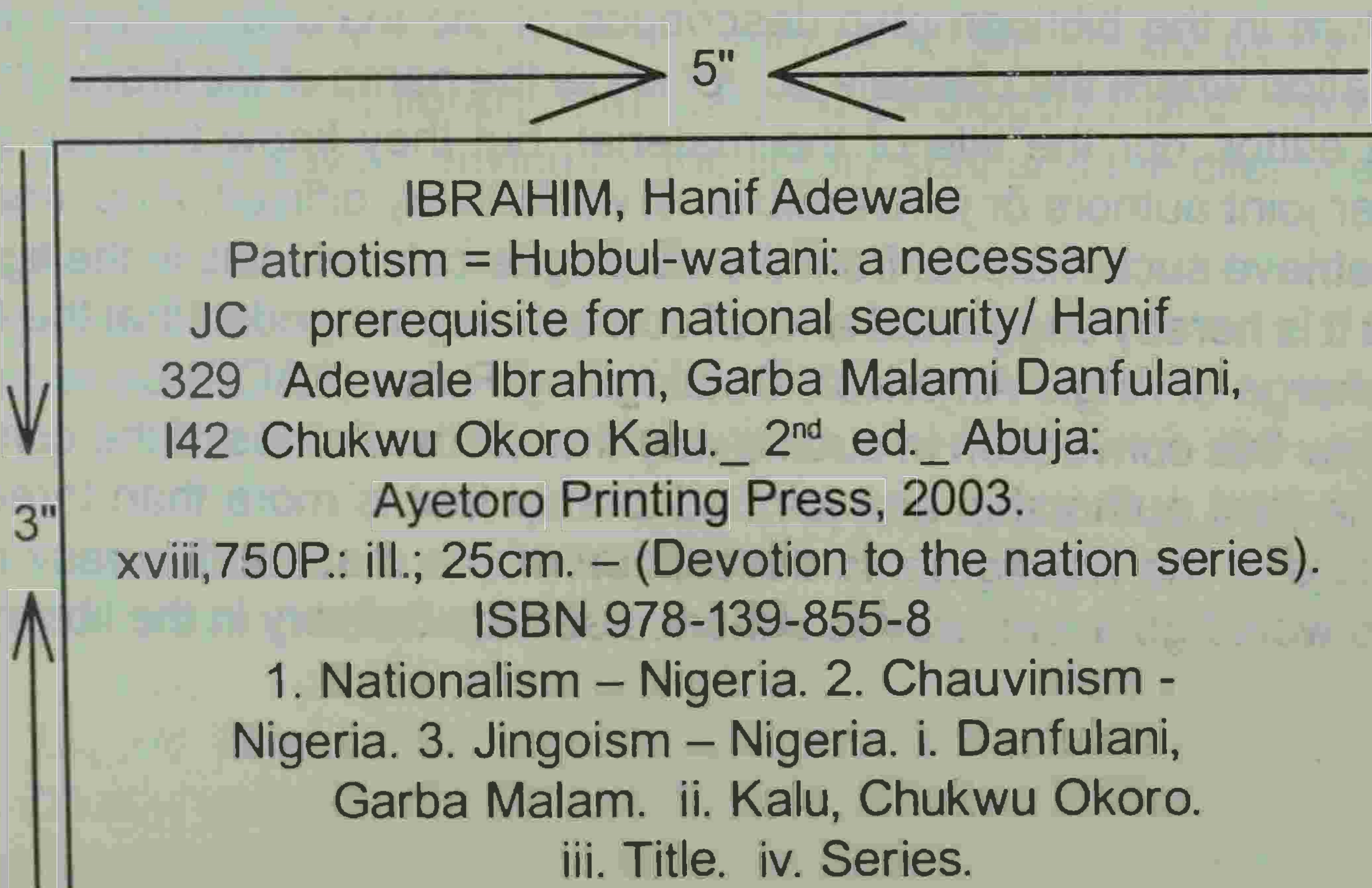
Call number is otherwise referred to as class mark or classification number; that is the number of the class that the subject treated in the book belongs to. The tools used for this are: Library of Congress (LC) Classification Scheme; Dewey Decimal Classification (DDC) Scheme; Universal Decimal Classification (UDC) Scheme; Bliss Classification (BC) Scheme; Colon Classification (CC) Scheme and Moy's Classification (MC) Scheme (for law materials only) among others.

If a class number has already been given to the material being catalogued in the Library of Congress (LC) Subject Headings, the number has to be cross-checked in the Library of Congress (LC) Classification Scheme. It is the first subject heading that will be given the classification number. Therefore, the classification number of the material being treated will be: JC 329



7.1 Cutter Number

The first word of the Access point shall be cuttered for. If it is a book written by one, two or three authors or a Corporate body, the first name of the author will be cuttered for. If it is a book written by more than three authors, or it is an edited material, the first word of the title of the book will be used for cuttering. We do not cutter for a book off hand. It is the C.A. Cutter's Sanborn Three Figure Author Table that guides us. When cuttering, period (.) should precede the first alphabet of the Access point we want to use for cuttering. For example:



7.2 Accession Number /Legal Deposit Number

Accession number is the number given to the newly acquired material in the library. All a cataloguer needs to do is to lift the number that is written on the "Received stamp" en bloc into the Accession No./Legal Deposit column in his cataloging sheet. The National Library of Nigeria uses the Accession number for materials acquired through purchase, while she uses the Legal deposit number for materials received through Legal deposits.

7.3 No. of Vol. /Copies

The cataloguer must indicate the number of volumes or copies the material has in the column provided for it. He then writes his name or initials or both, and indicates the date the book is catalogued in the appropriate column.

Having finished the cataloguing and classification of the material, the cataloguer has to pass it to the Head of Division for checking. The officer that revised the job will also write his/her name or initials or both along with the date the checking of the material took place in the column provided for it in the worksheet.

The typist that typed the cards for the material also has to type his/her name or initials or both and the date the cards were typed in the appropriate column.

8.0 SUGGESTIONS/RECOMMENDATIONS

Earlier on, we said that if a book is written or edited by more than three authors, only the name of the first author or editor, as the case may be, will feature in the bibliographic description of the material. There may be a situation where the clientele do not know the name of the first author or the first editor, nor the title of the material, but they know the names of the other joint authors or joint editors. It will be very difficult, if not impossible, to retrieve such material from the catalogue cabinet. It is in the light of this that it is hereby suggested and, of course, recommended that the Authority in charge of Anglo-American Cataloguing Rules (AACR) be requested to review this convention in such a way that all the names of the contributors in the joint authorship and joint editorship that is more than three should feature in the bibliographic description of the material for easy retrieval. This would go a long way to enhance service delivery in the library sector.

9.0 CONCLUSION

The primary aim of library service is to let the library users have an access to the materials they want with little or no tears. The best method used in achieving this is to catalog and classify the library materials which will, in effect, assist in arranging and organizing them on the shelves according to the subjects they treat or according to their classification numbers for easy retrieval.

In other words, cataloguing and classification of library materials are aimed at creating orderliness in library service. In a situation where library materials are not catalogued or classified, the use of guides would be meaningless, and the library clientele would be helpless in fishing out the materials they want.

Among the advantages of cataloguing and classification of library materials are that the various books that treat the same subject are classified in the same class and arranged together on the shelves for easy retrieval. It enables the library staff to return the materials used by them and the clientele to their proper places on the shelves by using the notation or classification number written on the spine or at the back of the material. It assists the cataloguer, the library staff and the library patrons to know the contents of a material because each material is treated according to its subject headings, using a list of Subject Headings meant for classification exercise. Furthermore, it helps the library users, who consult the library catalogue, to locate the materials they want on their own on the shelves with little or no assistance from the library staff.

In order to provide an effective library service to the library users, it is therefore, pertinent that library materials be catalogued and classified because it is a time saving device for the library staff and the clientele.

10.0 HISTORICAL BACKGROUND OF THE LIBRARY AND INFORMATION SOCIETY

I wish to express my appreciation to the staff of the National Library and Archives of Nigeria for their assistance in the collection of materials for this study. I also wish to thank the staff of the National Library and Archives of Nigeria for their assistance in the collection of materials for this study. I also wish to thank the staff of the National Library and Archives of Nigeria for their assistance in the collection of materials for this study.

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4. International Standard Bibliographic Description for Monographs (ISBD)M 1978.
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6. Sayer, W. C. - Manual of Classification for Librarians and Bibliographers. 3rd edition. London: Andre Deutsch. 1964.