

ACRONYMS AND VARIOUS CATALOGING TERMS

AACR2 or AAR2R - Anglo-American Cataloguing Rules. Provides guidelines for descriptive cataloging.

Access points - Names, terms, codes, numbers, etc. by which a bibliographic record can be searched, identified, and retrieved. Can also be called headings.

Added entry - Personal or corporate name or title entry in a bibliographic record that is in addition to the main entry.

Authority control - The cataloging function of providing established headings as access points in bibliographic records and linking those headings to authority records that display, with appropriate references, in the OPAC.

Authority record - MARC record that contains the decision for an established heading, sometimes with references. Created for names, subjects, uniform titles, and series.

Bibliographic (bib) record - End result of the cataloging process; represents the item in a catalog and enables its retrieval; can be in card form or machine readable form (MARC)

Call number - Classification number (usually from LCC or DDC) plus author notation (Cutter number) and/or date. Indicates shelf location.

Cataloging (Descriptive cataloging) - Creating the basics of a bibliographic record by describing an item using AACR2R rules; includes physical description, imprint, transcription of title and statement of responsibility, assigning main and added entries.

Chief source of information - The first place to look on an item to find bibliographic information. Established by AACR2R and differs depending on MARC tag and format of material.

CIP - Cataloging-in-Publication, an LC/publisher program that provides bibliographic records on the t.p. verso of published books.

Classification - The process by which an item is assigned the appropriate subject & call number access to complete the bib record. Arranges items in a logical order on library shelves and groups like subjects together.

Collection - Materials owned by the library and organized in such a way that they can be easily retrieved.

Colophon - Statement at the end of an item giving information about one or more of the following: title, author, publisher, printer, date of publication, printing date.

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Copy cataloging - Utilizing and possibly editing a bibliographic record created by someone else before adding it to your own catalog.

Corporate body heading - Access point in a bibliographic record representing an organization or group of persons identifiable by a particular name, that acts as an entity, and that is responsible for or related to the work. Examples include associations, business firms, nonprofit enterprises, governments, religious bodies, ships, buildings, and conferences.

Cutter - Symbols (usually combination of letters and numbers) used to distinguish items with the same classification number, in order to maintain alphabetical order on the shelves.

DDC - Dewey Decimal Classification System; classification system used mostly by public libraries and schools.

Edition - All copies made from essentially the same master and issued by the same entity.

Imprint - Publishing information about the bibliographic item; usually gives place of publication, publisher, and date of publication.

Integrating resource - Resources that are added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples include updating loose-leafs and updating Web sites.

ISBD - International Standard Bibliographic Description – an internationally agreed upon framework for cataloging rules for description that states what essential items of information must appear in the bibliographic record, the order in which those items will be given, and the standard punctuation and spacing that must be used.

ISBN - International Standard Book Number; publisher's number. Standardized number used since about 1968; books published before that will not have these numbers. Usually found on the t.p. verso or back cover.

ISSN - International Standard Serial Number. Number used to identify serials.

LC - Library of Congress; coded as "DLC" in MARC records.

LCC - Library of Congress Classification; classification system used mostly by university and research libraries.

LCCN - Library of Congress Control (formerly Catalog) Number; accession number assigned to LC cataloging and used as access point.

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LCSH - Library of Congress Subject Headings. Also known as the “red books.” A list of subject headings established by LC. Also accessible online through OCLC and some local systems as the “subject authority file.”

Main entry - Name entry in a bibliographic record that represents the individual chiefly responsible for the intellectual content of the item or title entry of a bibliographic record where no personal or corporate entity was deemed to have such intellectual responsibility.

MARC - Machine readable cataloging. System to encode bibliographic information so that a computer can read and interpret the data in the bibliographic record.

Monograph - Publication either complete in one part or intended to be complete in a finite number of parts; often referred to as a book.

OCLC - Online Computer Library Center – Nonprofit, membership, computer library service and research organization. Provides cataloging services, interlibrary loan, and reference services.

OPAC - Online Public Access Catalog – A library catalog made up of bibliographic records in machine-readable format (usually MARC) available via a computer.

Original cataloging - Creating a new bibliographic record from a workform or from the skeleton of a related record when no copy cataloging record is found.

Personal name heading - Access point in a bibliographic record that represents a specific person responsible for or related to the resource.

Physical description - Details about an item other than subject, names, and notes. Each format has different details that are noted that characterize what the item is. For books, this includes number of pages or leaves, details about types of illustrations, and the size of the item.

Preliminaries - Title page, t.p. verso, any pages preceding the t.p., and the cover. Often are preferred sources of information for certain parts of the bibliographic description.

References - Links that take a searcher from an incorrect heading to a correct heading (See) or from a heading to another related heading (See Also).

Sears - Subject headings primarily used by small- to medium-sized public and school libraries; has accompanying DDC numbers.

Serial - Publication issued in successive parts, bearing a numeric or chronological designation, and intended to be published indefinitely.

Statement of responsibility - Statement related to the person(s) responsible for the intellectual or artistic content of the item.

Subject analysis - Using controlled vocabulary to tell what the item is about and/or to describe what the item is. Controlled vocabulary means that everyone is using the same term to describe the same concept or type of item.

Technical reading of a book – Examining a book to create an accurate bibliographic description, considering title page, t.p. verso, other title pages; presence or absence of contents page, bibliography and/or index; cover and jacket information; size, pagination, illustrations.

T.p. (title page) – Page at beginning of the item, bearing the title proper and usually the statement of responsibility and sometimes publication information.

T.p. substitute – If the item doesn't have a title page, the source used to notate information usually taken from the title page.

Title proper – Main title; usually from the title page or t.p. substitute; does not include the subtitle or other title information.