

# CATALOGUE & INDEX

Periodical of the Library Association Cataloguing and Indexing Group

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October 1969

## AN END TO SUPERIMPOSITION

### LC TO START NEW CATALOGUE IN 1971?

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An important development affecting the implementation of the Anglo-American Cataloguing Rules in the United States and throughout the English-speaking world was announced to delegates at the International Meeting of Cataloguing Experts, held in Copenhagen in August, when they were told by Mr C. Sumner Spalding, Assistant Director of the Processing Department at the Library of Congress, of a "trial balloon" that was being sent up "with regard to the possibility of the Library of Congress closing its present catalogues as at the end of 1970"

Replying to questions raised by the Netherlands and British delegates on the American Shared Cataloging Program and the difficulties of participating libraries in predicting the "superimposed" headings brought about by LC's policy of incomplete adoption of the new Code, Mr Spalding said that it was an extremely involved question, with many problems still to be solved. It was essential that consideration be given to the point of view of all the American libraries using LC services, and so far they had not all been consulted.

"WE ARE looking forward hopefully to the possibility that we may close our present catalogues as of the end of 1970," said Mr Spalding, who was Editor of AACR from 1962 until its publication. "In that case, there would be no more superimposition; we should probably be able to throw out Rule 99 of the North American Text; and we may be able to accept the British Rule 98".

(These two rules prescribe the entry of certain types of corporate author under place, rather than under name, and constitute perhaps the single most important divergence between the British and North American texts. Their amendment as suggested by Mr Spalding would have the effect of bringing the rules for entry in the two texts so close together as to be indistinguishable from each other in most respects).

THE CLOSING of the catalogues would also provide a great opportunity for the overhauling of the LC system of subject headings, and it was likely that this opportunity would also be seized.

Finally, said Mr Spalding, these changes would constitute "A giant step forward towards the international standardisation of cataloguing information".

*A report on the International Meeting of Cataloguing Experts is published on page 12 (back page) of this issue.*

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## MEETINGS

## CATALOGUING AND INDEXING GROUP ACTIVITIES

- 1969 September 25 Southport, Cambridge Hall. 2.30 Cataloguing & Indexing Group session at the Public Libraries Conference. 'Codes, Computers and Common Sense: the future of catalogue making', by P.R. Lewis.
- October 24 Cambridge, Scientific Periodicals Library (Benet Street). 7.30 Joint Meeting with L.A. Eastern Branch. 'Illegal Search: the production by computer of a union catalogue of scientific libraries', by Elizabeth Stow.
- November 12 London, Library Association. 6 p.m. Talk by John Commander, Balding & Mansell, on the production of the published National Union Catalog.
- 1970 January 29 London, Library Association. 6 p.m. 'Information Retrieval in the British MEDLARS System', by Elizabeth D. Barraclough, Manager, Northern Universities Multiple Access Computer.
- April 10-13 Aberystwyth, Pantycelyn Hall, University College. Residential Seminar on Subject Access to Information. Full details of programme, speakers and fees, etc., to be circulated to members.

## FILING RULES WORKING PARTY

Pressure of other interests has obliged Mr Keith Davison to resign the Chairmanship of the Filing Rules Working Party. He is to be succeeded by Mr David Dews (Manchester Business School) in the new year; and Mr John Jolliffe (British Museum) has agreed to act as 'caretaker' Chairman for the remainder of this year.

The Working Party is currently concerned principally with the testing of the field-filing principles which have evolved from its earlier work. A pilot survey of filing practices in Birmingham is being carried out, in association with Mr R. Duchesne and the Birmingham libraries' computer project, in preparation for a wider, full survey. The Data Processing Centre in Manchester is programming three collating sequences experimentally; and at the B.N.B. a print-out is to be made of 1,000 difficult entries as they would appear in the British MARC filing order.

A comparison of the principles is also being made with British Standard B.S. 1749 (Alphabetical filing), of which the new edition has now been published.

## MEMBERSHIP FIGURES

According to Library Association figures, the Group now has a total of 1,286 members, a net increase of 384 since last year. Although, for various reasons, a number of members is 'lost' each year, the signs are that overall the Group is continuing to gain members in spite of an increase in the number of newer groups and sections elsewhere in the Library Association.

## PUBLICATIONS

The *Seminar on the Anglo-American Cataloguing Rules... Nottingham 1968* has been published by the Library Association, and copies have been despatched to all standing orders. An advertisement for this publication appears on p. 10 of this issue.

Editorial work on the Proceedings of the Seminar on the MARC Record, Southampton 1969, is well advanced, and negotiations are under way for publication. It is hoped that this publication will be available within a few months.

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All correspondence, including subscription orders, contributions and review copies, to the Editor, School of Library Studies, Queen's University of Belfast, Belfast BT7 1NN, Northern Ireland.

## REVISING THE RULES

## CATALOGUING RULES COMMITTEE

*Chairman, P.R. Lewis; Secretary, G.E. Hamilton*

The main news this quarter is of the active preparation for publication of the ANGLO-AMERICAN CATALOGUING RULES (BRITISH TEXT) AMENDMENT BULLETIN, the first issue of which is planned for January 1970. This publication is intended to provide users of the British Text with a means of keeping up to date their copies of the text of the Code, and to report all changes as they occur. It will carry out in this respect the same service as is provided for users of the North American Text by some issues of the Library of Congress Cataloging Service Bulletin.

Amendments and changes will be printed in the form of instructions for the amendments of copies of the British Text, and the Bulletin will be available to all librarians on a subscription basis - the amount of the subscription being one of the decisions remaining yet to be taken. New buyers of the British Text itself will find that their copies of the Code will be accompanied at no extra charge by a set of all issues of the Bulletin published up to the time of their purchase.

No fixed frequency is to be given to the Bulletin, which will be issued only as necessary to report amendments and changes approved by the Cataloguing Rules Committee on behalf of the Library Association. Where appropriate, the Bulletin will also indicate differences between the British and North American texts, as will for Transatlantic readers hereafter the LC Cataloging Service Bulletin.

The British Text Amendment Bulletin is to be edited by the Secretary of this Committee, and published by the Library Association. All enquiries about subscriptions, etc., should be addressed to the L.A. Publications Department, 7 Ridgmount Street, London W.C.1

## CATALOGUE USE STUDIES: STEERING COMMITTEE

*Convenor: A. Maltby*

Following its establishment at the conference of library school lecturers on catalogue use studies reported in the last issue (No.15, July 1969, p.2), the Steering Committee met for the first time in September, to initiate a pilot project and to get under way a programme of catalogue use studies to be organised and carried out jointly and co-operatively by staff and students at the library schools.

The Committee has evolved a questionnaire for the pilot survey, which is to be carried out this autumn, and this is first to be checked for statistical reliability. It has been decided that the same questionnaire should be used for all libraries investigated in the studies, whether they are public, academic or special; and that each participating school should attempt to cover a minimum of three, and a maximum of five, libraries. The pilot survey is to be limited to the aim of discovering the attitudes to catalogues mainly of library readers, but some library staff will also be questioned. It is hoped that each investigation will involve at least two half-days' work, or yield 100 completed questionnaire forms, whichever is the least. Where a large public library is included, investigations of reference, central lending and branch library catalogue use will each count as a separate investigation.

The survey supposes that most of the interviewing will be done by students, but the Steering Committee does not preclude the participation of the staff in the libraries being surveyed, if they can be freed for this purpose.

Reports on the pilot survey are asked for by mid-November and, assuming that these yield useful results, the full programme of studies is to be carried out during the early part of 1970.

## THE COST OF CLASSIFICATION

A Note

by MAURICE B. LINE

*Librarian, Bath University of Technology*

IT IS commonly stated that the most expensive item in library staff costs is cataloguing. The conclusion has been drawn that large sums of money could be saved either by simplifying cataloguing or by using standard catalogue entries supplied from a central source. However, whether the statement or the conclusion are true depends on what precisely is meant by cataloguing.

Most studies of catalogue costs have taken into account both cataloguing *and classification*, and have not separated the two. If the two operations are, however, separated the results may be somewhat surprising. A small study carried out recently at Bath University gave the following results:

<i>Activity</i>	<i>No. of items</i>	<i>Total time</i>	<i>Average time</i>
Checking catalogue for headings etc.	184	111 mins.	36 secs.
Cataloguing	160	293 mins.	110 secs.
Classification	148	680 mins.	276 secs.

The same books were involved – the numbers differ because some of those checked with the catalogue proved to be items to be added to cards, while some of those catalogued did not need to be classified because previous editions were already in the library. Two cataloguers were concerned: their figures are combined (the times taken were rather different because the subjects dealt with were different, but the *relative* times taken by each for cataloguing and classification were similar). The cataloguing is fairly conventional, but no collation is given. The classification used is UDC (used fairly fully, with some local modifications).

The main object of this particular exercise was not to obtain accurate times for cataloguing and classification, and not too much attention should be paid to the actual times given above. It is the relative times that are interesting. It will be seen that the classification took about two and a half times as long as cataloguing, and twice as long as checking and cataloguing combined.

SEVERAL POINTS are worth making. First, how does UDC compare with other schemes in this respect? And if it happens to be, say, 30 per cent more time-consuming than LC, is it 30 per cent more effective in achieving whatever ends it aims to achieve?

Secondly, cataloguing (or a good deal of it) can be delegated to lower-level staff, and even if some checking by senior staff is needed the total costs can probably still be reduced in this way. Classification is much harder to delegate. Attempts to reduce costs will therefore probably increase the time differential between cataloguing and classification.

Thirdly, centralised cataloguing may cut cataloguing costs, but will only cut classification costs if the central record uses the same classification and the local library is prepared to accept its usage.

In view of the problems of using centralised cataloguing, and the limited gains therefrom, perhaps we ought to be giving far more attention to centralised classification. We certainly ought to be taking a very hard look at our classification practices, and asking ourselves how far elaborate classification is justified when published bibliographies are providing pretty good subject access. We leave the subject access to periodical articles to published indexes – why not do the same with subject access to books?

At any rate, other libraries may care to time their cataloguing and classification operations separately; and some work on the relative times taken for different schemes is surely long overdue.

## THE NEWCASTLE COMPUTER PROJECT

A Progress Report

by M.W. GROSE

IN CATALOGUING the theorist is hampered by lack of information about catalogue use, and the experimenter by the difficulty of producing experimental catalogues. Meanwhile, cataloguing continues in each library in its own special way: cataloguers today conform to the decisions of long ago in the name of consistency – and because it would cost too much to go back over old entries.

One way of producing experimental material might have been to have used a new library (perhaps in one of the new universities) and to have catalogued their stock in several different ways. But new libraries have enough problems without having an experiment to cope with as well, even if they were adequately funded. However, it seemed to us that if a catalogue could be converted to a form in which the entries could be modified by a computer, it could be used to provide several different catalogues of the same collection, and at the same time the conversion itself could provide valuable experience in the conversion of an old catalogue – something which will have to be done at some time or another if old-established libraries are to take full advantage of automation.

This was the origin of the OSTI-supported Catalogue Computerization Project at Newcastle upon Tyne which has been running now for two years and has another six months to go. The University Library's Name Catalogue is on 5 x 3 cards and dates back to around the turn of the century. Like most catalogues of any age it exhibits numerous errors and inconsistencies. These stem largely from two causes: firstly, the format of the catalogue entry has not remained constant, partly because of changes from handwritten to typewritten and later to duplicated 'unit' entries, and partly because of variations in the number and order of items of information in the catalogue entries at different times.

Secondly, there have been no rigorous filing rules, with the result that cards are often in no apparent order, or in an all-too-obvious disorder. Varieties of format and inconsistent filing irritate (if they do not wholly frustrate) catalogue users; and they also bring severe problems for the computer.

### Editing and input

The main entries and tracings from the Name Catalogue have been punched on to paper tape on blind keyboards, over a period of 6–7 man years, and these quarter-million entries are now being edited. This may seem the wrong way round: it somehow feels natural to edit first and type afterwards, as one would do if producing a corrected catalogue by traditional methods where typing, or typesetting, was the final step. However, we are not using traditional methods, and punching for input to the computer is but the beginning of a long process, not the end.

If one is going to use the computer to sort and modify entries, it ought to be possible to sort, modify and test them in such a way that some errors could clearly be indicated, others made more obvious by presenting for human inspection only those entries in which errors were suspected, thus saving the proofing of entries that did not need it – and it might be possible to correct some errors without having to look at them.

For these reasons it was decided to convert the catalogue as it stood, and to attempt to clean it up afterwards. So the conversion has been done entirely by clerical staff, without professional pre-editing, and without verification which would have doubled the costs, without necessarily removing all the typing errors.

### Standardising entries

To make it possible for the machine to handle the entries sensibly, the parts of the entry had first to be identified. It is little use testing to see that, for instance, all dates have four digits and lie between 1470 and 1969 unless you can find the dates in the first place and be sure that what you have found is only a date.

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## OPEN ENTRY

Announcements, requests for information, reports of meetings and conferences, notices of forthcoming events. Contributors are asked to write as briefly as possible.

### ASLIB STUDY OF BIBLIOGRAPHIC RECORDS

Aslib announces the completion of a research project in the form of an enquiry into the different types of forms and other bibliographic records used in twelve libraries. The functions of each form were examined in detail, and it was found that, although the numbers and uses of forms varied widely in each of the libraries studied, both the information contained in each form and the points at which the forms were used were common to all the libraries.

A classification of processes was derived, showing the details of the information to be recorded at each step, and from this it would be possible to link activities in a pattern minimising the need to recreate elements of information. A final step would be to take the tape record provided by BNB in MARC, and to explore the ways in which it could be used in the optimum system, and the modifications that its use might entail.

The enquiry was carried out by P.A. Thomas and H. East, and their report is published by Aslib as *The use of bibliographic records in libraries* (Aslib Occasional Paper no.3, 26s.)

### BRITISH TECHNOLOGY INDEX PRODUCTION COMPUTER AIDED

The current issue of the British Technology Index demonstrates the capabilities of computer type-setting associated with editorial data processing. An extensive range of clerical operations is performed by the computer on primary index data, and subsequently both the initial and the derived data are combined to form a tape which is input to a high speed filmsetter.

The time factor in publishing BTI is of great importance, as the interval between the appearance of the original paper and its record in BTI should be minimal. It is anticipated that computerisation will enhance an already reputable time-performance. There are no plans to automate the indexing process itself. On the other hand, the question of issuing BTI in a magnetic tape version and making excerpts and rearrangements available in visual copy form are under immediate consideration.

The production operation is shared by the BTI editorial staff, who punch the initial data on to paper tape; the Computing Laboratory at Newcastle University, who carry out editorial data processing on a KDF9 computer; and the Kynoch Press, of Birmingham who are responsible, in association with Oriel Computer Services Ltd, for converting the computer output to drive the high speed filmsetter.

### BRITISH TECHNOLOGY INDEX WORKSHOP AT LIVERPOOL

A Workshop on the British Technology Index is to be held at the Liverpool School of Librarianship on November 11. Speakers will include Mr E.J. Coates, (Editor of BTI), J. Sharp (ICI Fibres) and G. Rowland (LADSIRLAC). Full details from Mr Bernard Houghton, Dept. of Librarianship, College of Commerce, Tithebarn Street, Liverpool.

### MARYLAND INSTITUTE ON USES OF CLASSIFICATION

The School of Library and Information Services in the University of Maryland, since its inception in 1965, has always had at least one Visiting Lecturer from Great Britain to participate in its courses on the Organisation of Knowledge. During the last Summer School, it proved possible to secure the services of four such guest lecturers (A.C. Foskett, C.D. Batty, D. Langridge, J. Mills) and so, in addition to the regular programme of courses, an Institute was held to discuss the future potential uses of classification, with the British point of view as the core of the presentation.

The School has adopted a rather different attitude to the teaching of classification and cataloguing from the majority of American library schools. It has been the objective of courses to give students an understanding of the fundamental principles, rather than a detailed knowledge of any particular scheme or code of rules. One session of the Institute was devoted to an exposition of the way this kind of teaching programme fits into the doctoral programme due to start this autumn.

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## I.F.L.A. COMMITTEE ON UNIFORM CATALOGUING RULES

A meeting of the IFLA Committee on Uniform Cataloguing Rules took place during the annual meeting of the IFLA General Council at the Royal School of Librarianship, Copenhagen, in August.

The meeting accepted the report of the Secretary (Mr J.C. Downing) for 1968/9, and learnt of the progress made by Mme Honoré and M. Pierrot (Bibliothèque Nationale, Paris) in their work on uniform geographic names, and on headings for anonymous classics. Mme Khrenkova gave a detailed report of the work being undertaken by the Cataloguing Committee of the USSR, in which she asked for greater co-operation from participating libraries in providing material for an international list of uniform headings for corporate bodies.

The meeting also received a report of the International Meeting of Cataloguing Experts held in Copenhagen in the previous week (see page 12 of this issue).

Three resolutions were accepted for approval by the IFLA General Council, as follows:

1. That it is desirable to establish a continuing secretariat to assist and coordinate future work arising from the resolutions of the International Meeting of Cataloguing Experts and directed at creating an international system for the exchange of bibliographical information and promoting the necessary uniformity in headings and description.

2. That the officers of the Committee on Uniform Cataloguing Rules, in consultation with the IFLA Executive Board, seek financial means to maintain this secretariat.

3. That the various sections and committees of IFLA interested in these problems be invited to co-operate with the secretariat, which should also make contact with the appropriate organs of other interested bodies, e.g. FID, ISO, Unesco.

The meeting concluded by electing as Chairman of the Committee for a further period of office Mr A.H. Chaplin (British Museum).

THE NEWCASTLE COMPUTER PROJECT - *continued from page 5*

This identification in the Project is done by the operators indicating where they think the breaks between parts of the entry come (for which task they have been given comprehensive instructions), and by a computer program which reads their indications and, by a complicated balance of probabilities, decides what each part is. In this way, the rather spectacular inconsistencies of the catalogue are somewhat reduced.

After this process, variations in the order of parts of the entry on the card no longer exist; and by taking each part of the entry in turn it is then possible to standardize it still further. When the imprint is divided into place, publisher and date, it is then possible to standardize the punctuation: and by sorting the place names it is possible to compile a concordance of place names to be used as a basis for the automatic correction of mistypings (for instance, Loldon, Lpmdpm and Lodon for London).

Of course the trouble is that, apart from the heading (which one might have thought ought to be standard already), the parts of the entry which can be most easily standardized by this means are those parts which matter least. If we like, we can convert all the varied forms of expression of size from inches and centimetres to 8vo, 4to and the rest - but who cares?

SO FAR it appears that the conversion itself has removed many inconsistencies, particularly in the order of the parts of the entry on the cards, and in the order of the cards in the card cabinets, which no longer has any relevance. This is pure gain; but perhaps what is more promising for the future is the way in which the intuition of the human can be used to partner the machine's capability for drudgery, so as to make the large-scale detection and correction of errors and omissions something less of a soul-destroying task.

References are to ISSUE NUMBER: PAGE NUMBER

(br) = book review, book notice

(ca) = contributed article

(ed) = editorial commentary

## ADOPTING THE CODE IN BURY

by ERNEST W. REDMOND

ACCORDING TO the Register of Adoptions of A.A.C.R. in the April and July issues of this journal, only 78 public library authorities in the United Kingdom have adopted the new 1967 code. This leaves nearly 400 public libraries still using another (generally 1908) code.

Why have so few adopted the new rules? It is probable that only a small percentage of the remainder have actually decided that the new rules are not an improvement on the old; and the main reasons are, on the one hand, lack of time to consider and implement the change and, on the other, confusion and lack of comprehension of what the new rules involve. It is particularly for these latter that this article is designed. There are already some published guides that compare the major differences between the two codes; the most important of these being, for those who use BNB cards, in the first issue of BNB for 1968 (reprinted in CATALOGUE & INDEX, no.9, Jan.1968, pp.4-5). However, the choice of which rules to adopt, and which to modify, still remains very largely a personal choice.

HERE AT Bury, on the announcement of BNB's adoption, a detailed study was made of the new rules, and a comparison with the 1908 code that we had previously used. The total catalogue affected comprised 100,000 cards (excluding the fiction catalogue) – not, as recorded in the Register of Adoptions mentioned above, 12,000 cards, which was the number of cards estimated as needing to be changed to bring the catalogue up to date.

It is resolved policy to keep the catalogue up to date as new editions of Dewey appear, DC17 being currently in use; and the 9th edition of Sears List of Subject Headings is used, in the maintenance of a dictionary catalogue. Similarly, we felt a need to consider updating to the new cataloguing rules, and it was decided to adopt the code to a great extent, with some exceptions, particularly in corporate authorship. Some points were not considered as they did not affect us, e.g. gramophone records, pictures, etc. The changes which were adopted are as follows.

### Personal authors

1. All rules on personal authorship, with the exception of added entries for joint authors. As joint-author references were provided previously, it was decided to continue the practice. The type of reference used is based on the BNB reference, except that full statement of authorship is not included after the title. The BNB type of reference is to be preferred, but this compromise was considered more economical:

TEMPERLEY, Harold

Europe in the nineteenth and twentieth centuries.

SEE

GRANT, A J

*Method of adoption.* – Where two authors appeared in the heading on existing catalogue entries and were therefore not usually repeated after the title, brackets were typed around the *and* and the second named author:

GRANT, A J (and TEMPERLEY, Harold)

The alternatives to this were (a) to obliterate or erase the name of the second author and leave the entry without full statement of authorship, (b) to leave the entry as it was and interfile, and (c) to retype the entry according to the new rules. Joint-author references were retyped as outlined above.

In the case of three authors, the phrase *and others* appeared in the heading of the old entry after the named author, with a full statement of authorship after the title. In this case, the *and others* was erased from the heading and the cards refiled. References from the second and third named authors were retyped as above. (Incidentally, the print on BNB cards can easily be erased with a typewriter rubber).

2. Designations (editor, compiler etc.) are dropped from headings, and such entries are filed in one sequence with the person as author. On earlier entries, where the designation is part of the heading, it is left as it is and interfiled, for the statement of authorship was not usually included in the body of the entry, as it now is.

3. Titles of nobility: cards are usually retyped with revised headings as they are required.

4. Again, as adopted by BNB, personal names are given in the form specified by the rules, except that initials are expanded. Unused forenames are no longer given, and where these already exist on entries they are ignored in filing.

5. Where an author uses more than one name in authorship, the alternative rule has been adopted, as in previous practice. The name or pseudonym used in a particular work is the one by which the work is catalogued, and references are included. This affects the fiction catalogue to a far greater extent than the non-fiction catalogue.

6. Adaptations, it was decided, are to be entered under the name of the original author, with a reference from the adaptor. This is the reverse of the new rule, and follows BNB practice.

### Corporate authorship

The rules for corporate authorship were felt to be sound in principle, and therefore generally acceptable. However, several deviations have been incorporated, and a few examples are given as follows.

7. In respect of government departments, it is our considered opinion that the new code goes only half way to the logical conclusion. The rule states that departments having administrative, judicial and legislative powers should be entered under the name of the government, e.g. 'GREAT BRITAIN. Home Office'. We have modified this to ensure entry directly under the name of the department for our home country, using country name for governments other than the United Kingdom.

8. Universities: the ruling here is probably one of the most controversial in the new rules. In principle, the exact title should be used (e.g. 'UNIVERSITY OF LEEDS'), but weighed against this is the fact that the vast majority of catalogue users will automatically think of the heading 'LEEDS UNIVERSITY'. For this reason, we considered the rules impractical, and therefore chose the latter heading. A general reference leads from UNIVERSITIES AND COLLEGES to the names of individual universities.

9. For other corporate bodies, individual problems are dealt with as they arise in the catalogue or in new additions. STANLEY GIBBONS LIMITED is used as the heading in contrast to the old entry under GIBBONS, STANLEY, LIMITED. On the other hand, the Ward Lock 'Red Guides' are still entered under WARD LOCK & CO. LTD., and not under title. Where BNB cards are received as title entries we simply impose our own heading.

### Mechanics of change

Having made these decisions, we had to decide on the actual mechanics of the changeover. The only practical method of bringing our catalogue up to date was as follows.

Starting at the beginning of the alphabet the catalogue was searched drawer by drawer and card by card, and all cards requiring alteration were removed. These cards consisted mainly of three categories: (a) author entries; (b) subject entries with alterations required to the author statement, or to the subject heading to keep it in line with the same name as author; (c) joint author references, as discussed above.

These cards were then divided into their respective categories and dealt with accordingly:  
*a* The joint author references were found from their appropriate places in the catalogue. The subject card was sought, using the class number as a guide; this being necessary because the tracings are recorded, not on the main entry, but on a stock card in a separate catalogue. Where a subject entry was not found easily, no action was taken, on the expectation that it would be found later.

b The author cards and joint author references were traced.

c The author cards were traced, and again from these the subject entries were sought. Approximately 85% of the subject cards were found from author cards.

The headings on these cards were then revised and the cards refiled. The second drawer was then done in the same way, and so on. In this way it is assumed that the catalogue should be completely changed over when the first half has been completed, and we are now two-thirds of the way to this target. However, the second half of the catalogue will still have to be searched for two reasons: first, because subject cards in the second half for which author cards were found in the first half may not have been found in the original search; second, because all the entries for a particular item may be in the second half. But obviously, the number of cards removed from each successive drawer will diminish as the job progresses, and it is estimated that the catalogue will be completely revised by the end of 1969.

It has been found that this procedure also helps to correct any previous mistakes in the catalogue. In this respect, in fact, Bury is probably in a better position than many libraries, for its catalogue is relatively new. Before 1962, we used the Brown Classification and maintained a classified catalogue. In that year the present catalogue was completed as a new record, the recataloguing and reclassification having been carried out from the books themselves, not from the existing entries in the old catalogue.

In our case, therefore, there has been a period of only seven years for the accumulation of errors and inconsistencies, as against perhaps twenty or forty years in respect of the catalogues of many other libraries. Despite this, a small number of mistakes has been found and these have been corrected. In some libraries it is easy to imagine that this secondary aspect of the changeover might surpass the original task in magnitude.

When the catalogue is completed, the catalogue will be more up to date, more consistent and more accurate; and it is felt that the result will have been well worth the labour.

ONE QUESTION remains: How long does it all take? A fair estimation would be a maximum of two hours of professional staff time per week, for tracing, altering and refiled cards. We are hoping to have completed a file of 100,000 cards in a total of 18 months.

It is sincerely hoped that this account of one library's attempt to implement the Anglo-American Cataloguing Rules will spur others on, and give them a basis on which to develop their own principles for change. It has not been possible to cover all the problems and methods involved, and I shall be pleased to supply further information or advice to any reader who cares to contact me at the Central Library, Bury, Lancs.

#### SEMINAR ON THE ANGLO-AMERICAN CATALOGUING RULES (1967)

This volume contains the texts of all the papers, and comprehensive summaries of all the discussions, at the Cataloguing & Indexing Group's first Residential Seminar, held at the University of Nottingham in Spring 1968.

Critical attention is given to all major rules and aspects of the new Code, and to the problems of implementation in individual libraries, and nationally. There are an index to rules and a general index, and a comprehensive bibliography.

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## NEW BOOKS

INDEX TO *SLA NEWS*, numbers 1-82, 1950-1967. Compiled by Brenda White. Glasgow, Scottish Library Association, 1968. 74p. 50s.

I was grateful for the opportunity to review this index, if only because it drew my attention to an interesting article by J.A. Tait and F.D. Anderson on the use of an ICT 1900 for the experimental indexing of fifty abstracts from *Library Science Abstracts* (no.80, p.9-13).

The index has been carefully compiled, no inaccuracies having been discovered by a spot check of the issues for 1963, 1964 and 1967, and a more thorough perusal of issues numbers 35, 40, 78 and 90. On the other hand, a number of omissions were noted, such as the following: a note on a computerised catalogue at Aberdeenshire (no.78, p.10) is not indexed under Catalogues, Cataloguing or Computers; a report of a visit by the Fife Library Circle to Kirkcaldy High School, including a summary of an address on school libraries (no.35, p.16), has no entry under either Kirkcaldy High School or School Libraries; an article by Alexander Dow on 'The Library and the Author' (no.40, p.12-13) is not indexed under Authors, Book Trade, Publishers or Writers; Miss D.H. White's letter calling for an informal circle of college librarians (no.66, p.24) is not indexed under College Librarians; a note calling for a mobile library service in Selkirkshire is not indexed under Selkirkshire (although another reference to the same topic is so indexed); and M.C. Pottinger's account of libraries in the USSR (no.40, p.15) has no entry under USSR or Russia. These few examples indicate that the compiler's expressed aim 'to index in as much detail as possible' has not quite been achieved.

When indexing personal names the first forename has always been given in full followed by initials, even where a personal practice has been to use a second or subsequent forename preceded by an initial. It is hard to see the justification for this practice, and it is certainly not easy to recognise W. Howard Phillips as 'Phillips, William H.'

The 1908-code style of leaving gaps after initials when a full name has not been established is even harder to justify, especially in a printed index. Corporate bodies have been generally entered under their name, with reference from their place of headquarters, though the University of Strathclyde appears under Strathclyde without reference from 'University'. As in so many indexes, 'see' references are often made when double entry would be at least as economical, as well as more convenient to the user: for example, under 'Edinburgh' references to the Royal Botanic Garden, Royal College of Physicians, Royal Observatory, and St Giles Cathedral occupy 16 lines, whereas double entry would have taken only 12 lines.

Author and subject headings are usefully subdivided, though sometimes this subdivision is difficult to follow, because of the cramped layout of the index: a good example of this is the entries under Scottish Library Association. Form headings have been provided for Exhibitions, Letters (no reference from Correspondence) and Reviews and Notices; but not for Appointments or Obituaries, though the latter in particular would surely be useful.

I have concentrated on the faults of the index, but there is no doubt that Miss White has made a good deal of information in *SLA NEWS* more easily retrievable, and is to be congratulated on her efforts. I must, however, conclude on another critical note, directed this time at the publisher: 50s. seems a very high price for a 74-page pamphlet.

- K.G.B. BAKEWELL, *Liverpool School of Librarianship*

CONVERSION OF RETROSPECTIVE CATALOG RECORDS TO MACHINE-READABLE FORM. Prepared by the RECON Working Task Force. 1969. x, 230p. Supt. of Documents, U.S. Government Printing Office, Washington, D.C. 20541. \$2.25.

This publication reports the results of a study of the problems of centralised conversion of retrospective catalogue records to machine-readable form with a view to distributing them to the entire library community from a centralized source. Details of the project were reported in *CATALOGUE & INDEX* no.13, page 13.

THE INTERNATIONAL MEETING OF CATALOGUING EXPERTS  
A Report from Copenhagen

Sponsored by the Council on Library Resources, the International Meeting of Cataloguing Experts took place at the Royal School of Librarianship from 22nd to 24th August, bringing together over 40 delegates from more than 30 countries. The nations represented came from all parts of the world, ranging from Brazil to Japan, and from Ceylon to Sweden. The purposes of the meeting were to study cataloguing developments, and to examine the possibilities of cataloguing advances through standardisation and mechanisation; and particular consideration was given to the prospects for the national bibliographies, the Shared Cataloging Program, and the international exchange of bibliographic information in machine-readable form.

The sessions were based on documents and papers prepared and circulated in advance, so that no time was used in listening to prepared contributions and the meeting was able to get down to substantive discussions immediately. On the first day, the main topic was the annotated edition of the Statement of Principles of the (Paris) International Conference on Cataloguing Principles, and a number of major decisions in respect of the annotations were made before the work of completing the final version was handed over to a small working party under the chairmanship of Dr Eva Verona (Yugoslavia). The Principles themselves, of course, remain intact; but clarification of the annotations is of great importance to cataloguing agencies wanting to accept the Principles as a basis for author cataloguing practice.

The second section of the meeting gave lengthy consideration to a proposal for a Standard Bibliographical Description. This involves a standard order and content for the description of books, a factor of obvious importance for the future of international exchange of bibliographic information, and for helping librarians all over the world to identify descriptions of books, even those in languages with which they are unfamiliar. General agreement was reached on an outline of the content and order of such a description, and detailed considerations and decisions were left to an international working party of eight members appointed by the meeting, under the chairmanship of Mr A.J. Wells (United Kingdom).

The third section was devoted to a number of topics affecting, or affected by, the progress of international co-operation and exchange, especially in respect of mechanised methods of recording and storing information. These topics included the Library of Congress Shared Cataloging Program, the projected International Standard Book Number, the MARC projects, and the mechanisation of the production of the world's national bibliographies.

The meeting was remarkable for the unanimity of opinion among delegates about the aims and requirements of bibliography and library cataloguing, and about the priorities of the present situation. Though it did not put forward any statement comparable to the Paris Principles, it achieved a large amount of valuable work. It might well be said to have summed up the era when international cataloguing first came to life, and to have shown the way to a new era of mature development in cataloguing, nationally and internationally. — MICHAEL GORMAN, *British National Bibliography*

*(Mr Gorman was one of the British delegates at IMCB, and is now acting as Secretary of the Working Party on the international standard bibliographical description mentioned in his report)*