

MODULE 11: TYPES OF ENTRIES OF CLASSIFIED CATALOGUE ACCORDING TO CCC

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Objectives of the Module

The objectives of the module are as follows:

1. To define Entry, Main entry and Added entries.
2. To explain the various sections of main entry of CCC.
3. To explain the sections of various added entries of CCC.

Keywords

Entry, Main Entry, Added Entries, Cross Reference Entry, Book Index Entry, Class Index Entry, Cross Reference Index Entry.

Structure of Module: E-Text

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1. Introduction

Holdings of the library are revealed to the readers through the various entries of catalogue, so that readers may have access to the resources of the library and select the material of their choice. In libraries either the classified catalogue or dictionary catalogue is prepared. In this module we will confine ourselves with the classified catalogue prepared according to CCC of Dr. S.R. Ranganathan. CCC defines classified catalogue as a 'catalogue

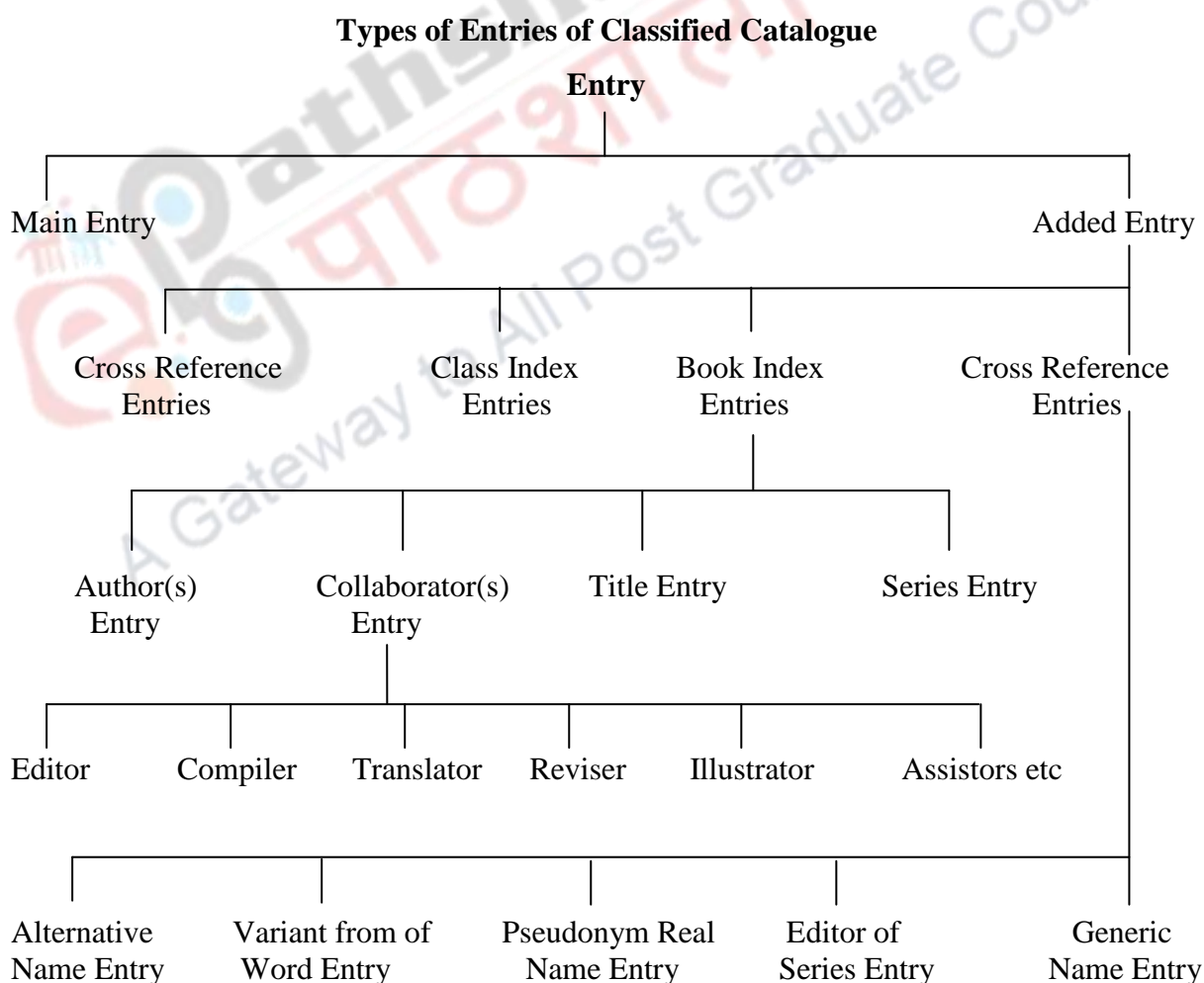
in which some entries are Number entries and some are Word entries. Consequently a Classified catalogue consists of two parts-the Classified part and the Alphabetical part'. Classified part includes main entries and Cross reference entries and Alphabetical part includes Class index entries, Book index entries and Cross reference index entries

2. Entry and its Types

CCC defines entry as 'ultimate unit record in a catalogue or a documentation list'. It is the record or list of books placed under an appropriate heading. In other words, the complete unit of description about any item listed in a catalogue is called as an entry. CCC divides the entry into two types:

1. Main Entry
2. Added Entry

The schematic illustration of these entries is given below:



3. Main Entry of Classified Catalogue

3.1 Definition

Main entry is the basic entry and it gives the maximum information about the bibliographical details of the document being catalogued. CCC defines main entry as ‘a specific entry giving maximum information about the whole of a document. All the other entries-specific or general-relating to the document, are normally derived from the main entry’.

3.2 Functions

Functions of main entry of classified catalogue are as follows:

1. The order of catalogue cards in classified catalogue is the same as that of books on the shelves, which help in locating the books.
2. It gives maximum information about the bibliographical details of the book.
3. It works as a key to all the added entries. Tracing helps the assistant cataloguer to prepare added entries.
4. When a document is lost or it is withdrawn from the library due to old edition or some other reason, its all the entries-main entry and added entries are removed from the catalogue with the help of its tracing.
5. There is only one main entry for each document. Hence main entries in a particular subject will reveal the number of documents in a particular subject acquired by the library.

3.3 Structure

According to Rule MB0 of CCC, the sections of main entry of classified catalogue consist of the following sections:

1. Leading section
2. Heading section
3. Title section
4. Note section, if any
5. Accession number; and
6. Tracing

Out of the above six sections, first five sections are recorded on the front side of the catalogue card and sixth section i.e. tracing is recorded on the back of the card.

These sections can be studied clearly from the following illustration:

Front Portion of Main Entry Card

	Leading section	
		Heading section
		Title Edition statement..... Collaborator statement.....
		Note Section
	Accession Number	

Back Portion of Main Entry Card

Tracing

Cross Reference Entry	Class Index Entries
	Book Index Entries
	Cross Reference Index Entries

The details of each section of main entry is discussed below:

1. **Leading section:** The Leading section is to consist of the call number of the document. It is recorded on the leading line from the first vertical. After class number, the book number is to be written after leaving a double space. The collection number, if any is to be written above the book number. As there is possibility of change of call number, it is recorded in pencil. As per Rule ED87 no full stop is given after this section.
2. **Heading section:** It starts from the second vertical on the next line of leading line. Continuation of this section if needed will commence at the first vertical. This section includes Entry element, Secondary element and Individualizing element. As per Rule ED51 Entry element is given in Block letters, and as per Rule ED53 Secondary

element is given in ordinary hand in circular brackets and Individualizing element is given in other circular brackets. As per Rule ED86 a full stop is used at the end of the section.

3. Title section: This section will start on the next line from second vertical. This section is further divided into following three subsections:
 - (i) Title, subtitle or explanatory title.
 - (ii) Edition statement (Other than First edition).
 - (iii) Collaborator statement.
4. Note section: On the next line note section will commence from the second vertical and continuation if any will commence from the first vertical. CCC Rule MF6 prescribes 6 kinds of notes, but generally series note is used which is generally given on the Half title page of the book. As per Rule MF11 a single series note is to consist successively of (i) the name of the series; (ii) a full stop; (iii) the words 'Ed by' followed by the pure name (s) of the Editor (s) of the series, if the series has editor (s), (iv) a full stop, and (v) the series number. If the serial number of series is not given, the books are to be given serial numbers in the sequence of the accession in the library or by a year of publication of the book. As per Rule ED83 series note is to be given in circular brackets. At the end of each subsection of series note a full stop (.) is given.
5. Accession Number: As per Rule ED45, Accession number section is to begin at the First vertical of the bottom most line. As per Rule ED87 no full stop is to be put at the end of accession number section.
6. Tracing: It is recorded on the back of main entry card. The back of the main entry card is to be imagined to be divided into two halves known as left half and the right half respectively. The right half is again to be divided into three convenient parts, known as upper part, the middle part, and the lower part.

As per Rule MH4 one line of the left half is to be devoted to each Cross Reference Entry. It is to contain the Class Number followed by the term 'P', 'Sec', 'Chap', 'Part' or any other appropriate term followed by the number(s) concerned in ordinary hand. As per Rule MH5, MH6 and MH7, the upper part of right half, the middle part and the lower part are to contain headings of Class Index Entries, Book Index Entries and Cross Reference Index Entries respectively. As per Rule MH92, a continuation line is to be intended by two spaces and as per Rule MH93, a full stop is to be inserted at the end of each of the heading.

Now let us study the sections of Main entry and Added entries through a cataloguing of a title page.

Title**CHILD DEVELOPMENT**

The Emerging Self

(Edition 3)

Don C. Dinkmeyer

Richard M. Elliot

Prentice-Hall of India Pvt. Ltd.,

New Delhi, 1967

Other Information

H.T.P. Prentice-Hall Psychology Series. Edited by A.T. Jersild. No. 7.

Acc. No. 1516 Call No. S1 K7

Size 19cm. Pages ix, 434

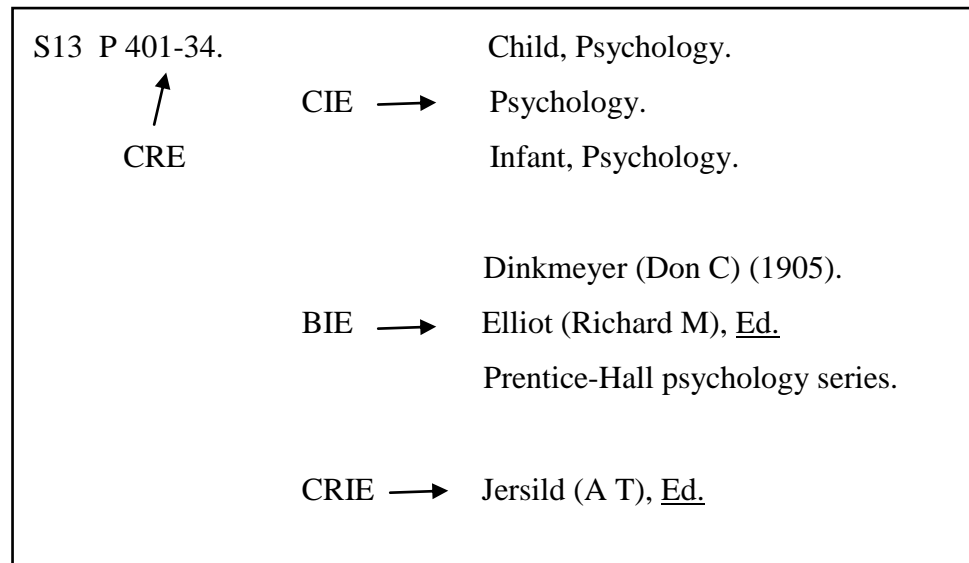
Note P 401-434 are devoted to the subject 'Infant Psychology' with Class number S13.

(c) Dinkmeyer, Don C (Born 1905)

Main Entry

1. Leading section →	S1 K7	
2. Heading section →		DINKMEYER (Don C) (1905).
3. Title section →		Child development: The emerging self. Ed 3. Ed by Richard M Elliot.
4. Note section →		(Prentice-Hall psychology series. Ed by A T Jersild. 7).
5. Acc. No. →	1516	

6. Tracing



4. Added Entries of Classified Catalogue

4.1 Definition

Added entry is a secondary entry other than the main entry. CCC defines added entry as a 'Entry other than main entry'.

4.2 Types of Added Entries

In CCC following four types of added entries are prepared:

1. Cross Reference Entry
2. Class Index Entry
3. Book Index Entry
4. Cross Reference Index Entry

Book Index Entries are again divided into four types:

1. Author BIE
2. Collaborator BIE
3. Title BIE
4. Series BIE

4.3 Functions of Added Entries

The functions of various added entries of classified catalogue are as follows:

1. If the reader is aware of the subject of the document needed by him, with the help of class index entry he can reach to his desired document.

2. For all the books in particular subject, we find only one class index entry, hence it helps in avoiding duplication of subject entries.
3. Book index entries serve author, collaborator, title and series approach of the readers.
4. Reader can know the total number of books on a particular subject, author, series etc with the help of added entries.
5. Being a general added entry one cross reference index entry is prepared for all the books which limits the number of book index entries.
6. Cross reference index entries direct the users from one heading to another, where he can find the relevant information.

4.4 Structure

4.4.1 Structure of Cross Reference Entry

CCC defines Cross Reference Entry as a 'specific added class number entry in a classified catalogue'.

1. It refers from the Class number of a subject to its locus in a host document.
2. It is a number entry.
3. Therefore, it belongs to the classified part of the catalogue.
4. It corresponds to the subject analytical in a dictionary catalogue.

A Cross Reference Entry of a simple book is to consist successively of the following sections:

1. Leading section
2. Second section; and
3. Locus section
 1. Call number of the books
 2. Heading of the main entry of the book; and
 3. Title of the books and place of occurrence.

The description of each section is as follows:

1. Leading section: The leading action is to consist of the class number of the subject from which the document is referred. It is given in pencil.
2. Second section: Second section is to consist of the directing element 'see also'.
3. Call number of the Book: It is the same as in its main entry.
4. Heading of the book: It is the same as in its main entry, omitting the secondary and other individualizing elements in the case of the name of a person. It is written in ordinary hand.

5. Title of the Book: The short title of the book is to be used. After full stop specification of the place of occurrence in the form of 'P', 'Sec', 'Chap', 'Part', or any other appropriate term, followed by the number concerned.

Example

	S13	
		<p><u>See also</u></p> <p>S1 K7</p> <p>Dinkmeyer.</p> <p>Child development. Ed 3. P 401-34.</p>

4.4.2 Structure of Class Index Entry

CCC defines Class Index Entry as a 'Subject entry which refers from the name of a class to its class number'. Class index entries are prepared both from the class number of the main entry as well as the class number of Cross Reference Entry.

As per Rule KF0 A Class index entry is to consist successively of the following sections:

1. Leading section
 2. Directing section; and
 3. Index number section
1. Leading Section: It consist of the class index heading appropriate to the class index entry.
 2. Directing Section: It consist of the following directing words:
For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class number
 3. Index Number: It consist of the class number representing the term in the heading section to be given in pencil.

Example

		CHILD, PSYCHOLOGY.
	see the Number	For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class S1

4.4.3 Structure of Book Index Entry

CCC defines it as 'specific added word entry in a classified catalogue'.

Book Index Entries are again of four types:

1. Author/Joint author entry.
2. Collaborator/Joint collaborat entry.
3. Title entry, if fanciful.
4. Series entry.

As per Rule MK0 a book index entry is to consist successively of the following sections:

1. Leading section
2. Second section
3. Index number section; and
4. Note section, if any

4.4.3 Author Book Index Entry

A book index entry is to be given using as Heading each of such of the following as the main entry of the book admits of:

1. Leading section
 - (i) The information to be given in this section is as per requirement. Heading of the main entry provided it is not, as such, eligible to be used as the main heading of a class index entry.
 - (ii) In the case of two joint authors, the permutation of the names in the heading of the main entry.
 - (iii) In the case of more than two authors, the name of the first author will be recorded as per rule and followed by the words 'and others'.
2. Second section: In this section short title followed by edition statement is recorded.

3. Index Number section: Call number of the book is to be given in pencil as far to the right as possible.
4. Note section: Generally it is not needed in simple books. It is to be given in case of Author index entry for an extract, Author index entry for a document warranting extraction note, and Author index entry for a work with change of title.

Example

		DINKMEYER (Don C) (1905).		
		Child development. Ed 3.	S1	K7

4.4.3.2 Collaborator Book Index Entry

The structure of this entry is as follows:

1. Leading Section:
 - (i) Name of each collaborator mentioned in the title portion in case there is only one collaborator of that kind;
 - (ii) Permutation of the names of joint collaborators of any kind mentioned in the title portion, in case there are only two joint collaborators of that kind;
 - (iii) Name of the first collaborator of any kind mentioned in the title portion followed by the word 'and others', in case there are three or more collaborators of that kind.
2. Second Section: Entry element of single author in ordinary hand, entry element of both the authors in ordinary hand in case of two authors, and entry element of the first author followed by 'and others', in case of more than two authors in ordinary hand followed by colon(:) and the short title of the book and edition statement is given. A full stop is used at the end of the section.
3. Index Number Section: Call number of the book is to be given in pencil as far to the right as possible.

4.4.3.3 Title Book Index Entry

Title index entry is prepared only in case of fanciful title (the title which does not reveal the subject of the book).

1. Leading section: As per Rule JF3 initial articles articles and honorific words prefixed with the title are omitted. As per Rule JF4 first two words of the title are given in block letters.
2. Second section: Connecting word 'by' and the heading of main entry of the book along with the descriptive element, if any, in case of personal author, it is sufficient to give entry element alone in ordinary hand, and a full stop.
3. Index Number section: Call number of the book is to be given in pencil as far to the right as possible.

Example

		LIVING WITH books. Ed 2.
		By Haines. 2:1 L0

4.4.3.4 Series Book Index Entry

The structure of this entry is as follows:

1. Leading section: Name of the series is given in Block letters followed by full stop.
2. Second section: The serial number or its substitute starting from first vertical. The entry element of the author with descriptive element if any in ordinary hand followed by colon(:) and short title of the book followed by edition statement. A full stop will be used at the end of the section.
3. Index Number section: Call number of the book is to be given in pencil as far to the right as possible.

Example

		PRENTICE-HALL PSYCHOLOGY SERIES.
	7	Dinkmeyer: Child development. Ed 3. S1 K7

4.4.4 Cross Reference Index Entry

CCC defines it as ‘general added entry referring from one word or set of words to another synonymous word or set of words’.

4.4.4.1 Types of Cross Reference Entry

As per Rule LA3 a Cross Reference entry may be one of the five types, namely

1. Alternative Name Entry
2. Variant Form of Word Entry
3. Pseudonym Real Name Entry
4. Editor of Series Entry and
5. Generic Name Entry

4.4.4.2 Structure of Cross Reference Index Entry

A Cross Reference Index Entry is to consist successively of the following sections:

1. Leading Section
2. Second Section, and
3. Referred-To Heading.

Here only Editor of Series Cross Reference Index Entry is being discussed:

1. Leading section: Name of the Editor of series be given as per general rules of rendering i.e. Entry element in block letters, forename in circular brackets in ordinary hand and individualizing element in second circular brackets, followed by the descriptive word ‘Ed’.
2. Second section: The word ‘See’.
3. Referred to Heading: Name of the series in Block letters.

Example

		JERSILD (A T), <u>Ed</u> .
		<u>See</u> PRENTICE-HALL PSYCHOLOGY SERIES.

Further Readings

1. Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1988.
2. Ranganathan, S.R. Cataloguing practice. 2nd ed. Bombay: Asia Publishing House, 1974.

