

**LIBRARY SCHOOL RULES:  
1. CARD CATALOG RULES;  
2. ACCESSION BOOK  
RULES; 3. SHELF LIST RULES**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649394142

Library School Rules: 1. Card Catalog Rules; 2. Accession Book Rules; 3. Shelf List Rules by Melvil Dewey

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.  
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

[www.triestepublishing.com](http://www.triestepublishing.com)

**MELVIL DEWEY**

**LIBRARY SCHOOL RULES:  
1. CARD CATALOG RULES;  
2. ACCESSION BOOK  
RULES; 3. SHELF LIST RULES**



# Library School Rules

- 1 Card catalog rules
- 2 Accession book rules
- 3 Shelf list rules

BY

MELVIL DEWEY M. A.

Director New York State Library

Third edition

BOSTON

Library Bureau 146 Franklin St.

1894 . . .

*"If the soul of the library be the librarian, its heart is the catalog"*

Library School  
Card Catalog Rules

with 52 fac-similes of sample cards

for author and classed catalogs

EDITED BY

MELVIL DEWEY M. A.

Director New York State Library

WITH

Bibliography of catalog rules

by

MARY SALOME CUTLER B. L. S.

Vice-Director Library School

---

Fifth edition revised, with marginal alternative rules

---

BOSTON

Library Bureau 146 Franklin st.

1894

**Note to revised edition**

This edition differs from that of 1888, in containing marginal explanations, amplifications and variations from the previous rules, for which there is good authority. Variations are printed in italics, explanations and amplifications in roman type. Sample cards agree with the text, not with the marginal notes.

v

Any criticisms or suggestions for making these rules more useful will be gladly received and carefully considered before printing another edition, if sent to

MELVIL DEWEY

*Director State Library*

Albany, N. Y.

mlb

Subj.  
Wine  
3-5 47  
23125

## Library School Card catalog rules

These are the A. L. A. condense rules made clearer on many points by re-wording and adding illustrations. They are for a double catalog of authors and market titles on small cards (5 x 12½ cm), and of subjects on standard P size (7½ x 12½ cm).<sup>1</sup> The changes are very slight in adapting the rules for a simple author catalog. For a dictionary catalog, there must be used a code of rules for subject headings.

<sup>1</sup> Or use P size for both catalogs.

To save detailed comparison we note that, except enlargements, these differ from the A. L. A. rules as printed some years ago, only in:

1e. We enter always under real name, omitting the exception that some books may go under pseudonyms.

1s. We follow the rule recommended as best in Cutter's rule 40, putting under the name of the place, local and municipal societies, *the corporate name may* not begin with that word.

2f. We give cities in their vernacular form instead of in English.

5m. We do not capitalize common nouns in German, but follow the rule of the Library of Congress.

4a. We give place and date at the end of the imprint entries instead of after edition, thus following the L. A. U. K. and Bodleian rules, the A. L. A. minority report, and the Library of Congress in putting these most important items in the most prominent place, instead of burying them back of minor items.

4c. We give edition in English rather than in language of the title.

9b. We use arabic figures for all numerals, unless roman are used on the title-page after names of rulers and popes.

The rules are in groups as follows:

0. Check Marks.
1. Main Entry.
2. Heading.
3. Title.
4. Imprint, Contents and Notes.
5. Capitals, Spacing and Underscoring.
6. Arrangement of authors and titles.
7. Subject Cards.
8. Colored Cards.
9. Miscellaneous.

S. C. refers to appended sample cards illustrating the rules.

6-25  
3-14-47  
3-14-47  
3-14-47



## O — CHECK MARKS

Put ORDER CHECKS on inner margin of first recto after title of v. 1.

- a.* "Not a duplicate." Initials of collator on order slip; or, if no order slip, as first check on book itself. If a duplicate, write "dup" and initials on book plate, if there is one; if not, in the upper left corner of front cover.
- b.* Source and cost of book in cents without \$ sign (i. e. 145 not \$1.45) after initials of duplicate collator, or, if none, as first check.
- c.* Pin hole in round part of last 9 in pagination shows that all order department routine is finished, and marks ownership.<sup>1</sup>
- d.* Dot under first figure of accession number shows that all entries except call numbers are made on the accession book.<sup>2</sup>

TITLE-PAGE CHECKS. See sample title-pages at end of S. C.

Checks under first letter of words mean:

- e.* . . . main entry and joint authors.
- f.* — main entry for an anonymous book. Begins on second line of card.
- g.* . . . added entry under editor, translator, commentator, publisher, title, etc.
- h.* . analytic author entry.
- i.* x cross reference from other forms of name, pseudonyms, initials, etc.

Other checks mean:

- j.* (, omit on all cards.
- k.* (, omit on author card.
- l.* ( ) series note. To follow imprint entries in ( ). S. C. 31.
- m.* No checks are made for biographical and subject entries.<sup>3</sup> Other processes are checked as follows:
- n.* "Cards written." Abbreviated date and cataloger's initial on first recto, after cost; and initial, with number of cards written, on bottom of main author card, the number of small cards at the left, and of large cards at the right of the guard hole. S. C. 2.<sup>4</sup>
- o.* "Cards revised." . above first letter of title-page.
- p.* "Classified." Class number on book-plate.
- q.* "Shelf listed." Book numbers on plate; and if for loan department, book card written and pocketed.

1 *o.* Each library selects its own private mark. The "last 9" given in the rules merely to suggest the method. Some libraries use always the same page; e. g. 41 or 33 or 56. This should be a page in the first 100, that it may apply to thin books. Others choose a more complicated rule, less easily discovered; e. g. the highest page made all of 10, 1, 1, 2, 3 or 25, or the highest page in 1, 2, 3 order, i. e. 12, 123 or 124.

2 *o.* A dot on accession book against last number used, in order of class number column, shows that this number and all previous ones have been assigned. These checks are used when accession numbers are stamped on an invoice of books before entries are made in accession book.

3 *o.* Or indicate entries for criticism, biography and bibliography by underlining on main cards. See Rule 8, marginal note.

4 *o.* Or use initial, without number of cards written, on back of main author card, above the guard hole. Always write entries on the back of the card so that they can be read from the front of the drawer by simply tipping the card forward.

Card catalog rules

o r-s  
i a-g

- r. "For inspection." Thread of proper color for each day.<sup>1</sup> M. Blue. Tu. Green. W. White. Th. Red. F. Fawn. S. Salmon.
- s. "Gilded." Numbers on backs.

Checks a-d are made by order clerk; e-l by head cataloger as guide to carders.<sup>2</sup> All the checks except c-l, are made by the person doing the work, as a record, and must never be put on till it is finished.

1 Or. Or colored card in pocket or between leaves with name of day and explanation printed on it.

2 Or as record of work done; omit j-l if title pages are not marked for carders.

1 — MAIN ENTRY

Enter books under :

- a. AUTHORS' SURNAMES if known. S. C. 1 and 2. For exceptions see 1q.
- b. EDITORS OF COLLECTIONS, S. C. 4 (also cataloging each separate item, if expedient). S. C. 24 and 25.
- c. COUNTRIES, CITIES, SOCIETIES, LIBRARIES, or other bodies responsible for their publication. S. C. 5.<sup>3</sup>
- d. AUTHORS' INITIALS, when these only are known, putting last initial first. S. C. 18. Make also added entry under title. When author's name is found fill it in on all cards and write a new card referring from initials to full name. S. C. 19.
- e. PSEUDONYMS when real names cannot be found. Add *pseud.* 1 cm after, if sure the name is not real. S. C. 20. When the real name is found write it above the pseudonym on the cards (or re-write cards). S. C. 21. Refer from pseudonym to real name. If there is only one book under that pseudonym, its title and call number may be given on the card, S. C. 22, but, if there are several works, the real name only is given, S. C. 23,<sup>4</sup> as the card must contain all the titles in the library or none.<sup>5</sup>
- f. FIRST WORD (not an article or serial number and omitting mottos or designations of series) of titles of anonymous books whose authors are still unknown, S. C. 15, and of periodicals. S. C. 28 and 29. (A book is anonymous when the author's name is not on the title-page, — see Cutter's Rules p. 10,<sup>6</sup> — or in government publications, on pages following the title-page.) When author's name is found, pencil it on title-page and enter on author line of cards, putting [ ] around the name, and *anon.* 1 cm after, S. C. 16, making also a new card with added entry under title followed by author's name in [ ]. S. C. 17.<sup>4</sup>

3 1c. After names of all except very prominent cities add the name of country or state in ( ), e. g. Boston (Eng.); (Iowa (S. V.)); also, if necessary to distinguish, add (state/city) or (county); e. g. N. Y. (state).

4 1e. Or in case of prominent pseudonyms, i. e. George Elton, add brief titles and call numbers of all the works, giving one line to each entry.

5 1e. Make added title entries for all pseudonymous books.

6\* 1f. p. 9 of ed. 2.

6 1f. Or for anonymous biographies whose authors are well known, make *anon.* biography card the main card for author's catalog. (See 16, S. C. 40), and make added title entry if needed.

Enter :

- g. COMMENTARIES with text, and TRANSLATIONS, like the original, with added entry under commentator or translator; S. C. 6, 7, and 8, but commentaries without the text, under commentator only, tho classed with the original; e. g. Coleridge's "Notes and lectures

upon Shakspeare" is entered under Coleridge, tho classed with Shakspeare.

- k. BIBLE, or any part of it, including the Apocrypha, under editor, translator, etc.; e. g. Alford, H: ed. Greek testament with revised text; entered under Alford in form of S. C. 4, or, if no editor, under the first word of title, writing no author card; e. g. "Das neue testament" to be entered like an anonymous book. S. C. 15. Most libraries enter all bibles under the word Bible. This would duplicate in the author catalog the group under Bible in the subject catalog, to which reference is made from the word Bible in the author catalog. If *only* an author catalog is made, it should include all bibles under that word.
- l. TALMUD, KORAN, VEDAS, and other sacred books under those words on author line, making added entries under editor, translator, &c. S. C. 34.<sup>1</sup>
- m. ACADEMICAL THESIS under respondent or defender, unless præses is clearly the author.
- n. Books having MORE THAN ONE AUTHOR under the first named in title, with added entries under each of the others. S. C. 13 and 14. If only two or three authors, include their names in the main entry; e. g. "Roe, R:; Doe, J: and Smith, D: "; if more than three, enter under the first "and others"; e. g. "Roe, R: and others," and make an added entry under each of the others; e. g. "Doe, J:; Roe, R: and others," "Smith, D:; Roe, R: and others." Write each author's full name only once and that on his own author card. S. C. 13 and 14. Joint editors, translators, etc., have separate added entries. S. C. 9. Parties in a debate are treated like joint authors.
- o. TRIALS of crown and criminal cases under defendant; e. g. Burr, Aaron, Trial for treason; civil cases under the parties in the suit, treated like joint authors; e. g. Vanderbilt, Cornelius, vs. Livingston, J. R.; marine cases under the ship; e. g. Blaireau (ship); PLEAS, DECISIONS, etc., under the author, with added entries as below. A plea printed separately goes under the lawyer making the plea, with added entries under the party or parties in the suit; e. g. Smith's argument in case of prize steamer Peterhoff, is entered under Smith, with added entry under Peterhoff. Decisions published separately go under court, with added entries for parties in the suit.
- p. CATALOGS of private collections under owner; catalogs of public collections by rule i c. Make added entry under compiler, e. g. Daniel, G.; Catalogue of [his] library; Boston Athenæum, Cata

1 h. In like manner enter other sacred or well-known anonymous books under their best-known title; e. g. Beowulf, Nibelungenlied, Roland.