

**RULES FOR AUTHOR AND
CLASSED CATALOGS AS
USED IN COLUMBIA
COLLEGE LIBRARY**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649240166

Rules for Author and Classed Catalogs as Used in Columbia College Library by Melvil Dewey
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Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

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MELVIL DEWEY & MARY SALOME CUTLER

**RULES FOR AUTHOR AND
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USED IN COLUMBIA
COLLEGE LIBRARY**

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COLUMBIA COLLEGE LIBRARY

Card Catalog Rules

These are the A. L. A. condensed rules made clearer on many points by re-wording and adding illustrations. They are for a double catalog of authors and main titles on small cards (5 x 12½ cm), and of subjects on standard P size (7½ x 12½ cm). 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.

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. Color Cards.

9. Miscellaneous.

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

51
16-47
3-1-47
6

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.
- d. Dot under first figure of accession number shows that all entries except class numbers are made on the accession catalog.

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. r , 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. 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.
- 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.

Card catalog rules

0 r-s
1 a-g

- r. "For inspection." Thread of proper color for each day. M. Blue. Tu. Green. W. White. Th. Red. F. Black. St. Salmon.
- s. "Gilded." Numbers on backs.

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

1. — MAIN ENTRY.

Enter books under :

- a. Authors' SURNAMES if known. S. C. 1 and 2.
- 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.
- 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, as the card must contain all the titles in the library or none.
- 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, — 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.

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, the 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.
- j.* ACADEMICAL THESIS under respondent or defender, unless præses is clearly the author.
- k.* 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.
- l.* 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.
- m.* CATALOGS of private collections under owner; catalogs of public collections by rule 1 c. Make added entry under compiler, e. g. Daniel, G: Catalogue of [his] library; Boston Athenæum, Cata-

logue of the library [by C. A. Cutter]; with added entry under Cutter.

- n. ALUMNI proceedings, etc., and local COLLEGE SOCIETIES under the college; e. g. Yale college—Skull and bones society. Enter their publications under heading above with reference from Skull and bones society. Chapters of FRATERNITIES under name of fraternity, with added entry under the college; e. g. Psi Upsilon fraternity.
- o. NOBLEMEN under their titles with reference from family name. If the family name is decidedly better known, enter under that with reference from title; e. g. Romney, H: Sidney, 1st earl of; S. C. 36, but (the only exception for Englishmen), Bacon, Francis, baron Verulam.
- p. ECCLESIASTICAL DIGNITARIES, unless popes or sovereigns, under their surnames, e. g. Newman, J: H: card. Butler, Jos. bp.
- q. SOVEREIGNS, e. g. Napoleon 1, (except Greek and Roman, e. g. Justinianus 1, Flavius Anicius); ruling princes; Oriental writers; popes, e. g. Leo 13; friars, e. g. Hyacinthe, Père (C: Loyson); persons canonized, e. g. Ambrosius, St., and all others known only by their first names, under the first name.
- r. MARRIED WOMEN, and other persons who have changed their names, under the last well-known form, with reference from other forms. Enter Helen Hunt under Jackson, Mrs. Helen Maria (Fiske) Hunt, with references from Hunt, and H. H.
- s. A SOCIETY, UNDER FIRST WORD (not an article) of its corporate name, with reference from any other name by which it is known, specially the place if it has head-quarters and is often called by that name, e. g. Statistical society of London, with reference from London statistical society: UNDER PLACE, local societies, e. g. N. Y. Shakspeare society; academies of the European continent and South America, e. g. Berlin akademie der wissenschaften; municipal institutions, *viz.* libraries, e. g. Boston—Public library; galleries, e. g. N. Y. metropolitan museum of art; public schools, e. g. Cincinnati—Education, Board of; and municipal corporations, e. g. Minneapolis—Health, Board of: UNDER THE STATE, state historical societies and state colleges, e. g. Wisconsin historical society, California university.
- t. CYCLOPÆDIAS, DIRECTORIES and ALMANACS, under title, like a periodical, S. C. 28 and 29, making added entry for editor, publisher, partial title, or any form under which they may be well known, e. g. enter Appleton's cyclopædia under American

- encyclopaedia with added editor entry for Ripley and Dana, and a similar one for Appleton, pub. But if it is the work of an individual, e. g. Larousse, enter under author's name with added entry under title.
- u. A PERIODICAL which is the organ of a society or club, under its name, like S. C. 28 and 29, with added entry under name of society, unless it be the regular proceedings or transactions, in which case enter it under the society, with added entry under title, like S. C. 11; e. g. Library journal as periodical, with added entry under A. L. A.; but Quarterly journal of the Geological soc. of London, under the society's name. In case of change of name of periodicals, enter the whole under the earlier name, making note of the change on the main cards. Make added entry under the new name, giving imprint of the part covered by it, referring on the same card to the old name.
- v. SERIES under editor, if known, S. C. 30, with reference from title; if unknown, under title, e. g. Bampton lectures. For some series a series card need not be written, e. g. Clarendon press series. Give two lines to each item of contents on series card, beginning with series number between red lines, thus giving space for both class and book numbers. S. C. 30.
- w. A BIOGRAPHY under its author, putting the full name of its subject on the upper line of the subject card, followed by the dates of his birth and death. S. C. 26. See also 7 f. If author's name is not known, leave second line blank, and fill in if found later. An autobiography, e. g. Grant's Memoirs, is written like a simple subject and author card, like S. C. 1 and 2, except that the full name and dates are added on the subject card; e. g. Grant, Ulysses Simpson, 18th pres. of U. S. 1822-1885. Diaries and letters are considered autobiographical. When it is found that authorities differ, affix ? to the date used; but unless in special cases do not attempt to settle the discrepancy. If the choice is between only two dates, both may be given, e. g. b1844 or 6. Where exact dates are unknown the time when the author flourished may be given, e. g. "fl. 13th cent." or "fl. 1430?" using the ? instead of *circa* or *about* for approximate dates.
- x. Make added entries, called ANALYTICALS, for distinct parts of books; enter under author of part analyzed, and give brief title and date of main work. See 4f. S. C. 24 and 25.
- y. Analyze a LIFE INCLUDED in another work by an author card for the author of the life and a subject card for its subject. S. C. 27. The writer of an "included," who also edits the whole work, has no author analytical, as the editor card shows all his work.

Card catalog rules

1 z
2 a-c

- z. Make **ADDED ENTRIES** under titles of all novels and plays, and all other striking titles, S. C. 10 and 11; specially noticeable words in titles, S. C. 12; translators, commentators, noted illustrators, editors of books and periodicals, S. C. 6, 7 and 8; and make **REFERENCES** from pseudonyms, initials, and from an ecclesiastical title when that and not the family name appears on the title-page. (e. g. [Andrews,] Lancelot, bp. of Winchester. Since Andrews does not appear on the title-page, make reference from Winchester.) If a book is well known by any title (e. g. running, half, or binder's title) differing from the title-page, make added entry under this other title. S. C. 12. If an author is commonly known by a name less full than that used for the main entry, refer from the shorter to the full entry, e. g. make Müller, F; Max, the main entry, and write a reference card thus:—Müller, Max, see Müller, F; Max. Make added entry or reference in every other case when needed for the ready finding of the book.

2. — HEADING.

- a. Give author's **NAME IN FULL**, and in the **VERNACULAR**, with reference from any other form by which it is commonly known; but give the *Latin form* when better known, with reference from the vernacular; e. g. Estienne, H., with reference from Stephanus, but Grotius, Hugo, with reference from Groot, Hugo van. S. C. 35.
Enter sovereigns under the English form; e. g. William (not Wilhelm) I., king of Prussia.
In heading and notes if there is equal authority for more than one **SPELLING**, prefer the shorter; e. g. abate, not abbate, Shakspeare, not Shakespeare.
For full names and dates of Greek and Latin authors follow Smith's Dictionary of Greek and Roman biography.
- b. On subject cards write out author's **FORE-NAME** if only one, e. g. Phillips, Wendell; if more than one give simply initials, e. g. Beecher, H: W., except in case of autobiography. See 1 w. The colon abbreviations are used for both full name and initial, H: meaning Henry and being just as brief as H. in giving initials. On author cards give author's full name either written out or in the "Library abbreviations," e. g. Emerson, Ralph Waldo, Beecher, H: Ward, Allen, Jos. H:
- c. Enter English and French surnames beginning with **PREFIX** (except the French de and d') under the prefix; in other languages under the word following, e. g. La Fontaine, Voltaire, F. M. A. de, Göthe, J; W. von, Lennep, Jacob van, but enter foreign names anglicized under prefix, e. g. De Peyster, Da Ponte, Van Nostrand.