

**SPECIAL RULES ON
CATALOGING, TO
SUPPLEMENT A.L.A. RULES
- ADVANCE EDITION 1-21**

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Special rules on cataloging, to supplement A.L.A. rules - Advance edition 1-21 by Various

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VARIOUS

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PREFATORY NOTE

To supersede first issue of May, 1903 (rules 1-2) and second issue of March, 1905 (rules 1-11) Corrections and amendments which affect rules so far issued on cards are included in this the third issue in pamphlet form.

Beginning with the rules for "Collation" and "Series note," dated April 20, 1903, the Catalog Division has issued and will continue to issue from time to time some of its special rules and illustrations, mainly supplementary to Cutter and the A. L. A. rules.

The printed rules will be issued in two forms:

- (1) On cards.
- (2) In pamphlet form.

A copy of each card will be sent free of charge to subscribers for the L. C. cards; copies may be ordered by others from the Card Section in the same manner as the regular cards. The price will be the same—two cents for the first card and one-half cent for each additional card required for any rule. Cards may be ordered in sets, or for any one rule by quoting name or number of rule.

A copy of the rules in pamphlet form will be sent free of charge to subscribers to the cards. Additional copies may be purchased at 5 cents each, from the Library of Congress (to be charged against deposits for printed cards if desired) or from the Superintendent of Documents.

Washington, D. C.

April 10, 1906

SPECIAL RULES ON CATALOGING.

COLLATION.

(Rule 1, printed April 20, 1903—To supplement Cutter, § 276-280, and A. L. A. rules, Advance edition, § 87-73)

The collation is to be given in a separate line immediately after the imprint (*i. e.* after place, publisher, and date) and in the following order: 1st, paging; 2d, illustrations; 3d, size.

I. PAGING.

1. Paging is to be given for works of one volume only.
2. When a work consists of more than one volume, give the number of volumes. If the volumes are paged continuously, add a note giving the paging:
2 v. 24^{cm}.
Paged continuously; v. 1: v, 536 p.; v. 2: 1 p. l., 537-699 p., 2 l.
3. Give unnumbered printed pages in brackets:
vi, 4₁-256 p.
xiv, 12₁, 450 p.
8 p. l., 360, 16₁ p.
4. Give unpagéd matter as leaves when one side of the leaf is blank:
xii p., 2 l., 192 p.
See also 5.
5. Half-title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as *preliminary leaves*:
3 p. l., 350 p.
1 p. l., vi p., 1 l., 608 p., 2 l.
When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write:
4 p. l., iii-xii p. *not* 3 p. l., xii p.
5 p. l., iv-xx p.
but vi, 351 p. *not* 2 p. l., (v)-vi, 351 p.
6. Give numbered leaves as follows:
218 numb. l.
10 p. l., 112 numb. l., 3 l.
2 p. l., x p., 180 numb. l., 4 p.
7. When preface, contents, etc., are paged in Roman write:
xii, 13-240 p. *not* 240 p.
See also 5.

COLLATION—Continued.

8. When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation:
- cover-title, 85 p.
 - cover-title, iii, 112 p.
 - cover-title, [3]-36 p.
 - cover-title, [v]-xiii p.
 - cover-title, 2 p. l., 40 p.
9. When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note:
- Various paging.

II. ILLUSTRATIONS.

Illustrations are to be given in the following order and form: front, illus., pl., phot., port., map (*or* maps), plan (*or* plans), facsim., tab., diag. When there is more than one plate, portrait, etc., and the number is not specified in the collation, use the plural: fronts, illus., plates, photos., ports., maps, plans, facsim., tables, diags.

1. When the illustrations are colored write: col. front., col. plates, facsim. in colors, etc., etc. In the case of maps and diagrams specify only when important.
2. When frontispiece, plates, maps, etc., are included in the paging write:
 - xvi, 357 p. incl. front., illus., plates.
3. a. Any illustration, other than an engraved title, facing or immediately preceding the title-page shall be designated in the collation as a frontispiece, thus:
 - front.
 - front. (port.)
 - front. (map)
 - but not*
 - front. (pl.)
- b. When the book contains other illustrations of the same character the specification after "front." is to be omitted:
 - front., illus., plates, ports.
 - not*
 - front. (port.) illus., plates, ports.
- c. When there are two or more volumes, all or some of which have frontispieces, write, as the case may be:
 - 4 v. fronts.
 - 2 v. front. (v. 2)
 - 5 v. fronts. (v. 1-2)
 - 10 v. fronts. (v. 1, 4)

* Illus. as here used stands for illustrations in the text, as distinguished from plates, plate meaning whole page illustrations printed on a leaf the verso of which is blank.

COLLATION—Continued.

4. When the number of plates, maps, etc., can be easily ascertained, *e. g.* when they are numbered, listed, or collected, or, if distributed through the text, when they are on heavy paper, state the number:
- a. As given in the book:
 2 pl., iv maps.
 xliii pl., 8 maps.
 front., 30 pl. (facsim.)
 illus., 10 facsim. on 6 pl.
- When the actual number differs, add it in curves:
 lxxx (i. e. 83) pl., 8 maps.
- b. As ascertained by count, giving the number in Arabic:
 30 pl., 6 port., 3 maps.
- c. When there are two or more volumes and the plates, etc., are numbered separately in each volume, give the total in Arabic figures, thus:
 3 v. 40 pl.
not
 3 v. x, xvi, xiv pl.
- d. In cataloging an imperfect copy give in the collation the number of plates, etc., which the book should contain, and in a note state the defects of the copy in question.
5. When the illustrations in the text include portraits, maps, facsimiles, etc., *which form an important feature of the book* and which would not otherwise be brought out, they may be specified in the collation as follows:
 2 p. l., 296 p. illus. (incl. ports., maps, facsim.)
 iv, 348 p. illus. (incl. ports., facsim.) plates, maps.

When portraits or any other particular kind of illustrations occur both in the text and in the form of plates, those in the text need not be specified:

illus., ports.
not illus. (incl. ports.) port.
 illus. (incl. maps) ports., facsim.
not illus. (incl. ports., maps) port., facsim.

6. For mathematical or mechanical diagrams use abbreviation "diagr."
not "illus."

III. SIZE.

1. Give the height of a book (of the cover if bound) in centimeters, exact to one-half centimeter. Thus, if the exact height be

169 ^{mm}	(16.9 ^{cm})	write 17 ^{cm} .
170 ^{mm}	(17 ^{cm})	17 ^{cm} .
171 ^{mm}	(17.1 ^{cm})	17 ^{cm} .
172 ^{mm}	(17.2 ^{cm})	17 ^{cm} .
173 ^{mm}	(17.3 ^{cm})	17½ ^{cm} .
174 ^{mm}	(17.4 ^{cm})	17½ ^{cm} .
175 ^{mm}	(17.5 ^{cm})	17½ ^{cm} .
176 ^{mm}	(17.6 ^{cm})	17¾ ^{cm} .
177 ^{mm}	(17.7 ^{cm})	17¾ ^{cm} .
178 ^{mm}	(17.8 ^{cm})	18 ^{cm} .
179 ^{mm}	(17.9 ^{cm})	18 ^{cm} .

COLLATION—Continued.

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (e. g. "microscopic" edition) give the size in millimeters, as:

271 x 346^{mm}.

2. When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions, as:
 - 17 x 10^{mm} (a narrow book, width less than 1/4 height)
 - 17 x 14^{mm} (a square book, width more than 1/4 height)
 - 17 x 28^{mm} (an oblong book, width more than height)
3. When there are two or more volumes of the same work differing in size write:
 - 2 v. 18^{mm} (v. 2: 15^{mm})
 - 5 v. 25^{mm} (v. 1, 4: 23^{mm})
 - 3 v. in 1. 22^{mm} (v. 1-2: 19^{mm})

4. When several pamphlets or works of different sizes are bound together write:

Haddonfield, N. J.

Grand centennial celebration, July 4th, 1876, at Haddonfield, N. J. Programme. Philadelphia, W. Mann, printer, 1876, 4 p., 19^{mm}. With Clement, John, Revolutionary reminiscences of Camden County. Camden, N. J., 1876. 25^{mm}.

5. In the case of serials varying sizes may be indicated thus:
 - 24 v. 18-24^{mm}.

The extra size of a given volume or volumes may be specified, when practicable, in the contents or in a note.

6. When an atlas or a portfolio of plates accompanying any given work is not to be cataloged separately, it is to be noted immediately after the collation of the work itself.
 - a. When, as is usually the case, the atlas and the work are of different sizes write:
 - 3 p. l., 100 p. illus. 25^{mm}. and atlas of 40 pl. 27½^{mm}.
 - 4 v. 24^{mm}. and portfolio of 24 pl. 30^{mm}.
 - ix p., 1 l., 360 p., 1 l. front., illus. 18^{mm}. and atlas. 23 x 25^{mm}.
 - 5 v. 20^{mm}. and atlas of 18 pl., 14 maps. 28^{mm}.
 - b. When they are of the same size write:
 - 2 v. and atlas. 24^{mm}.
 - 1 p. l., vii, 400 p. and atlas. 26^{mm}.

SERIES NOTE.

(Rule 2, printed April 20, 1903)

1. The series note is to be given immediately after the collation in the form in which it occurs on the t.-p. Its omission from the title is to be denoted by elision marks (...)

Hale, Susan.

... The story of Mexico, by Susan Hale. New York, G. P. Putnam's sons; etc., etc., 1839.

xvi, 428 p. col. front., illus., fold. map. 20^{mm}. {The story of the nations. (v. 23)}

SERIES NOTE—Continued.

Thilenius, Georg;

... Ethnographische ergebnisse aus Melanesien. Von Dr. G. Thilenius ... Halle, Druck von E. Karras; Leipzig, In commission bei W. Engelmann, 1902—

v. illus., pl., fold. map. 32^m. (Nova acta. Abh. der Kaiserl. Leop.-Carol. deutschen akademie der naturforscher, bd. LXXX, nr. 1-)

II. When the series is not given on the t.-p. the form in which it appears is to be specified as follows:

1. When it occurs on a special t.-p., on the half-title, or on the cover, write in the usual place:

a. (*Added t.-p.*: Les littératures populaires de toutes les nations ... t. XLIV)

b. (*Half-title*: ... Early English text society. Extra series, no LXXXII. 1901)

c. (*Half-title*: Riverside edition. The writings of ... Whittier, v. 7)

d. (*On cover*: True stories of great Americans)

e. (*On cover*: The complete writings of Theodore Roosevelt)

Repeat the author's name in the series note when the latter would otherwise be ambiguous, thus:

Pérez Galdós, Benito, 1845—

Miau; por B. Pérez Galdós. Madrid, Impr. de la Guirnalda, 1888.

432 p. 19^m. (*On cover*: Novelas españolas contemporáneas por B. Pérez Galdós)

If the authorship is self-evident, omit the author's name; as

(*Half-title*: Complete works ... v. 8)

not

(*Half-title*: Complete works of William Wordsworth, v. 8)

When the series entry is other than a title entry, i. e. an entry under author, editor, publisher, society, etc., the latter should be included in brief form in the series note, thus:

Hawes, Stephen, d. 1523?

The pastime of pleasure ... by Stephen Hawes ... London, Printed for the Percy society, by T. Richards, 1845.

2 p. l., xii, 220 p. 19^{1/2}^m. (*Added t.-p.*: Percy society. Early English poetry ... 1846. vol. XVIII)

2. When the information is obtained from publisher's list in the book, or from outside sources, use brackets instead of curves; as

[International scientific series, v. 15]

III. When the series title occurs both on the regular t.-p. and on a separate t.-p. the following form is to be used:

Aust, Emil.

... Die religion der Römer. Von Emil Aust. Münster i. W., Aschendorff, 1899.

viii, 268, pl. p. 24^{1/2}^m. (*Added t.-p.*: Darstellungen aus dem gebiete der nichtchristlichen religionsgeschichte. XIII)

Series title also at head of t.-p