

**CATALOG RULES:
AUTHOR AND
TITLE ENTRIES**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649428595

Catalog Rules: Author and Title Entries by Various

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

VARIOUS

**CATALOG RULES:
AUTHOR AND
TITLE ENTRIES**

CATALOG RULES
AUTHOR AND TITLE ENTRIES

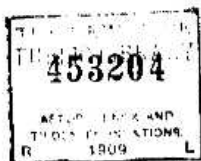
COMPILED BY COMMITTEES OF THE
AMERICAN LIBRARY ASSOCIATION
AND THE
(BRITISH) LIBRARY ASSOCIATION

AMERICAN EDITION

BOSTON, MASS.
AMERICAN LIBRARY ASSOCIATION
PUBLISHING BOARD

1908

UNIVERSITY
OF
MICHIGAN
LIBRARY



CATALOG RULES REVISION COMMITTEES

AMERICAN LIBRARY ASSOCIATION*

- JAMES CHRISTIAN MEINICH HANSON, Chief of Catalog Division, Library of Congress, Washington, D. C., *Chairman and Editor, American edition.*
ALICE BERTHA KROEGER, Librarian, Drexel Institute Library, and Director of Library School, Philadelphia, Pa., *Secretary.*
WALTER STANLEY BISCOE, Senior Librarian, State Library, Albany, N. Y.
NINA E. BROWNE, Secretary, A.L.A. Publishing Board, Boston.
THOMAS FRANKLIN CURRIER, Chief of Catalog Department, Harvard College Library, Cambridge, Mass.
ANDERSON HOYT HOPKINS, Librarian, Carnegie Library, Pittsburgh, Pa.
ERNEST CUSHING RICHARDSON, Librarian, Princeton University Library, Princeton, N. J.

(BRITISH) LIBRARY ASSOCIATION †

- HENRY RICHARD TEDDER, Librarian, The Athenæum, London, *Chairman.*
JOHN MINTO, Librarian, The Signet Library, Edinburgh, *Honorary Secretary.*
FRANCIS THORNTON BARRETT, City Librarian, Glasgow.
JAMES DUFF BROWN, Librarian, Public Libraries, Islington, London. N.
WILLIAM ELLIOTT DOUBLEDAY, Librarian, Public Libraries, Hampstead, London. N. W.
GEORGE KNOTTESFORD FORTESCUE, Keeper of the Printed Books, British Museum, London.
HENRY GUPPY, Librarian, The John Rylands Library, Manchester.
EDWARD WYNDHAM HULME, § Librarian, Patent Office Library, London.
LAURENCE INKSTER, Librarian, Public Libraries, Battersea, London. S. W.
LOUIS STANLEY JAST, § Librarian, Public Libraries, Croydon.
THOMAS WILLIAM LYSTER, Librarian, National Library of Ireland, Dublin.
GEORGE THOMAS SHAW, Librarian, The Athenæum, Liverpool.
CHARLES WILLIAM SUTTON, † Librarian, Public Libraries, Manchester.

* The following were members of the Committee for the periods named:
The late Charles Ammi Cutter, Librarian, Forbes Library, Northampton, Mass., from 1901 to 1903.

Mrs. Salome Cutler Fairchild, Vice-Director, New York State Library School, now Library lecturer, Albany, N. Y., from 1901 to 1905.

† The following were members of the Committee for the periods named:
The late Franklin Trengrouse Barrett, § Librarian, Public Libraries, Fulham, from 1903 to 1905.
The late John Philip Edmond, Librarian, The Signet Library, Edinburgh, from 1904 to 1905.

§ Served also as Secretary.

APR 11 1909
LIBRARY
UNIVERSITY OF TORONTO

CONTENTS

	PAGE
PREFACE	v
DEFINITIONS	xiii
ENTRY AND HEADING	1
<i>a</i>) Personal authors—under whom as author	1
<i>b</i>) Personal authors—under what part or form of name	9
Entry under surname	9
Entry under forename, title, etc.	10
Titles, designations, and epithets to be added in the heading	11
Pseudonyms, change of name, etc.	12
Greek, Latin, and Oriental writers.	14
Editors, etc.	16
<i>c</i>) Corporate bodies as authors	17
Government publications	17
Societies	21
Institutions (Establishments)	24
Miscellaneous bodies or organizations.	30
<i>a</i>) Title entry	33
<i>c</i>) Miscellaneous rules	40
TITLES	43
IMPRINT, COLLATION, SERIES NOTE	45
CONTENTS, NOTES, ADDED ENTRIES, ANALYTICAL ENTRIES, REFERENCES	55
CAPITALS, PUNCTUATION, FIGURES	57
APPENDICES	
1 Abbreviations	62
2 Transliteration	65
3 Sample cards	75

PREFACE

History. The Condensed Rules for an Author and Title Catalog, of which a revision is here presented, were prepared by a committee* of the American Library Association appointed September 5, 1877. The full text of the rules was first submitted at the Buffalo conference in 1883,† was printed in full in the Proceedings of that year (*Library Journal*, 8 : 251-254), and reprinted in Cutter's Rules for a Dictionary Catalog. The importance of some uniformity in cataloging practice has therefore from the beginning been fully recognized by the Association. The compilation and issue of the A. L. A. Rules has not, however, prevented considerable divergence in the practice even of libraries organized subsequent to 1883.

Questions of coöperative cataloging continued to engage attention, and coming to the front at the Montreal meeting of June, 1900, finally resulted in definite action by the Association. One of the first matters to be considered by the Publishing Board was the means of introducing more uniformity into the size and style of type, the size and quality of catalog cards, and the rules governing entries. As soon as the agreement had been consummated between the Publishing Board and the Library of Congress whereby the latter was to supply printed cards for current books, beginning, if possible, with January 1, 1901, the appointment of the present Catalog Rules Committee was decided upon.

The work so far accomplished by this committee can be summarized briefly as follows: Immediately after its appointment, about the middle of December, 1900, it was instructed to inquire into the type and style of entry in use at the Library of Congress, to recommend such modifications as might seem necessary, and, further, to consider the catalog rules in force — especially the points on which American libraries had hitherto failed to reach an agreement.

Special efforts were to be made to secure agreement between the rules of the Library of Congress and the new A. L. A. Rules. In case of disagreement, the variations on the part of the Library of Congress rules were to be specified in notes. In order that the issue of printed cards by the Library of Congress might begin with the calendar year 1901, the Committee agreed that for the time being the type and style of entry in use at the Library of Congress should be accepted, with a few slight modifications.

The Committee met for the first time in March, 1901. The points first to be considered were those affecting typography and form of entry, and the following recommendations were agreed upon and submitted:

- a) The entire heading to be printed in 12-point heavy-faced type, exceptions being made for titles, explanatory phrases, etc.
- b) The author's name or the heading to be printed on a line by itself.
- c) The title to be printed in 12-point.
- d) The imprint to be in roman type.

* C. A. Cutter, A. R. Spofford, S. S. Green, J. N. Dyer, L. E. Jones.

† C. A. Cutter, S. H. Scudder, C. B. Tillinghast, committee.

e) Series note to be printed at the end of the collation.*

f) For collation, notes, and contents, the largest type that the 32-size card will permit is to be used, and if the 8-point type is the largest, to use that.

g) The position of the collation and series note to be on a separate line immediately after the date and preceding other notes.

h) Notes as a rule to be placed before contents.

It was decided that the A. L. A. Rules printed as Appendix I to Cutter's Rules for a Dictionary Catalog, 3d edition, 1891, should be made the basis for further consideration, particularly those sections which had been included in "disputed points" submitted by the Coöperation Committee of the A. L. A. at Montreal in 1900.

The result of these deliberations was embodied in the report to the Publishing Board presented at the annual meeting of the Association at Waukesha in July, 1901. The Publishing Board, in accepting the report, gave further instructions to continue the work and to cover the whole ground of the catalog rules. It was also agreed that the Library of Congress might print the rules when they should be sufficiently advanced to warrant it.

The great distances which several of the members were obliged to travel in order to attend the meetings, as also the exacting duties of their positions, necessarily tended to delay the work of revision. The demand by libraries which had begun to order printed cards from the Library of Congress, for some statement which should embody the main points in the rules and also indicate wherein the Library of Congress differed from them in practice, was, however, increasing from day to day, and the Committee accordingly decided to issue an advance edition immediately. While answering in a measure the immediate needs of libraries which subscribed to the printed cards, it was hoped that it might also serve as a basis for the further consideration of rules on which there still existed some disagreement, and especially as a means of facilitating suggestions and criticisms on the part of librarians who took an interest in the advancement of coöperative cataloging and who were desirous of seeing a standard code of rules adopted by American libraries.

In August, 1902, the Library of Congress accordingly printed a draft code under the title "A. L. A. Rules — Advance edition," copies of which were distributed free to all libraries on request.

The Committee was particularly anxious to bring about uniformity between its revision of the A. L. A. Rules, the 4th edition of Cutter's Rules for a Dictionary Catalog, then about to be issued, and a new edition of the Library School Rules, the issue of which was also under consideration. It was felt that the establishment of practical agreement between these codes would in itself represent a notable advance towards uniformity in cataloging practice.

After the printing of the Advance edition, the Committee continued its work of revision. Criticisms and comments from several of the leading librarians and catalogers who had examined the draft code were carefully summarized and sub-

* The term "collation" is here used to cover that part of the description which follows the imprint date, *viz.* volumes or pages, illustrations, plates, maps, etc., and size.

mitted for discussion at three meetings held during 1903 and 1904. In the fall of the latter year, the material for the new revision was sufficiently advanced to warrant the hope that a first edition might go to press in the course of the winter.

International coöperation. In October, 1904, the American Library Association, then assembled for its annual conference, received from the Library Association (formerly the Library Association of the United Kingdom) a proposal looking to the preparation of a joint code of rules. This invitation was accepted by the Executive Board, the Catalog Rules Committee being authorized to enter into communication with the corresponding committee of the Library Association. All plans for printing were consequently set aside pending the outcome of the discussions which followed. There being no opportunity for joint meetings, consultation was carried on by correspondence only. This, together with the fact that neither committee was in a position to meet more than once a year, has been the cause of some delay in securing a full agreement on the various points of difference found to exist between the draft codes issued by the two committees.

Meetings of the American committee at Narragansett Pier in June, 1906, and of the British committee at Bradford two months later, served to advance the general agreement sufficiently to warrant definite preparations for printing. In answer to a communication of July 17, 1906, from the chairman of the American committee, in which the decisions of the Narragansett meeting were given and plans for printing presented, Mr. Minto, the Hon. Secretary Catalog Rules Revision Committee, wrote as follows (Sept. 19th, 1906):

"My Committee are of opinion that the two draft codes (English and American) have reached such a stage of agreement as to warrant printing as soon as possible, and we have been authorized by the Library Association to proceed with and to conclude such further negotiations with your Committee as may be necessary for the issue of a joint code.

We think that the code should be printed in two editions (English and American) but that the editions should as far as possible be identical in arrangement and wording, and that where a divergence of opinion between the two Committees exists with respect to a particular rule such difference of opinion should be explained either in a note appended to the rule in question or by the printing of the two rules side by side, showing which is which. I trust, however, that we shall be able to arrive at practical unanimity on most points so that the cases where divergence of opinion exists may be very few indeed."

Following the receipt of this letter, the American committee proceeded to prepare its rules for final presentation to the Association and at the annual meeting in May, 1907, two copies of the code, as revised to date, were submitted as exhibits accompanying the annual report of the Committee. The report, embodying a recommendation that the rules be printed, was referred to the Council of the Association, which on May 28th voted as follows:

"That the Council adopt the code of rules as submitted, and that the Catalog Rules Committee be authorized to proceed with such further negotiations as may be necessary in order to harmonize any differences as to details still existing between the British and American committees, and to definitely formulate the

rules in final form. Voted further, That the printing and publication of the rules be referred to the incoming Executive Board."

On September 26th, the new Executive Board voted:

"That the printing of the Catalog rules be entrusted to the Publishing Board in accordance with their letters of May 25, 1907, and September 10, 1907, and in conformity with the requirements of the Committee on catalog rules."

The Chairman of the American committee had, in the meantime, attended the annual conference of the Library Association at Glasgow, Scotland, Sept. 16-19, and in a session with the Catalog Rules Revision Committee of that association, an agreement was reached on all the rules with the exception of a few which deal with authors and publications that change their names or titles. It was decided that wherever a divergence of opinion existed with respect to a particular rule, both the American and English editions should embody an explanation of the same, either in the form of a note appended to the rule, or by printing the two rules side by side. Final preparations for printing followed these decisions.

Rules. The informal instructions issued to the Committee by the Chairman of the Publishing Board in 1901, called for a code of rules which should be in accord with the system governing the compilation of catalog entries at the Library of Congress. As a result, the question of how far the needs of smaller libraries of a popular character should also be considered came up for immediate consideration. The Committee found that under the circumstances, its decisions must be guided chiefly by the requirements of larger libraries of a scholarly character; that only incidentally would it be possible to outline modifications or variations of practice suitable for the smaller libraries. Later it was decided that a simplified edition,* specially adapted to the needs of smaller libraries of a popular character, would prove more effective than occasional directions and variations inserted in the main code.

In spite of this determination to omit suggestions intended for the guidance of popular libraries, it will be found that the Committee has permitted itself to present occasional alternatives and exceptions, believing that in certain cases discretion should be left to the individual library.

As an illustration of an alternative or exception, rule 72 may be quoted. This is a general rule which calls for entry of a society under the first word of its name not an article. It has seemed proper that a few exceptions should here be provided; likewise that alternatives should be outlined for the use of libraries which for definite classes of societies may prefer entry under the name of a place or country. Again, when an institution is closely associated with a certain locality by its buildings, or for other reasons, and when its name is not sufficiently distinctive to be easily remembered, entry under the place has been prescribed (rule 82). There is accordingly an attempt to distinguish between societies and associations on the one hand and institutions as limited to permanent establishments with buildings and equipment on the other. The latter class also affords exceptions and variations which it may be well to note here. In the first place, institutions whose names begin with a proper name, *e.g.* the many universities, etc. which bear the

* In preparation under the direction of Alice B. Kroeger and Theresa Hitchler.