

**NO. 5, CATALOGUING RULES:
1. OF THE BRITISH MUSEUM, 2.
OF THE BODLEIAN LIBRARY, 3.
OF THE LIBRARY ASSOCIATION**

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J. Y. W. MACALISTER

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The Library Association Series

EDITED BY J. Y. W. MACALISTER, HON. SECRETARY OF
THE ASSOCIATION

No. 5

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1893

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No. 5

CATALOGUING RULES

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CATALOGUING RULES.

RULES FOR THE COMPILATION OF THE CATALOGUE OF PRINTED BOOKS IN THE LIBRARY OF THE BRITISH MUSEUM.*

1. Titles to be written on slips, uniform in size. The entries of works in the collection of George the Third presented by George the Fourth to the Nation to be distinguished by a crown.

2. Titles to be arranged alphabetically, according to the English alphabet only (whatever be the order of the alphabet in which a foreign name might have to be entered in its original language) under the surname of the author, whenever it appears printed in the title, or in any other part of the book. If the name be supplied in manuscript, the work must nevertheless be considered anonymous or pseudonymous, as the case may be, and the manuscript addition deemed merely a suggestion to which the librarian will attach such importance as he may think proper, on his own responsibility, in supplying the author's name between brackets, as hereafter directed.

In the alphabetical arrangement, initial prepositions, letters, or articles to be taken in connection with the rest of the name.

3. If more than one name occur in the title, by which it may appear that the work is the production of more than one person, the first to be taken as the leading name.

4. Sovereigns, or princes of sovereign houses, and saints, to be entered under their Christian or first name, *in their English form*.

Acts of the pope, as head of the Church, to be entered under "Rome, Church of," with a sub-heading of the name of the pope. Acts by him as a temporal sovereign, to be entered under "States of the Church," and the name of the pope as a sub-heading. Acts of bishops, who, as such, are sovereign princes, to be entered under the name of their respective bishoprics.

5. Works of Jewish Rabbis before 1700, as well as works of Oriental writers in general, to be entered under their first name.

* These rules, by permission of the Trustees, were published in the form here given in the late Mr. Henry Stevens' Catalogue of American Books in the British Museum (1866), as revised and classified down to July, 1872. Several alterations have since been introduced and it is proposed to issue a revised edition when the printing of the General Catalogue shall have been completed.—R. GARNETT.

6. Works of friars, who, by the constitution of their order, drop their surname, to be entered under the Christian name; the name of the family, if ascertained, to be added in brackets. The same to be done for those known under their first name only, to which, for the sake of distinction, they add that of their native place, or profession, or rank. Patronymics, or denominations, derived from the ancestors or names of other persons, to be used as surnames.

7. The respondent or defender in a thesis to be considered its author, except when it unequivocally appears to be the work of the Præses.

8. When an author uses a Christian or first name only (either real or assumed), such name to be taken as a heading; and if more than one be used, the first to be preferred for the principal entry. The surname, or family name, when known, to be added in brackets after the first name.

9. Any act, resolution, or other document purporting to be agreed upon, authorised, or issued by assemblies, boards, or corporate bodies (with the exception of academies, universities, learned societies, and religious orders, respecting which special rules are to be followed), to be entered in distinct alphabetical series, under the name of the country or place from which they derive their denomination, or, for want of such denomination, under the name of the place whence their acts are issued.

10. Names of persons that may have been altered by being used in various languages, to be entered under their vernacular form, if any instance occur of such persons having used it in any of their printed publications. With respect to places, the English form to be preferred.

11. Works of authors who change their name or add to it a second, after having begun to publish under the first, to be entered under the first name, noticing any alteration which may have subsequently taken place.

12. Foreign names, excepting French, preceded by a preposition, an article, or by both, to be entered under the letter immediately following. French names, preceded by a preposition only, to follow the same rule; those preceded by an article, or by a preposition and an article, to be entered under the initial letter of the article. English surnames, of foreign origin, to be entered under their initial, even if originally belonging to a preposition. Foreign compound surnames to be entered under the initial of the first of them. In compound Dutch and English surnames the last name to be preferred, if no entry of a work by the same person occur in the catalogue under the first name only.

13. German names, in which the letters *ä*, *ö* or *ü* occur, to be spelt with the diphthong *ae*, *oe* and *ue* respectively.

14. Surnames of noblemen, though not expressed in the book, to be ascertained and written out as the heading of the entry. A person who has assumed titles not generally acknowledged, to have the words "calling himself," between brackets, to precede the assumed title.

15. The same rule to be followed with respect to archbishops and bishops.

16. Christian names, included in parentheses, to follow the surname, and all to be written out in full, as far as they are known. In case of doubt, on this or any other point, when the librarian is directed to supply any information in cataloguing, a note of interrogation to follow in such a position as to indicate clearly the point on which any doubt is entertained.

17. An author's rank in society, in cases in which he enjoyed any eminent honorary distinction, or office for life, not lower than that of knight, admiral or general, to be stated in italics. Younger sons of dukes and marquesses, and all daughters of dukes, marquesses and earls, when not enjoying a distinct title, to have the designation *Lord* or *Lady* prefixed to the Christian name. All other younger branches of the nobility to have the word *Hon.* prefixed. The words *Eight Hon.*, in the same situation, to distinguish privy councillors. Knights to be indicated merely by the appellation *Sir* prefixed to their first name. Titles of inferior rank, whether ecclesiastical, military or civil, to be given only when necessary to make a distinction between authors having the same surname and Christian name.

Proper names commencing with *Mc.* or *M'* to be entered under *Mac*, with cross-references from the other forms.

Where a person is referred to in a titlepage by a description sufficiently clear to render his or her identity obvious, the proper name of such person to be adopted as a heading, whether the work be historical or otherwise.

18. The title of the book next to be written, and that expressed in as few words, and those only of the author, as may be necessary to exhibit to the reader all that the author meant to convey in the titular description of his work; the original orthography to be preserved. The number of the edition to be stated when appearing in the title.

In cataloguing sermons, the text always to be specified. The date at which preached to be inserted when it differs from that of publication.

19. Any striking imperfection in a book to be carefully noted; and any remarkable peculiarity, such as that of containing cancelled or duplicate leaves, etc., to be stated.

20. When the book is without a titlepage, its contents to be concisely, but sufficiently, stated in the words of the head-title, preceded by the word *begin.* (*beginning*) in italics; if there be no head-title, in those of the colophon, preceded by the word *end.* (*ending*); and when the want of title is owing to an imperfection, the words taken from either head-title or colophon to be included between parentheses. If both head-title and colophon be wanting or insufficient, then some idea of the work to be briefly given in English, between brackets, and the edition so accurately described as to be easily identified without fear of mistake.

21. Whenever one or more separate works are mentioned in the title of

any publication, as forming part of it, the same to be particularly noticed in cataloguing the principal publication ; and, if not mentioned in the titlepage, this information to be added to the title between brackets or parentheses, as the case may be.

22. All works in Oriental characters or languages to be separately catalogued in supplementary volumes, according to special rules to be framed. The Bible and its parts, however, in whatever language or characters, to be entered in the general catalogue as hereafter directed.

23. Works in more languages than one, accompanied by the original, to be entered in the original only, unless the title be accompanied by a translation or translations, in which case such translation also to be given. If no original text occur, the first language used in the title to be preferred. In all cases the several languages used in the book to be indicated at the end of the title in italics.

24. Works with a title in a language different from that used in the body of the book to be entered according to the above rule, merely stating at the end of the title, in italics, in what language the work is written.

25. The number of parts, volumes, fasciculi, or whatever may be the peculiar divisions of each author's work, to be next specified, in the words of the title.

26. When nothing is said in the title respecting this point, if a work be divided into several portions, but the same pagination continue, or when the pages are not numbered, if the same register continue, the work to be considered as divided into parts ; if the progressive number of the pages or the register be interrupted, then each series of pages or letters of the register to be designated as a volume.

27. Then the place where the book was printed ; and, in particular cases, as in the instance of early or very eminent typographers, the printer's name to be specified. Next the date : when no date or place is specified, then either or both to be given, if known to, or conjectured by, the librarian ; but in these instances to be included in brackets. The form to follow, whether fol., 4to, 8vo, etc.

28. If an early printed book, and in Gothic or black letter, the circumstance to be mentioned at the end of the title, thus :—G. L. or B. L.

29. If printed on vellum, satin, on large or fine paper, or if an *editio princeps* of a classical or very distinguished writer, who flourished before 1700, or if privately printed, or a fac-simile or reprint of an early edition ; if only a small number of copies were struck off, or if there be any manuscript notes, these peculiarities to be stated.

30. If the author of the manuscript notes be known, this information to be added between brackets. If the volume belonged to some very distinguished personage, the fact to be recorded in few words at the end of the entry, also between brackets.

31. An *editio princeps* to be designated by the words *ED. PR.* in italic

capitals, at the end of the title. Manuscript notes to be indicated in italic at the end of the title, previous to the size of the volume, as follows:—*MS. NOTES*. If the notes be remarkably few, or the reverse, the circumstance to be noticed by prefixing to the above the word *FEW* or *COPIOUS*. Works printed *ON VELLUM* to be distinguished by these words, in small italic capitals, at the end of the title. The letters *L.P.* or *F.P.* in the same situation, to indicate copies on large or fine paper.

32. Works published under initials, to be entered under the last of them: and should the librarian be able to fill up the blanks left, or complete the words which such initials are intended to represent, this to be done in the body of the title, and all the supplied parts to be included between brackets.

The rules applicable to proper names to be extended to initials.

33. When the author's name does not appear on the title or any other part of the work, the following rules to be observed. Anonymous publications, relating to any act, or to the life of a person whose name occurs on the title of a work, to be catalogued under the name of such person. The same rule to be followed with respect to anonymous publications addressed (not merely dedicated) to any individual whose name occurs on the title.

34. When no such name of a person appears, then that of any assembly, corporate body, society, board, party, (sect under the English form of the name), or denomination, including all bodies exercising their profession or calling by commission, certificate, licence, or other authority granted by virtue of any law or charter, and also creeds, religious or political, appearing on the title to be preferred, subject to the arrangement of Rule IX.; and if no such name appear, then that of any country, province, city, town or place so appearing, to be adopted as the heading.

Proper name of a single colony to be taken, as *Barbadoes*, etc. Collective title of a colony to refer the work to the mother country, as *West Indian Colonies*, *East Indian Possessions*, to be catalogued under *Great Britain*, *Colonies*, etc. The colonies of Spain to be catalogued under *Spain*, *Colonies of Spain*. *East and West Indies*, *East Indies*, *West Indies*, according to the circumstances. *America*, *East Indies*, *West Indies*, etc., etc., to be adopted as a heading. Particular province, under such province, *Lower or Upper House*, etc.

Articles to be inquired of within an ecclesiastical district to be entered under the name of such district. Synods and ecclesiastical councils to be entered under the name of the place where held, without any sub-heading.

The word *COUNCILS* to be adopted as a heading, in whatever language the work may be written. All courts of justice including minor courts, as courts baron, leet, hundred courts, etc., to come under the name of the country.

Convocation generally under "*England, Church of, Convocation*".

35. If no name of any assembly or country, to be preferred as above,