

**LIBRARY OF CONGRESS;
SPECIAL RULES ON
CATALOGING, 1-21**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649139712

Library of Congress; Special Rules on Cataloging, 1-21 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

**LIBRARY OF CONGRESS;
SPECIAL RULES ON
CATALOGING, 1-21**

U.S. LIBRARY OF CONGRESS

Special Rules on Cataloging

To Supplement A. L. A. Rules—Advance Edition

I-21

ISSUED FOR THE USE OF THE CATALOG DIVISION
OF THE LIBRARY OF CONGRESS

Univ of
California

Washington
Government Printing Office
Library Division
1906

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. J. 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 to the I. 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, § 270-280, and A. I. A. rules, Advance edition, § 67-73)

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, 538 p.; v. 2: 1 p. l., 537-999 p., 2 l.
3. Give unnumbered printed pages in brackets:
vi, 4-256 p.
xiv, 12, 450 p.
8 p. l., 360, 115 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., xv-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, 113-240 p. not 240 p.
See also 5.

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., 1v 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 ^{mm})	17 ^{cm} .
171 ^{mm} (17.1 ^{mm})	17 ^{cm} .
172 ^{mm} (17.2 ^{mm})	17 ^{cm} .
173 ^{mm} (17.3 ^{mm})	17½ ^{cm} .
174 ^{mm} (17.4 ^{mm})	17½ ^{cm} .
175 ^{mm} (17.5 ^{mm})	17½ ^{cm} .
176 ^{mm} (17.6 ^{mm})	17½ ^{cm} .
177 ^{mm} (17.7 ^{mm})	17½ ^{cm} .
178 ^{mm} (17.8 ^{mm})	18 ^{cm} .
179 ^{mm} (17.9 ^{mm})	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 345^{mm}.

2. When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions, as:

17 x 10^{cm} (a narrow book, width less than $\frac{1}{2}$ height)

17 x 14^{cm} (a square book, width more than $\frac{1}{2}$ height)

17 x 28^{cm} (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^{cm} (v. 2: 15^{cm})

5 v. 23^{cm} (v. 1, 4: 23^{cm})

3 v. in 1. 22^{cm} (v. 1-2: 19^{cm})

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. 18^{cm}. *With* (Clement, John) Revolutionary reminiscences of Camden County. Camden, N. J., 1876. 25^{cm}.

5. In the case of serials varying sizes may be indicated thus:

24 v. 18-24^{cm}.

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^{cm}. and atlas of 40 pl. 27½^{cm}.

4 v. 24^{cm}. and portfolio of 24 pl. 30^{cm}.

1x p., 1 l., 360 p., 1 l. front. illus. 18^{cm}. and atlas. 23 x 25^{cm}.

5 v. 20^{cm}. and atlas of 18 pl., 14 maps. 28^{cm}.

- b. When they are of the same size write:

2 v. and atlas. 24^{cm}.

1 p. l., vii, 400 p. and atlas. 26^{cm}.

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., 1889.

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