

LIBRARY CATALOGUING

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**LIBRARY
CATALOGUING**

Library Cataloguing

BY

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PREFACE.

SOME years ago I prepared a *Manual of Library Cataloguing*, which met with more acceptance than was expected, and has been out of print for some time. Upon considering requests for a new edition, I concluded that a book upon somewhat different lines would be more likely to meet the present requirements of librarians and library assistants—this volume is the result.

No pretence is made that the work is exhaustive or complete, but it is hoped that it will serve as a practical and useful introduction to the several codes of cataloguing rules. The statements made in it are not meant to be dogmatic, but they indicate the lines upon which good and accurate work is to be accomplished. As the illustrative examples were chosen from every-day books, and are worked out as simply as possible, they should be found useful by beginners; especially in preparing for the examinations of the Library Association in this subject.

I am indebted to my friend Mr. Frank Pacy, City Librarian of Westminster, for reading my proofs and suggesting many improvements, although I am sure he would not care to accept responsibility for all the views expressed or the mode of expressing them.

J. H. Q.

Chelsea,
London, S.W.
July, 1913.

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Library Cataloguing.

CHAPTER I.

Introductory.

The difficulties of Cataloguing a Library. The qualities desirable in a Cataloguer. The necessity for Systematic Cataloguing.

AMONG the varied duties of a librarian that of cataloguing his books is generally supposed by the uninitiated to be one of the easiest. The popular idea is that books are sent to libraries—public libraries at any rate—by grateful publishers, when all the librarian has to do is “to catalogue them,” put them up in rows on shelves, and hand them out to the first person who asks for them. The cataloguing of a library is ranked with that of any other inventory, and a catalogue popularly regarded as a mere list, calling for no particular knowledge, effort, or care in its production. The late Prof. John Fiske opens an interesting essay on “A Librarian’s Work” in his *Darwinism and other Essays* (Macmillan, 1879) in these words, which are equally applicable to any library of any pretension:—

I am very frequently asked what in the world a librarian can find to do with his time, or am perhaps congratulated on my connection with Harvard College Library, on the ground that