FILING RULES FOR THE ARRANGEMENT OF THE DICTIONARY CATALOGS OF THE CLEVELAND PUBLIC LIBRARY

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Filing rules for the arrangement of the dictionary catalogs of the Cleveland Public Library by Linda A. Eastman

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Cleveland, 1922

Introductory Note

The following rules have been compiled for the use of assistants in the Cleveland Public Library and for the instruction of the Library's apprentice classes. Because of the latter purpose, a logical arrangement of the rules has been adopted, very full examples have been given, and a few explanations of cataloging terms unfamiliar to the inexperienced filer have been included.

An alternative simplified scheme for Subject and Place arrangement for the branch library catalogs has been indicated in footnotes.

These rules are based on those given in the fourth edition of Cutter's "Rules for a dictionary catalogue," which have been modified to apply to the cataloging practice of this library. They were compiled under the direction of Miss S. K. Hiss, Catalog Librarian, by Miss Bertha Barden, First Assistant in the Catalog Department.

Linda A. Eastman, Librarian

December, 1922.

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Explanations and Definitions

The following explanations are for those filers who may not be familiar with cataloging terms.

Entry

Each card in the catalog which records a book is called an **entry.**

Entries are either **main** or **secondary.** For filing purposes a main entry may be distinguished from a secondary entry by the indention of the first word on the top line. If the first word is written as far to the left as the body of the card is written, it is a main entry. If the first word is indented three spaces to the right, it is a secondary entry.

Entries may be author, title or subject entries.

Author entries may be either main or secondary entries. They may be headed either by the name of a person, or by the name of an institution, society, government department and the like. The latter are called corporate authors. Author entries are written in black.

Title entries are usually secondary entries, but may be main entries. They are written in black.

Subject entries are secondary entries. The subject is written at the top in red and thus distinguishes a subject from an author or title entry.

Heading

The word or group of words at the head of the card by which its alphabetical place in the catalog is determined, is called a **heading.**

A **subdivision** or **subheading** is that part of a heading which is preceded by a dash (—) or a period (.). *Example:* France -- Army; Agriculture — Statistics; U. S. — Dept. of commerce; Chicago. University.

An **inverted heading** is a heading in which the words are transposed in order to bring the important word first, *e. g.* Gettysburg, Battle of; Psychology, Educational.

Cross Reference

A cross reference is a direction from one heading to another; it may be a *See* reference, *e. g.* Ornithology, *see* Birds; or a *See also* reference, *e. g.* Birds, *see also* Robin.

Alphabetical Arrangement

1. Arrange all entries, English and foreign, according to the English alphabet.

   (a) Disregard marks used to modify vowels and consonants, *e. g.*
   Arrange č, ł, ñ, as c, l, n.
   Arrange ä, å, æ, ö, ø, in Danish and Swedish as a, o.
   Arrange ä, ö, ü, in German as a, o, u.

   Example:
   Mueller, F. B.
   Muller, A. J.
   Müller, Max
   Münsterberg, Hugo

   (b) Arrange the Gothic characters v (for u) and vv (for w) as u and w.

2. Alphabet letter by letter to the end of the word, and then word by word, beginning with the first word on the top line. Every word (article and preposition included) is to be regarded.

   Exceptions:

   (a) Disregard the **initial article.**
   In French, Italian and Spanish do not disregard initial articles which are compounded with a preposition, *e. g.* the genitive and dative cases.
   (*See* List of initial articles in foreign languages to be disregarded, p. 26).

   (b) Disregard the abbreviations K. K., I., R., etc. (standing for the words Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc.

   Example:

R. Academia española, Madrid	De la terre à la lune
K. Akademie der künste, Berlin	De libris
"And they thought we wouldn't fight"	Du contrat social
The Art amateur	Du pape
L'art de notre temps	Dublin
Art of living	
Art of the Greeks	
Arthur	

3. Arrange **initials** before words of the same initial letter.

   Example:

A. B. C. of electricity	Brown, T. L.
The A. E. F.	Brown, Thomas
Abbeys	