

**CATALOG RULES AUTHOR AND  
TITLE ENTRIES: COMPILED BY  
COMMITTEES OF THE AMERICAN  
LIBRARY ASSOCIATION AND THE  
(BRITISH) LIBRARY ASSOCIATION**

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Catalog Rules Author and Title Entries: Compiled by Committees of the American Library Association and the (British) Library Association by Various

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**VARIOUS**

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**AUTHOR AND TITLE ENTRIES**

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

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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:  
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The late John Philip Edmond, Librarian, The Signet Library, Edinburgh, from 1904 to 1905.

§ Served also as Secretary.

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## 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.

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\* 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.

- d) The imprint to be in roman type.
- 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

\* 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.

catalogers who had examined the draft code were carefully summarized and submitted 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 cooperation.** 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