

## SECTION 13.0

### Appendix G: Glossary of Cataloging Terms

#### Sources of Terms:

1. **AACR2R** Joint Steering Committee for revision of AACR. 1998. 2<sup>nd</sup> ed., rev. Anglo-American Cataloguing Rules. Chicago : American Library Association, p.615-624.
2. **ITS** Evans, G. Edwards and Sandra M. Heft. 1994. 6<sup>th</sup> ed. Introduction to Technical Services. Englewood, CO : Libraries Unlimited, p.487-504.
3. **UMB** Furrie, Betty in conjunction with the Data Base Development Department of The Follett Software Company. 2000. 5<sup>th</sup> ed. Understanding MARC Bibliographic : Machine-Readable Cataloging. Washington, D.C. : Library of Congress Cataloging Distribution Service. URL: <http://www.loc.gov/marc/umb/>

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**AACR2R.** Anglo-American Cataloguing Rules, 2d ed., 1998 revision. 2001 Amendments have just been released Sept., 2001. Rules used by catalogers to describe an item in a bibliographic record, and to provide access points and necessary cross-references. [ITS]

**Access point.** A name, term, code, etc. under which a bibliographic record may be searched and identified. [AACR2R]

**Added entry.** Any entry made in addition to the main entry. Added entries can be made for joint authors, illustrators, editors, performers, directors, series, titles, etc. [ITS]

**Added title page.** A title page preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language). [AACR2R]

**Alternative title.** The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by "or" or its equivalent in another language (e.g., The tempest, or, The enchanted island). [AACR2R]

**Annual.** A serial work that is issued once a year. [ITS]

**Author (personal).** The person chiefly responsible for the intellectual or artistic content of a work. This can be an author, artist, cartographer, or performer. See also Corporate body. [ITS]

**Author entry.** The name of the author of a work used as an entry in the catalog. [ITS]

**Author-title added entry.** See Name-title added entry. [AACR2R]

**Authority file.** A record of the chosen form of names, subjects, uniform titles, and series used in a catalog. The purpose of an authority file is to maintain uniform entries. [ITS]

**Bibliographic utility.** A term used to refer to cooperative systems, including OCLC and RLIN, that provide access to large bibliographic databases. [ITS]

**Book jacket.** A paper cover placed around a book to protect the binding. Sometimes called a dust jacket, dust cover, or dust wrapper. [ITS]

**Call number.** The notation used to identify and locate a particular work. The notation consists of a classification number and book number and may also include other identifying symbols. [ITS]

**Caption title.** A title given at the beginning of the first page of the text or, in the case of a musical score, immediately above the opening bars of the music. [AACR2R]

## Glossary of Cataloging Terms, continued

**Cataloging record.** "Cataloging record" means a bibliographic record, or the information traditionally shown on a catalog card. The record includes (not necessarily in this order): 1) a description of the item, 2) main entry and added entries, 3) subject headings and 4) the classification or call number. (MARC records often contain much additional information.) [UMB]

**CD-ROM.** A compact disk for use with a computer that stores data (text and graphic). It is a read-only memory, that is, you can retrieve data but cannot change or add data to the disk. [ITS]

**Chief source of information.** 1. The source of bibliographic information given first preference in describing a work. The chief source varies for different types of materials. See also Prescribed source of information. [ITS] 2. The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared. [AACR2R]

**CIP.** Cataloging in Publication, a program sponsored by the Library of Congress. A partial bibliographic description is provided in each book [usually on the title page verso] produced by cooperating publishers. [ITS]

**Classification number.** The number assigned to a work to show its subject and to indicate its location in the collection. [ITS]

**Collective title.** A title assigned to a work that includes several works. [ITS]

**Colophon.** A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information. [AACR2R]

**Compiler.** 1. One who produces a collection by selecting and putting together matter from the works of various persons or bodies. 2. One who selects and puts together in one publication matter from the works of one person or body. See also Editor. [AACR2R]

**Composer.** The author of music. [ITS]

**Compound surname.** A name formed for two or more proper names, often connected by a hyphen, conjunction, or preposition (e.g., Liddell Hart, Scott-Moncrieff). [ITS]

**Container.** A receptacle (box, folder, etc.) used to hold materials. [ITS]

**Content designators.** Inclusive term used to refer to MARC tags, indicators, and subfield codes. [UMB]

**Copyright.** The exclusive rights granted by a government to publish a work for a specified number of years. The copyright protects the author and publisher by preventing others from copying the work or a significant part of it without permission. [ITS] In a bibliographic record it is indicated by "c", and often handwritten or printed as a c within a circle. (©)

**Copyright date.** The date a copyright is issued. For books this is usually found on the verso of the title page. [ITS]

**Corporate body.** An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences. [AACR2R]

**Cover title.** A title printed on the cover of an item as issued. [AACR2R]

**Delimiter.** A delimiter is a character used to separate subfields. Different software programs use different characters to represent the delimiter on the screen or on printouts. Examples are a double dagger (‡), an "at sign" (@), a dollar sign (\$), an underline ( \_ ), or the graphic symbol "†". [UMB] In Innovative Interfaces, Inc. records, the delimiter is the pipe (|).

**Descriptive cataloging.** The cataloging process concerned with describing the item as a physical object, identifying the main entry, and selecting added entries. [ITS]

## Glossary of Cataloging Terms, continued

**Diacritics.** Also called diacritical marks. A mark or sign added to a letter or character to indicate stress or phonetic value, usually in foreign languages. They vary from language to language. The most commonly used are the acute accent (´), tilde (~), grave accent (`), umlaut (e.g., ë), cedilla (e.g., Ç), circumflex (^), and macron (¯). While OCLC makes provision for these, some appear correctly in the local catalog records, and some do not. Often printers have to have special settings to print them correctly.

**Edition.** Books, pamphlets, fascicles, single sheets, etc. All copies produced from essentially the same type image (whether by direct contact or by photographic or other methods) and issued by the same entity. [AACR2R]

**Editor.** A person who prepares for publication or supervises the publication of a work or collection of works that are not his or her own. Responsibility may extend to revising and providing commentaries, introductory matter, and so forth. [ITS]

**Entry.** A record of an item in a catalog. In addition to the main entry, there are title entries, series entries, and other types of added entries and subject entries. See also Access point. [ITS]

**Field.** 1. That part of a record used for a specific category of information in a machine-readable record. See also Field, fixed and Field, variable. [ITS] 2. Each bibliographic record is divided logically into fields. There is a field for the author, a field for title information, and so on. These fields are subdivided into one or more "subfields." As previously noted, the textual names of the fields are too lengthy to be reproduced within each MARC record. Instead they are represented by 3-digit tags. [UMB]

**Field, variable.** A field not limited to a predetermined size, content, and position in a machine-readable record. [ITS]

**Fixed fields.** In general terms, refers to fields in a computer record that are fixed in length. In MARC format, the Leader, 006, 007, and 008 fields are often referred to collectively as the fixed fields, and they usually appear at the beginning of a record. In some systems, the fixed field data is displayed in labeled boxes, often having drop-down menus.

**General material designation (GMD).** A term indicating the broad class of material to which an item belongs (e.g., sound recording). See also Specific material designation. [AACR2R]

**Half-title.** A title of a publication appearing on a leaf preceding the title page. [AACR2R]

**Illustrative matter.** Pictorial matter appearing in a work. Includes pictures, portraits, charts, graphs, maps, and facsimiles. [ITS]

**Impression.** All the copies of an edition produced at one time. [ITS]

**Imprint.** The publisher's name imprinted on the title page and thus that area of a catalog record that contains this information. See also Publication and distribution area. [ITS]

**Index.** A list of names and subjects in a book, each entry followed by the page number(s) where it appears. A guide to the contents. [ITS]

**Indicator.** Two character positions follow each tag (with the exception of Fields 001 through 009). One or both of these character positions may be used for indicators. In some fields, only the first or second position is used; in some fields, both are used; and in some fields, like the 020 and 300 fields, neither is used. When an indicator position is not used, that indicator is referred to as "undefined" and the position is left blank. It is the convention to represent a blank, or undefined, indicator position by the character "#". Each indicator value is a number from 0 to 9. [UMB]

**International Standard Bibliographic Description (ISBD).** A standardized format for descriptive bibliographic information compatible for computer input. [ITS]

## Glossary of Cataloging Terms, continued

**International Standard Book Number (ISBN).** A unique 10-digit number assigned to each book published in the United States as well as in other countries. It is hoped that in time it will cover all publishers in the world. [ITS]

**International Standard Serial Number (ISSN).** A system of assigning a unique eight-digit number to each serial title published. [ITS]

**Joint author.** A person who collaborates with one or more associates to produce a work. The contributions of the various joint authors often cannot be distinguished. [ITS]

**Kit.** 1. An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item; also designated "multimedia item" (q.v.). ... [AACR2R]

2. A collection of information in different media, usually on a specific topic, designed to be used as a unit. The media may be interdependent or used independently. [ITS]

**Leaf.** One of the units into which the original sheet or half sheet of paper, parchment, etc. is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank. [AACR2R]

**LC.** Library of Congress. [ITS]

**LCCN.** Library of Congress control number. [ITS] Usually appears on verso of the title page.

**LCSH.** Library of Congress Subject Headings. [ITS] A controlled vocabulary of subject headings developed by the Library of Congress and used by many American libraries. The hard copy is sometimes referred to as "the big red books". Available online through bibliographic utilities.

**Library binding.** A special strong binding designed for heavy library use. [ITS]

**Main entry.** The access point chosen to represent the person or corporate body considered to be chiefly responsible for the content of the work. If no one person is considered chiefly responsible, the main entry is the title. See also Added entry.

**MARC.** Machine-Readable Cataloging. [ITS] MARC format was developed by the Library of Congress for entry of bibliographic data into a computer. "Machine-readable" means that a computer can read and interpret the data in a cataloging record that has been created in MARC format. MARC format uses content designators (tags, indicators, and subfield delimiters) to identify the type of information in the various fields and subfields of a record.

**Mixed responsibility.** Occurs when more than one person or corporate body performs different activities in the creation of a work (e.g., one person writes a work, a second person illustrates it). [ITS]

**Monograph.** 1. A nonserial item (i.e., an item either complete in one part or complete, or intended to be completed, in a finite number of separate parts). [AACR2R] 2. A book, usually a systematic and complete study of a particular subject. [ITS]

**Monographic series.** A series of monographs with a collective title. [ITS]

**Multimedia item.** An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item; also designated "kit" (q.v.). [AACR2R]

**Multipart item.** A monograph complete, or intended to be completed, in a finite number of separate parts. [AACR2R]

**Name authority file.** A file of the chosen form for names in a catalog. It is also used to record the *see* and *see also* references made from other forms of the name. May cite the source used to establish the name. [ITS]

**Name-title added entry.** An added entry consisting of the name of a person or corporate body and the title of an item. [AACR2R]

## Glossary of Cataloging Terms, continued

**Nonfiling indicators.** Codes used in certain MARC tags for titles (245, 440, 740) to indicate characters not used in indexing and searching.

**OCLC.** Online Computer Library Center [a bibliographic utility]. [ITS]

**OCLC control number.** A unique sequential number assigned to each work entered in the OCLC database. [ITS]

**OPAC.** Online Public Access Catalog. [ITS]

**Open entry.** A catalog entry for a serial, series, or set not yet completed. The numeric/chronological designation and extent of item are left incomplete on the catalog card or other bibliographic record to indicate the work is not yet complete. [ITS]

**Page.** One side of a leaf. [ITS]

**Pagination.** A system of numbers or letters used to indicate the order of the pages in a book. The part of the physical description area indicating the number of pages in a book. [ITS]

**Pamphlet.** In present usage a pamphlet is an independent publication of 49 pages or fewer, bound in paper covers. Many libraries use pamphlets to maintain a very current information file on topics that are subject to rapid change. [ITS]

**Parallel title.** The title proper in another language and/or script. [AACR2R]

**Partial title.** A secondary part of the title as given on the title page. It may be a catchword title, subtitle, or alternative title. [ITS]

**Periodical.** A publication issued in succeeding parts, each with the same title but with a different number. Most periodicals are issued at regular intervals and in paper covers. Libraries usually secure periodicals on a subscription basis. [ITS]

**Physical description area.** The area in a bibliographic description used to give the physical description of a work. For example, for a book, this area would give the number of pages, illustrative matter, and size.) [ITS]

**Preliminaries.** The title page(s) of an item, the verso of the title page(s), any pages preceding the title page(s), and the cover. [AACR2R]

**Prescribed source of information.** The source to be used for describing different areas of a work being cataloged. The prescribed source varies for different areas and different materials. See also Chief source of information. [ITS]

**Publication and distribution area.** The area in a bibliographic description used to record information about the place, name, and date of publishing, distributing, releasing, and issuing activities. (For a motion picture, for example, this area would give the place of publication or distribution; the name of the publisher, distributor, or releasing agency; and the date of publication or distribution.) See also Imprint. [ITS]

**Publisher.** A person or firm that issues and distributes a work. [ITS]

**Recto.** 1. The right-hand page of a book, usually bearing an odd page number. 2. The side of a printed sheet intended to be read first. [AACR2R]

**Reference.** A direction from one heading or entry to another. [AACR2R]

**Reprint.** A new issue (printing) of material that has been published before. The new printing contains no textual changes except for the correction of printer's errors from the first printing. The period of time that passes between the first printing and the reprinting may be a day, several weeks, or hundreds of years. [ITS]

**Running title.** A title, or abbreviated title, that is repeated at the head or foot of each page or leaf. [AACR2R]

*See also* **Reference.** A guiding device in a catalog that directs the user from a name or subject to related names or subjects. [ITS]

## Glossary of Cataloging Terms, continued

**See Reference.** A guiding device in a catalog that directs the user from the form of a name or subject not used in the catalog to the form that is used. [ITS]

**Serial.** A publication issued in successive parts at regular or irregular intervals. Usually it is intended to be continued indefinitely. Includes periodicals, newspapers, proceedings, reports, annuals, and numbered monographic series. [ITS]

**Series.** 1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence (e.g., Lowell's Among my books, second series). 3. A separately numbered sequence of volumes within a series or serial (e.g., Notes and queries, 1st series, 2nd series, etc.). [AACR2R] 4. A number of separate works usually issued in succession, related to one another in subject or form, and issued by the same publisher and in uniform style. The collective series title may appear at the head of the title page, on the half-title page, on the cover, or elsewhere. [ITS]

**Series authority file.** A file of the series represented by works in a collection. Includes the title of the series, instructions on whether to make a series added entry, prescriptions for *see* and *see also* references, and special instructions for classifying items in a series. [ITS]

**Series title.** The collective title given to volumes or parts issued in a series. [ITS]

**Set.** A work of two or more volumes. [ITS]

**Shared responsibility.** Two or more persons or corporate bodies perform the same activity in the creation of a work. The contributions may be distinct or inseparable. [ITS]

**Sine loco** (s.l.). Without place (i.e., the name of the place of publication, distribution, etc., is unknown). [AACR2R]

**Sine nomine** (s.n.). Without name (i.e., the name of the publisher, distributor, etc. is unknown).

**Specific material designation.** A term indicating the special class of material (usually the class of physical object) to which an item belongs (e.g., sound disc). See also General material designation. [AACR2R]

**Spine title.** The title that appears on the spine; also called a back title. [ITS]

**Subfield.** Most fields contain several related pieces of data. Each type of data within the field is called a subfield, and each subfield is preceded by a subfield code. Fields 001 through 009 have no subfields. For example, the field for a book's physical description (defined by the tag 300) includes a subfield for the extent (number of pages), a subfield for other physical details (illustration information), and a subfield for dimensions (centimeters). [UMB]

**Subfield code.** Subfield codes are one lowercase letter (occasionally a number) preceded by a delimiter. A delimiter is a character used to separate subfields. Each subfield code indicates what type of data follows it. (For each field in the MARC 21 bibliographic format, the MARC 21 documentation lists and describes the valid subfield codes.) [UMB]

**Supplied title.** A title provided by the cataloguer for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source, or it may be composed by the cataloguer. [AACR2R]

**Tag.** Each field is associated with a 3-digit number called a "tag." A tag identifies the field -- the kind of data -- that follows. Even though a printout or screen display may show the tag immediately followed by indicators (making it appear to be a 4- or 5-digit number), the tag is always the first 3 digits. [UMB]

## Glossary of Cataloging Terms, continued

**Title.** 1. A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it. See also Alternative title, Caption title, Cover title, Half-title, Parallel title, Running title, Spine title, Supplied title, Title proper, Uniform title.

[AACR2R] 2. The name of a work. [ITS]

**Title main entry.** The record of a work in the catalog under the title. [ITS]

**Title page.** 1. A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. The leaf bearing the title page is commonly called the "title page" although properly called the "title leaf." *See also* Added title page. [AACR2R] 2. A page at the beginning of a book with the title, author's name, and publishing information. [ITS]

**Title proper.** 1. The chief name of an item, including any alternative title but excluding parallel titles and other title information. [AACR2R] 2. The chief part of a title. (For example, a book entitled *Cataloging with Copy: A Decision Maker's Handbook* has *Cataloging with Copy* for a title proper. [ITS]

**Uniform title.** 1. The particular title by which a work is to be identified for cataloguing purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form). [AACR2R] 4. The title chosen for cataloging purposes when a work has appeared under varying titles. [ITS] (An a general rule, Black Gold uses uniform titles only for anonymous classics.)

**Variable Field.** See Field, Variable

**Verso.** 1. The left-hand page of a book, usually bearing an even page number. 2. The side of a printed sheet intended to be read second. [AACR2R]

**Volume.** In the bibliographical sense, a book distinguished from other books by having its own title page and usually independent pagination, foliation, or register, usually bound separately. [ITS]