Cataloging And Classification An Introduction

Here is the first book on the subject written for library technicians. Cataloging and Classification for Library Technicians describes all aspects of cataloging and classification of library materials (book and non-book), emphasizing copy cataloging but also discussing original cataloging. Most books are written for professional catalogers or MLS level students and contain more cataloging details than library technicians need while not supplying information on library technicians'roles in the modern information world. Cataloging and Classification for Library Technicians contains the right amount of information presented in an easy-to-understand manner to help library technicians do their jobs effectively. Cataloging and Classification for Library Technicians interprets and explains cataloging rules and how they should be applied. Kao describes library organization and personnel patterns to illustrate the relationship between library technicians and other library staff. She examines duties commonly performed by library technicians in chapters on: library catalogs tools used for cataloging library materials descriptive cataloging subject headings classification systems copy cataloging the cataloging department issues and trends Each chapter contains definitions of relevant terminology and review questions to focus learning. A list of suggested readings is also included for individuals who want or need to know more about a particular aspect of cataloging or classification. The book is an ideal text to use in programs for library technical assistants and a handy reference for practicing library technicians.
Cataloging and Classification is also a name for the course that covers general principles of bibliography, cataloging, and indexing, that is required for students working toward degrees in Library/Information Science. Of the few texts available for the course, Lois Chan's Cataloging and Classification is the best because the author is the most widely known and respected authority in the field and the text contains complex, difficult information that is presented clearly and in an organized understandable manner, and provides exercises to reinforce the concepts.
Here's a resource that uses language non-catalogers can understand and provides hands-on, user-friendly training in LCSH. The book offers a brief history of LCSH, discusses basic principles of subject analysis, explains the key principles of LCSH, and details how to choose and apply LCSH subject headings and subheadings.
An Introduction to Managing Access to Information
Introduction to Cataloging and Classification
An Introduction to Library Cataloging and Classification
An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards
The RDA Workbook
Covering tools, terminology, and the FRBR-based RDA approach to description, this book explains the current principles of organization of information and basic cataloging practices for non-catalogers, enabling readers to understand elements of the cataloging process and interact with records in a basic manner. • Provides an easy-to-follow, basic understanding of organization of library information and cataloging practice that explains how records are
created and offers assistance in applying RDA • Offers valuable insight for non-catalogers (and even non-librarians) into the practices and tools used in organization of information and cataloging by documenting the work that catalogers are now doing • Explains the approaches to organizing different formats of materials in libraries and accounts for the effects of RDA on current cataloging practices
Cataloguing and Classification introduces concepts and practices in cataloguing and classification, and common library standards. The book introduces and analyzes the principles and structures of library catalogues, including the application of AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards, and conceptual models such as ISBD, FRBR and FRAD. The text also introduces DC, MODS, METS, EAD and VRA Core metadata schemes for annotating digital resources.
Explains the theory and practice of bibliographic control Offers a practical approach to the core topics of cataloguing and classification Includes step-by-step examples to illustrate application of the central cataloguing and classification standards Describes the new descriptive cataloguing standard RDA, and its conceptual ground, FRBR and FRAD Guides the reader towards cataloguing and classifying materials in a digital environment
A new edition of this best-selling textbook reintroduces the topic of library cataloging from a fresh, modern perspective. • Delineates the new cataloging landscape • Shares a principles-based perspective • Provides introductory text for beginners and intermediate students • Emphasizes descriptive and subject cataloging, as well as format-neutral cataloging • Covers new cataloging rules and RDA
Unlocking the Mysteries of Cataloging: A Workbook of Examples, 2nd Edition
Introduction to Library Cataloging and Classification
An Introduction to the Tools
Anglo-American Cataloguing Rules
Fundamentals of Cataloging and Classification: An introduction to library cataloging and classification, theory and technique
In this landmark edition of the classic work, Taylor offers a complete, up-to-date, and practical guide to the world of cataloging and classification as it stands at the beginning of the 21st century. The new edition emphasizes online catalogs and cataloging, with all the attendant terminology. It covers the 2002 revision of AACR2, MARC 21, the 21st edition of Dewey Decimal Classification, current schedules of the LC Classifications, the latest Library of Congress Subject Headings, and the 17th edition of the Sears List of Subject Headings. In addition, Taylor addresses such vital issues as Internet cataloging, international access control, Natural Language Processing, and ontologies.
Cataloging and ClassificationAn IntroductionRowman & Littlefield
Presents an introduction to standardized cataloging in libraries, covering such topics as access points, subject headings, descriptive cataloging, and computer coding.
Taylor's Introduction to Cataloging and Classification
Crash Course in Basic Cataloging with RDA
Beginning Cataloging, 2nd Edition
Cataloging and Classification for Library Technicians
Back to Basics
The cataloging and classification field is changing rapidly. New concepts and models, such as linked data, identity management, the IFLA Library Reference Model, and the latest revision of Resource Description and Access (RDA), have the potential to change how libraries provide access to their collections. To prepare library and information science (LIS) students to be successful cataloging practitioners in this changing landscape, they need a solid understanding of fundamental cataloging concepts, standards, and practices: their history, where they stand currently, and possibilities for the future. The chapters in Cataloging and Classification: Back to Basics are meant to complement textbooks and lectures so students can go deeper into specific topics. New and well-seasoned library practitioners will also benefit from reading these chapters as a way to refresh or fill gaps in their knowledge of cataloging and classification. The chapters in this book were originally published as a special issue of the journal, Cataloging & Classification Quarterly.
A Practical Guide to Library of Congress Classification is a hands-on introduction to LC Classification. The book examines each part of the LCC call number and how it is assembled and guides the reader through each step of finding and constructing LCC class numbers in Classification Web (the primary resource used to access LCC). Chapter coverage is complete: 1. Introduction 2. Library of Congress Classification in a Nutshell 3. Breaking Down the Library of Congress Call Number 4. Dates 5. Cutters 6. LCC in Classification Web 7. Basic LCC Call Number Building 8. Advanced Call Number Building 9. Classifying Fiction in LCC 10. Finding and using LCC Resources Exercises at the end of most chapters give readers immediate practice with what they just learned. Answers to the exercises are provided at the end of the book. By the end of the book readers will be able to build an LCC call number on their own.
*A new edition of this best-selling textbook reintroduces the topic of library cataloging from a fresh, modern perspective. * Delineates the new cataloging landscape * Shares a principles-based perspective * Provides introductory text for beginners and intermediate students * Emphasizes descriptive and subject cataloging, as well as format-neutral cataloging * Covers new cataloging rules and RDA*
Machine-readable Cataloging
A Practical Guide to Library of Congress Classification
A Workbook of Examples
Introduction to Cataloging and Classification, 11th Edition
A Workbook
This book helps librarians who work in small libraries and who have little formal library education understand why the library is organized the way it is.
Search skills of today bear little resemblance to searches through print publications. Reference service has become much more complex than in the past, and is in a constant state of flux. Learning the skill sets of a worthy reference librarian can be challenging, unending, rewarding, and-- yes, fun.
This work has been revised and updated to include the Anglo-American Cataloguing Rules (2nd ed), the Dewey Decimal System Classification (21st ed) and the Library of Congress Classification Schedules. The text details the essential elements of the International Standard Bibliographic Description; introduces the associated OCLC/MARC specifications; and more. The downloadable resources give more than 500 PowerPoint slides and graphics identical to the text, in addition to scans of the title page, and title page verso and other illustrations that support examples from Anglo-American Cataloguing Rules (2nd ed).
Manheimer's Cataloging and Classification
A Casual Conversation on Organizing Information
Manheimer's Cataloging and Classification, Revised and Expanded
Cataloguing and Classification
Beginning Cataloging
Ideal for students and both beginning and practicing catalogers in public, school, and academic libraries, this updated workbook offers targeted, hands-on exercises that enhance understanding of description, classification, subject analysis, subject heading application, and MARC 21 subject analysis. • Provides more than 100 examples that together encompass virtually all types of materials libraries collect and catalog, with MARC "answer" records • Offers exercises that allow practice in AACR2r and RDA, description, subject classification, subject heading application, classification, subject analysis, and MARC 21 • Covers both RDA and AACR2r answer records for selected exercises • Includes non-English materials • Links to a website that provides for multiple approaches and answer records and enables you to view all the graphics in color and enlarge them as needed • Links instruction to an additional website that provides answer records for all exercises
The fourth edition of this standard student text, Organizing Knowledge, incorporates extensive revisions reflecting the increasing shift towards a networked and digital information environment, and its impact on documents, information, knowledge, users and managers. Offering a broad-based overview of the approaches and tools used in the structuring and dissemination of knowledge, it is written in an accessible style and well illustrated with figures and examples. The book has been structured into three parts and twelve chapters and has been thoroughly updated throughout. Part I discusses the nature, structuring and description of knowledge. Part II, with its five chapters, lies at the core of the book focusing as it does on access to information. Part III explores different types of knowledge organization systems and considers some of the management issues associated with such systems. Each chapter includes learning objectives, a chapter summary and a list of references for further reading. This is a key introductory text for undergraduate and postgraduate students of information management.
A workbook for a beginning course in cataloguing and classification.
Cataloging Library Resources
Introduction to Cataloging and the Classification of Books
Report of the Commission on Global Poverty
Organizing Knowledge
Wynar's Introduction to Cataloging and Classification
Cataloging for School Librarians, Second Edition presents the theory and practice of cataloging and classification to students and practitioners needing a clear sequential process to help them overcome cataloging anxiety. By following the instructions in this book, the new cataloger will become proficient at creating bibliographic records that meet current national standards, and make library materials accessible to students and faculty. This new edition fully integrates RDA while referencing its antecedent, AACR2. FRBR, Sears, the Dewey Decimal Classification and the implications of Web-Scale Discovery services are covered. It presents numerous examples of how to catalog books, non-print and electronic library materials using the MARC format. To reinforce learning, each chapter concludes with a revised review quiz and critical thinking questions. Cataloging for School Librarians, Second Edition includes sample full MARC records, a glossary and an index.
Introduction to cataloging; Introduction to principles of cataloging; Choice of entry rules; Form of entry headings for persons; Form of entry headings for corporate bodies; Uniform titles; Descriptive cataloging; Serials; Cataloging of nonbook materials; Classification; Dewey decimal classification; Library of congress classification; Other general classification systems; Subject headings; Library of congress subject headings; Sears list of subject headings; Centralized services and cataloging routines.
This text is based on guidelines issued by the ALCTS. It is a one-stop handbook for librarians who organize information for children.
Reference and Information Services

Cataloging Correctly for Kids
Understanding MARC Bibliographic
Cataloging for School Librarians
The fourth edition of the late Lois Mai Chan's classic Cataloging and Classification covers the analysis and representation of methods used in describing, organizing, and providing access to resources made available in or through libraries. Since the last edition published in 2007, there have been dramatic changes in cataloging systems from the Library of Congress. The most notable being the shift from AACR2 to Resource Description and Access (RDA) as the new standard developed by the Library of Congress. With the help of the coauthor, Athena Salaba, this text is modified throughout to conform to the new standard. Retaining the overall outline of the previous edition, this text presents the essence of library cataloging and classification in terms of three basic functions: descriptive cataloging, subject access, and classification. Within this framework, all chapters have been rewritten to incorporate the changes that have occurred during the interval between the third and fourth editions. In each part, the historical development and underlying principles of the retrieval mechanism at issue are treated first, because these are considered essential to an understanding of cataloging and classification. Discussion and examples of provisions in the standards and tools are then presented in order to illustrate the operations covered in each chapter. Divided into five parts—a general overview; record production and structure, encoding formats, and metadata records; RDA; subject access and controlled vocabularies; and the organization of library resources—each part of the book begins with a list of the standards and tools used in the preparation and processing of that part of the cataloging record covered, followed by suggested background readings selected to help the reader gain an overview of the subject to be presented. This book is the standard text for the teaching and understanding of cataloging and classification.
Now thoroughly updated to include recent changes with RDA, this easy-to-use primer provides an introduction to standardized cataloging that will benefit library technicians as well as students in library technician and teacher librarian programs. • Provides clear and comprehensible explanations of the rules and tools used by libraries to catalog and classify their materials • Illustrative examples for each aspect of cataloging, classification, RDA, and MARC computer encoding • Covers all types of material formats, including books, audiovisuals, images, sound, electronic resources, and more • Offers numerous practical exercises as well as a glossary of cataloging terms and tools
Discusses cataloging rules, subject analysis and headings, classification systems, bibliographic utilities, and MARC formats.
Monitoring Global Poverty
Assessment of Cataloging and Metadata Services
Learning the Basics of Resource Description and Access
Crash Course in Cataloging for Non-catalogers
Cataloging and Classification Standards and Rules
In 2013, the World Bank Group announced two goals that would guide its operations worldwide. First is the eradication of chronic extreme poverty bringing the number of extremely poor people, defined as those living on less than 1.25 purchasing power parity (PPP)†"adjusted dollars a day, to less than 3 percent of the world's population by 2030.The second is the boosting of shared prosperity, defined as promoting the growth of per capita real income of the poorest 40 percent of the population in each country. In 2015, United Nations member nations agreed in New York to a set of post-2015 Sustainable Development Goals (SDGs), the first and foremost of which is the eradication of extreme poverty everywhere, in all its forms. Both the language and the spirit of the SDG objective reflect the growing acceptance of the idea that poverty is a multidimensional concept that reflects multiple deprivations in various aspects of well-being. That said, there is much less agreement on the best ways in which those deprivations should be measured, and on whether or how information on them should be aggregated. Monitoring Global Poverty: Report of the Commission on Global Poverty advises the World Bank on the measurement and monitoring of global poverty in two areas: What should be the interpretation of the definition of extreme poverty, set in 2015 in PPP-adjusted dollars a day per person? What choices should the Bank make regarding complementary monetary and nonmonetary poverty measures to be tracked and made available to policy makers? The World Bank plays an important role in shaping the global debate on combating poverty, and the indicators and data that the Bank collates and makes available shape opinion and actual policies in client countries, and, to a certain extent, in all countries. How we answer the above questions can therefore have a major influence on the global economy.
Fundamentals of the cataloging process -- Classification of library materials -- Cataloging library materials
Written by experienced practitioners and researchers, Assessment of Cataloging and Metadata Services provides the reader with many examples of how assessment practices can be applied to the work of cataloging and metadata services departments. Containing both research and case studies, it explores a variety of assessment methods as they are applied to the evaluation of cataloging productivity, workflows, metadata quality, vendor services, training needs, documentation, and more. Assessment methods addressed in these chapters include surveys, focus groups, interviews, observational analyses, workflow analyses, and methodologies borrowed from the field of business. Assessment of Cataloging and Metadata Services will help managers and administrators as they attempt to evaluate and communicate the value of what they do to their broader communities, whether they are higher education institutions, another organization, or the public. This book will help professionals with decision making and give them the tools they need to identify and implement improvements. The chapters in this book were originally published in a special issue in Cataloging & Classification Quarterly.
An Introduction
Cataloging and Classification
Sears List of Subject Headings
An Introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards
A Practical Guide to Library of Congress Subject Headings
This is the first book to examine standards specifically as they apply to cataloging and classification, while at the same time considering the field of library science as a whole. The developments in standards detailed in Cataloging and Classification Standards and Rules portend great time savings in the cataloging process for those catalogers willing to advocate the necessary programming to their systems officer or bibliographic utility. Standards in the library and information science community underlie and impact the work of librarians and information specialists on a daily basis, yet, remain inconspicuous to even the most knowledgeable in the field. Cataloging and Classification Standards and Rules reviews the state of a full range of formal and informal standards and rules utilized in cataloging and classification. It also provides historical perspective, commentary, assessment of significance, and anticipation of future developments and evaluates the connections and interrelationships that exist among the various standards. Chapters in Cataloging and Classification Standards and Rules are written by professionals who have been key figures in the development of standards and have accessed primary source material for the preparation of their articles. They address these: what exactly constitutes a standard how something becomes a standard how standards undergo change evaluation of and commentary on the effectiveness of current standards the latest information on several standards currently in development, testing, or implementation what the future may hold Cataloging and Classification Standards and Rules is a valuable reference book for both beginning and experienced professional librarians. As managers and consumers of bibliographic information, it is crucial that librarians understand the nature and status of a variety of formal and informal standards. This book will assist them in this task. Library school students specializing in cataloging and classification will also find this book an indispensable guide as they prepare themselves for employment in the field.
Whether a library catalogs its own materials or not, librarians still need to have some understanding of RDA. Designed to be used by academic, public, and school librarians, this is the perfect introduction. •Focuses on the new RDA rules and conventions and their implementation, particularly in smaller libraries where there are no professional catalogers •Presents FRBR and other aspects of RDA's theoretical framework in understandable terms •Features a step-by-step guide to creating bibliographic records for print and electronic books, videos, and other formats •Includes quick guides, exercises, a glossary of terms, and a list of additional resources
This book elucidates the concepts and innovative models around prospective developments with respect to Library Classification and Cataloging. It attempts to further enlighten the readers about the new concepts in this field. Library classification and cataloging are a part of library management and have significantly evolved over the years due to rapid technological advancements. There are varied types of library resource classification methods such as national schemes or universal schemes, etc. This book provides detailed information about all the major classification and cataloging systems implemented in libraries across the globe. Those who are looking to develop a thorough understanding of the field will find this text immensely beneficial.