

RECATALOGUING AND RECLASSIFICATION PROJECTS AND METHODS
IN CAPE TOWN LIBRARIES

A thesis submitted for the degree of Master of Arts
to the
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by

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ABBREVIATIONS

The following abbreviations are used in the text

A.A.C.R.	-	Anglo-American Cataloguing Rules
A.L.A.	-	American Library Association
B.N.B.	-	British National Bibliography
D.D.C.	-	Dewey Decimal Classification
IFLA	-	International Federation of Library Associations
ISBD(M)	-	International Standard Bibliographic Description (Monographs)
L.A.	-	Library Association
MARC	-	MAchine-Readable Cataloguing
N.U.C.	-	National Union Catalog
RECON	-	REtrospective CONversion of the Library of Congress Catalog

The following abbreviations are used in the bibliographies provided after each chapter

Ja	-	January	Jl	-	July
F	-	February	Ag	-	August
Mr	-	March	S	-	September
Ap	-	April	O	-	October
My	-	May	N	-	November
Je	-	June	D	-	December

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CHAPTER ONE

Introduction

Cataloguing and classification are fields of librarianship currently experiencing many alterations to long established procedures. Constant changes in both the field of knowledge and in internationally standardized cataloguing rules and classification systems result in increasingly complex problems at libraries to which librarians should attempt to provide economical solutions. A current technical problem confronting librarians is that the maintenance of a catalogue and a classified bookstock frequently results in continuous recataloguing and reclassification of retrospective titles. The knowledge that this technical problem is common to many libraries prompted this study of recataloguing and reclassification projects and methods in seven Cape Town libraries.

An objective of this study is to examine the situation which results in the necessity for recataloguing and the circumstances under which it can be undertaken as an economical proposition at a library. The aim is also to assess which aspects of a recataloguing project are the most time-consuming and whether improvements can be implemented in the routines at libraries in order to effect a greater economy in operation.

Developments in internationally standardized codes of cataloguing rules result in problems in catalogue maintenance. When a code of cataloguing rules is published, librarians have to decide whether the rules should be introduced in the cataloguing of current acquisitions. Further decisions that have to be made at each library are the extent to which the rules should be adopted and whether recataloguing should be undertaken in order to effect uniformity in current and retrospective catalogue entries. An examination of the implementation of the Anglo-

American Cataloguing Rules (hereafter called the A.A.C.R.) and the International Standard Bibliographic Description (hereafter called the I.S.B.D.) in cataloguing at local libraries has been undertaken in order to ascertain whether the introduction of revised codes of cataloguing rules at libraries results in the necessity to recatalogue titles or whether alternative economical, practical solutions are available to the problem of maintaining standardization in cataloguing procedures.

The development of machine-readable catalogues at libraries raises the question whether the conversion of the retrospective catalogue is an economical proposition at a library considering computerization or whether there are any alternative solutions to this problem.

Classification systems become obsolete as a result of constant developments in modern knowledge. The circumstances under which reclassification is undertaken are investigated during this study. The possibility of introducing improved methods during reclassification routines in order to reduce the time spent and the costs of the operation is discussed as well as measures which could be taken to reduce or facilitate future reclassification.

Revised editions of the Dewey Decimal Classification (hereafter called the D.D.C.) are published at regular intervals in order to incorporate modern concepts of knowledge. Libraries where the bookstock is classified according to the D.D.C. have to decide whether the specifications of the current edition should be introduced in the classification of their collections and whether reclassification of retrospective titles according to the altered provisions is an economical proposition. The effect of the alterations in the current D.D.C. editions on classification at local libraries is studied as well as the measures introduced to solve this problem.

Obsolence of subject terminology is a recurring problem in the use

of subject headings in a syndetic alphabetical subject catalogue. The state of knowledge and the users' approach to it alters constantly, resulting in the publication of revised editions of standard lists of subject headings, which in turn cause problems about the effective handling of semantic change at libraries with syndetic alphabetical subject catalogues. The problem of maintaining currency in subject catalogues is investigated at libraries visited during this study. The effect of reclassification on subject index entries is assessed at local libraries maintaining subject indexes to their classified collections.

Little has been written on the costs of recataloguing and reclassification. An attempt is made in this study to assess this aspect of library economy.

Seven Cape Town libraries have been visited in order to study each library's solution to these problems and by comparing their methods to reach conclusions about recataloguing and reclassification.

CHAPTER TWO

THE LIBRARIES AND THEIR CATALOGUES

Recataloguing and reclassification projects and methods were studied at the South African Library, the University of Cape Town Libraries, the Library of Parliament, the Cape Town City Libraries, the Cape Provincial Library Service, the Cape Education Library Service and the John Garlick Library. A short description is necessary of the history, functions, catalogues and classification systems at each library as these relate to the recataloguing and reclassification problems incurred at each organization.

The South African Library

The South African Library, founded in 1818 by Lord Charles Somerset as a public library, became a subscription and circulating library in 1829. It became a copyright deposit library of the Cape Colony in 1873 and of the Union of South Africa by Act no. 9 of 1916 but continued to act as a lending library until 1954 when this function was assumed by the then recently established Cape Town City Libraries. From that date it was free to concentrate on developing its function as a national reference and copyright library of South Africa. The bookstock, including an important Africana collection, numbers over 400 000 volumes. 2514 periodical titles are received annually. 700 microfilms are stocked by the library.⁽³⁵⁾ Several important collections have been acquired by the library such as the Grey Collection, the Muir Collection of Mathematics, the Hofmeyr Collection, the South African Manuscript Collection,

(35) State Library, Pretoria, p.428.

C. L. Leipoldt Cookery Collection and Jackson Mountaineering Collection.

Although the original catalogues of the South African Library were printed in book form, the decision was made during the years 1900 to 1910 to construct a catalogue on 75mm x 125mm cards. Previous entries from the printed book catalogue were clipped and fixed on cards. The cataloguing rules introduced were based on the cataloguing system of the British Museum Library and subject headings were assigned from The Subject Index of the London Library. Africana titles were catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules after the decision had been made during the years 1940 to 1945 to catalogue separately the titles acquired for the General and Africana Collections. Titles acquired for the General Collection continued to be catalogued according to the cataloguing system of the British Museum Library until approximately 1950 when the 1908 L.A. and A.L.A. Cataloguing Rules were adopted for the cataloguing of these titles. The A.A.C.R. were adopted in 1968 for the cataloguing of both General and Africana titles, a fuller descriptive entry being provided for Africana titles than for titles belonging to the General Collection.

Printed catalogues exist of the Fairbridge Library (1904), the Dessinian Collection (compiled by Rev. von Manger and Kaufmann, 1821) and, An index to the Grey Collection (compiled by T.H. Hahn, 1884-parts of the Incunabula and Africana Sections covered by this have been recatalogued by staff at the South African Library).

Two catalogues are kept up-to-date at the South African Library. The unilingual Main Catalogue of titles in the General Collection is in the process of being interfiled in one sequence with duplicate catalogue entries of titles in the Africana Collection (as at June, 1973). A catalogue of titles in the Africana Collection is maintained in the Africana Section of the library. Both the catalogues consist of Author and Name

SOUTH AFRICAN LIBRARY
Sample catalogue cards

General Collection: Author Entry

Cl.759.2.NIC

NICHOLSON (Ben) 1894-
Ben Nicholson. London, Marlborough
Fine Art Ltd., 1963.
(54)p. chiefly illus.(some col.). 23cm.
(Catalogue no. 114).

Catalogue of an exhibition held at
Marlborough New London Gallery, April-May
1963.

775.e.1327.

General Collection: Name Entry

Cl.193.KAN/WOL

KANT (Immanuel) 1724-1804.
WOLFF (Robert Paul) ed.
Kant: a collection of critical essays.
London, Macmillan, 1968.
xiii, 416p. bibliogs. 17½cm. (Modern
studies in philosophy).

260.f.504.

SOUTH AFRICAN LIBRARY
Sample catalogue cards

General Collection: Subject Entry

EUROPE. Politics, 1914-1945.

CHILD (Richard Washburn)

A diplomat looks at Europe. London,
1926.

viii,301p. illus. 25cm.

455.d.48

Cataloguing Section: D.D.C. Entry

Cl.192.HUM/CHA

Cl.192.HUM/CHA

CHAPPELL (Vere Claiborne) ed.

Hume. London, Macmillan, 1968.

ix,432p. bibliog. 17½cm. (Modern
studies in philosophy).

260.f.505.

68-1846

SOUTH AFRICAN LIBRARY
Sample catalogue cards

Africana Collection: Author Entry

S.A.GEOL.S./BULL.56

S.A. Geological Survey.

Investigation of refractory clay at
Westwood small holdings, Boksburg North,
by E.C.I. Hammerbeck. Pretoria, Geological
Survey, 1972.

iii, 19p. map, tables. 29½cm.
(Bulletin 56).

ISBN 0-621-00492-8

Bibliography, p.19.
Summary in Afrikaans.

Africana Collection: Subject Entry

Cl.289.9.HOL

RELIGIOUS SECTS. Africa
HOLLENWEGER (Walter J) 1927-
The Pentecostals; tr. by R.A. Wilson
from the German, with revisions by the
author. London, SCA Press, 1972.
xx, 572p. illus., bibliog. 24½cm.
ISBN 0-334-01255-4

Includes sections on Andrew Murray, John
Alexander Dowie, Nicholas B.H. Bhengu and on
Pentecostalism in Africa and the African
churches.

130.d.402

Sequences and syndetic alphabetical Subject Sequences. The Main Catalogue, consisting of approximately 530 000 entries, increased by 4273 Africana and 4544 General titles in 1972.⁽³³⁾ A sequence arranged by the D.D.C. notation is maintained in the Cataloguing Section mainly in order to ensure consistency in classification and cataloguing. The draft catalogue cards form the stock cards, and are filed in a separate alphabetical sequence.

Three cataloguers in the Africana Section and four in the Cataloguing Section are responsible for the cataloguing and classification of all books acquired by the library. Although Africana and General titles are catalogued by staff in separate Sections, the policy is to catalogue copies of the same title in conjunction with each other when acquired for both Sections of the library. Titles are catalogued according to the British text of the A.A.C.R. and classified according to Dewey 16 (exceptions to these are specified in Chapters 4 and 7 of this study). Fixed location marks based on A Rational Classification by Fred. B. Perkins are assigned to History, Sociology, Science, Art, Biography, Religion and Philosophy titles. Subject headings provided in the Subject Sequence of the catalogue are based on those in the Subject Index of the London Library, although The Subject Headings used in the Dictionary Catalogs of the Library of Congress are assigned at irregular intervals but with increasing frequency. Tracings are provided on the reverse of the stock cards. (Please see sample catalogue cards). Bibliographies are consulted in order to ascertain bibliographic details during cataloguing. (Please see Appendix 2/1).

Separate catalogues are maintained of periodicals and newspapers and are catalogued by the staff appointed to those sections.

(33) South African Library Council, p.6 & 7.

The University of Cape Town Libraries

The origins of the University of Cape Town Libraries date from 1829 but little organization existed until 1905 when the collection was accumulated in one place by Professor Logeman. The Hiddingh Hall Library was opened in 1911 and the foundations of the Jagger Library were laid in 1929. Currently, the university has its main library on the Groote Schuur campus, another at Hiddingh Hall, Cape Town, and branch libraries for Architecture, Education, Law, Medicine and Music. ⁽³⁷⁾

The function of the library is to serve and lend material to staff and students at the university, to certain societies and accredited enquirers. ⁽³⁵⁾

The stock covers subjects in the university curriculum and by the end of 1972 numbered 587 558 volumes, 315 750 manuscripts, 46 535 pamphlets, 34 023 printed music sheets, 9045 gramophone records, 42 355 drawings, 1857 microforms, 5808 negatives, 102 tapes and 13 films. The number of current serials titles is 8774 and non-current 5386. ⁽³⁷⁾ The library owns numerous collections, such as the Van Zyl (Law), McGregor (Modern English poetry), Ballot (Gentleman's library of the 1700 to 1860 period) and the Olive Schreiner Collection. ⁽³⁵⁾

The bookstock had been catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules and classified according to the D.D.C. as early as 1924. The A.A.C.R. were adopted in 1968 and Dewey 18 in 1972.

Currently, a unilingual union catalogue to the complete bookstock is situated in the Jagger Library and consists of approximately 1 153 200 entries arranged in an Author and Title Sequence (673 200 entries) and a syndetic alphabetical Subject Sequence (480 000 entries). 20 849 items were added to this catalogue in 1972. ⁽³⁷⁾ Each branch library except the

(37) University of Cape Town Library Committee, p.2(a), p.2(b), p.3(a)

(35) State Library, Pretoria, p.505

UNIVERSITY OF CAPE TOWN LIBRARIES
Sample catalogue cards

Classified Catalogue Entry, includes tracing on reverse

BA 916.897 AGNE

73/2674

AGNEW, SWANZIE ed.
Malawi in maps, edited by S.
Agnew and M.Stubbs. London
U.P., 1972.
143p. illus.,maps. 34cm.
Topics include: Political organi-
zation. - Climate. - Soils. -
Economic history. - Health services. -
Posts and telecommunication services. -
Trade.

Size of cards: 75mm x 125mm

UNIVERSITY OF CAPE TOWN LIBRARIES
Sample catalogue cards

Main Catalogue: Author Entry

968.901 PACH

73/3459

PACHAI, BRIDGLAL ed.
Livingstone; man of Africa.
Memorial essays, 1873-1973.
London, Longman, 1973.
245p., 8 plates, maps.

Main Catalogue: Subject Entry

H 940.1 PIR

70/552

Europe - History - 476-1492

PIRENNE, HENRI, 1862-1935
Mohammed and Charlemagne.
London, Allen & Unwin, 1939 repr.
1968.
293p.

Size of cards: 75mm x 125mm.

Science Reading Room, maintains a catalogue consisting of Author, Title, Subject and Classified Sequences of its own bookstock. A Classified Sequence, arranged in sections according to the housing of the material, is maintained in the Cataloguing Section for use by the Cataloguing staff in order to ensure uniformity in cataloguing and classification.

Titles acquired for use in the Jagger Library are catalogued by the staff in the Cataloguing Section, whereas the staff at the branch libraries catalogue, under the ultimate control of the Chief Cataloguer, works acquired for their own branch libraries. Titles are catalogued according to the British text of the A.A.C.R. and classified according to Dewey 18 (exceptions are specified in Chapters 4 and 7 of this study). B.N.B. catalogue cards have been subscribed to by the University of Cape Town Libraries since October, 1973, for British titles published from 1968 to the present date. Subject Headings used in the Dictionary Catalogs of the Library of Congress, augmented by accepted scientific and engineering terminology, are assigned to entries in the syndetic alphabetical Subject Catalogue. Tracings are provided on the reverse of the catalogue cards in the Classified Sequence housed in the Cataloguing Section. (Please see sample catalogue cards). Bibliographies are consulted if difficulty is encountered during the cataloguing and classification of a title. (Please see Appendix 2/1).

Special materials are catalogued by the staff in the sections for which they are acquired.

Library of Parliament

The libraries founded by the Legislative Council and the Legislative Assembly in 1857, were amalgamated into one collection in 1885, thereby forming the Library of Parliament. Copyright privileges were extended to the library in 1952. The Mendelssohn Collection presented

to the Library of Parliament in 1922, is augmented by copyright material accumulated on a selective basis.

The function of the library is to serve and lend material to the State President, senators, members of the House of Assembly, judges of the Supreme Court of South Africa and officers of Parliament.⁽³⁵⁾

The bookstock consists of 200 000 volumes, covering such subjects as Sociology, Political Science, Economics, Finance, Law (an important section of the library's collection), Public Administration, Trade, Parliamentary procedures and papers, History, Africa, South African War and Political biographies. Currently 1222 periodical titles are received by the library.⁽³⁵⁾

Dr. Flint, the first librarian, appointed in 1901, initiated an index on cards consisting of several thousand entries. Mr. Ribbink, the second librarian, in 1922 developed the catalogue into one alphabetical sequence, consisting of author, title, subject and key-word entries, and reclassified the collection according to the D.D.C. Many inconsistencies occurred in the cataloguing although brief catalogue entries with numerous cross-references were provided.

After the decision in 1948 that in future librarians employed at the library would be qualified, standardized methods were introduced, such as cataloguing according to the 1908 L.A. and A.L.A. Cataloguing Rules. Staff gradually implemented standardized methods throughout the years 1950 to 1960 and recataloguing, especially of Africana titles, remains a current though occasional feature at the library.

The unilingual classified Main Catalogue of both Africana and General subject titles consists of approximately 418 000 entries filed in separate Author, Title and Classified Sequences. A catalogue of

(35) State Library, Pretoria, p.257

LIBRARY OF PARLIAMENT
Sample catalogue cards

Main and Africana Catalogues: Author and Classified Entries, includes tracing on reverse of Author card

a 968.4022

Smail, John Lees

... Those restless years: (dealing with the Boer wars and Bambata Rebellion).

Cape Town, Timmins, 1971.

180p. illus.(incl.maps,plans,tables).
24cm.

Historical guide to Natal and Zululand from 1879 to 1906, with special reference to historical monuments and battlefields. Companion volume to With shield and assegai(1969).

Bibliography: p.175-177 40103

Main and Africana Catalogues: Title Entry

Those restless years

a 968.4022

Smail, John Lees

... Those restless years: (dealing with the Boer wars and Bambata Rebellion).

Cape Town, Timmins, 1971.

180p. illus.(incl.maps,plans,tables).
24cm.

Historical guide to Natal and Zululand from 1879 to 1906, with special reference to historical monuments and battlefields. Companion volume to With shield and assegai(1969).

Bibliography: p.175-177 40103

Size of cards: 75mm x 125mm

Africana titles is housed in the Africana Section and consists of Author, Title and Classified Sequences. An English alphabetical Subject Index is provided to the Classified Catalogue with a Subject Authority File arranged by D.D.C. notation in order to maintain consistency in classification. An alphabetical Authority File is maintained for the name of each author, providing information about the cross-references made for the author's name and national bibliography where the name was located by the cataloguer. The catalogue entries in the Main Catalogue increased in 1972 by the addition of 636 General stock volumes and 636 Mendelssohn Collection volumes.⁽¹⁷⁾

Titles are catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules, augmented by certain A.A.C.R. rules (British text) and 1949 A.L.A. Cataloguing Rules (as specified in Chapter 4 of this study). Dewey 16 is the main classification system used to classify current acquisitions (with the exceptions specified in Chapter 7 of this study). The cataloguing of books includes that of pamphlets, recording whether or not they are bound, and of albums, maps and manuscripts. Certain periodicals, especially if pertaining to the South African War, are catalogued with analyticals and the entries interfiled in the Main Catalogue. Tracings are provided on the reverse of the main author catalogue card. (Please see sample catalogue cards). Bibliographies are available for consultation by the staff while cataloguing titles. (Please see Appendix 2/1).

Periodicals are entered in the visible file and separate indexes are maintained for Illustrations (including framed water colours) and Manuscripts.

(17) Library of Parliament(South Africa),p.3,p.7.

Cape Town City Libraries

In 1952 the City Council of Cape Town assumed the responsibility for providing a free library service to the citizens of Cape Town. This was arranged in accordance with the Cape Provincial Library Ordinance of 1949 whereby areas of local government of over 25 000 white inhabitants can with the consent of the local authorities be declared urban areas and can operate a free library service and receive financial subsidies from the Cape Provincial Administration. The nucleus of the library comprised the circulating section of the South African Library and the eleven small circulating subscription libraries in the suburbs of Cape Town. A rapid growth rate has been experienced at the library and by 1970 twenty-one branches and twenty extensions were being served by the Cape Town City Libraries with a bookstock numbering 932 540 volumes. (2)

Titles are selected, ordered, catalogued, classified and physically prepared at the Head Office of the Cape Town City Libraries before being circulated to the branch libraries of the service. Titles were catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules until 1968 when the A.A.C.R. were adopted by the staff. Dewey 18 was adopted in 1972.

The unilingual Main Catalogue consisting of approximately 360 000 entries is divided into Author and Classified Sequences and is maintained at the Head Office, with a copy at the Central Information Branch Library. A copy of the catalogue is being developed at the Wynberg Branch Library, which has been receiving catalogue entries of current acquisitions since 1969. The Main Catalogue increased in 1972 by the addition of 8876 titles.⁺ The main author catalogue entries contain more bibliographic

(2) Cape Town City Libraries, annexure

+ Statistics received from the Chief Cataloguer, Cape Town City Libraries

CAPE TOWN CITY LIBRARIES
Sample catalogue cards

Main Catalogue, Central Information and Wynberg Branch
Libraries: Classified Catalogue Entries

591.4 Q 591.4 ROW
ROWETT, Helen Graham Quiller
Guide to dissection. London, Murray,
1962 repr. 1967
251p.; illus.

Size of cards: 75mm x 125mm

Branch Libraries: Author and Classified Catalogue
Entries

A 974955 956 KAT
KATZ, S.
Battleground
1973
(1973-R5,28)

OBSERVATORY

Size of cards: 63mm x 125mm

CAPE TOWN CITY LIBRARIES
Sample catalogue cards

Main Catalogue: Author Entry, includes tracing on reverse

910 ROB	ROBERTSON, Dougal, 1924		
B163416	Survive the savage sea. London, Elek, 1973 223p.; illus., maps on endpapers ISBN 0-236-15461-3		
	Publ. Price R4,40	Cost ENF -5%	Source appro
Ordered from C.N.A.	Date 4.6.73	O/N	Received 20467/20.6.73
			Suggested by

Central Information and Wynberg Branch Libraries:
Author Entries

658.1144 DIB
DIBNER, David R Joint ventures for architects and engineers. New York, McGraw-Hill, ^c 1972
205p.; illus. Index ISBN 0-07-016760-5

Size of cards: 75mm x 125mm

description than the catalogue entries in the other sequences of the Main Catalogue, whereas the catalogue entries for non-fiction titles contain more bibliographic description than the catalogue entries for fiction titles. The branch libraries, other than the Central Information and Wynberg Branch Libraries, receive Author and Classified catalogue entries related to titles allocated to their particular collections. However, the amount of bibliographical information contained in the entries in these local catalogues is less detailed than in the entries in the Main Catalogue. An English Subject Index has been constructed to act as the key to the classification of the bookstock. Printed copies of the alphabetical Subject Index to the Classified Catalogue of the Cape Town City Libraries and of the printed Afrikaans Subject Index to the classification of materials stocked by the Cape Provincial Library Service are available in the branch libraries of the Cape Town City Libraries.

The staff in the Cataloguing Section catalogue currently acquired books for adults according to Dewey 18 (with the exceptions described in Chapters 4 and 7 of this study). (Please see sample catalogue cards). Bibliographies are available for consultation by the Cataloguing staff during the cataloguing of current acquisitions. (Please see Appendix 2/1). The classification numbers provided by the national bibliographies are used as a guide in the classification of current acquisitions. Tracings and information about the bibliography where the title was located by the staff during cataloguing are provided on the reverse of the main author entry filed in the Main Catalogue maintained at the Head Office.

Special materials are catalogued by the staff of the sections concerned and separate catalogues of juvenile titles, records, music scores and art prints and a visible file of periodicals are maintained at the

library.

Cape Provincial Library Service

The Cape Provincial Library Service, established by Ordinance no.4 of 1955 (as amended in 1960), experienced a rapid growth rate especially during the first ten years of its existence. The Cape Province has been divided into three control areas - Western, Eastern and Northern Cape - and is further subdivided into eighteen regions of manageable size, each with a head quarters situated in the major town of the area, controlling the public libraries and library depots affiliated with the service. The Head Office of the Cape Provincial Library Service is situated in Cape Town. Head Office staff are responsible for the selection, ordering, cataloguing, classification and physical preparation of library materials before dispatching them to the regional libraries. The Regional Librarian distributes the material to libraries affiliated with the Cape Provincial Library Service. A Central Collection of reference materials is maintained at the Head Office for the use of readers registered at libraries affiliated with the Cape Provincial Library Service.

The function of the Cape Provincial Library Service is to provide a public library service to towns, villages and outlying areas in the Cape Province, with the exception of the cities of Cape Town, East London and Port Elizabeth. In 1972, the Director of the Cape Provincial Library Service reported that the stock numbered 4 727 505 books, 103 577 records 7037 films and 58 478 art prints, serving 557 libraries and library depots. (1)

The 1908 L.A. and A.L.A. Cataloguing Rules were used to construct

(1) Cape Provincial Library Service, p.16

the original manual catalogue on cards of the bookstock of the Cape Provincial Library Service. The first of the ICT punched cards were introduced in 1957 as a method of duplicating catalogue cards for the Cape Provincial Library Service and its affiliated libraries. An improved version of this card was introduced in 1959 and continued in use until 1964 when the punched card system was abandoned and the library staff reverted to a manual form of cataloguing based on the 1908 L.A. and A.L.A. Cataloguing Rules and the cataloguing system of the B.N.B. The A.A.C.R. were adopted in 1968 and the punctuation and layout of the I.S.B.D. in 1973 (with the exceptions specified in Chapters 4 and 6 of this study). Material acquired by the library has been classified according to Dewey 18 since 1972 (with the exceptions specified in Chapter 7 of this study).

A bilingual classified catalogue of approximately 470 000 cards filed in Author, Title and Classified Sequences is maintained at the Head Office. The catalogue entries for fiction titles contain less bibliographic information than the entries for non-fiction titles. Each regional head-quarters has a duplicate of the Central Catalogue but the affiliated libraries receive a simple Author Catalogue relating only to the Cape Provincial Library Service bookstock allocated to them. A Subject Index is arranged in separate English and Afrikaans sequences on cards housed at the Head Office with a Subject Authority File arranged by the D.D.C. notation. Each regional head-quarters and affiliated library has received copies of the subject index printed in separate Afrikaans and English volumes. Sequences additional to the Central Catalogue at the Head Office are the alphabetical file of the draft catalogue entries housed in the Cataloguing Section, and the separate catalogues for Speech Records (Author, Title and Classified Sequences), Art Prints and Posters (Artist and Title Sequences), Music Records (Composer and Performer,

CAPE PROVINCIAL LIBRARY SERVICE
Sample catalogue cards

Public Libraries: Author Entries

POPPER, Karl Raimund 301 POP
The open society and its enemies.-
v.1: The spell of Plato.-5th ed.-
Routledge, 1969.

R2,06

NF

Size of cards: 80mm x 185mm

CAPE PROVINCIAL LIBRARY SERVICE
Sample catalogue cards

Central and Regional Catalogues: Author and Classified
Catalogue Entries

301 POP

POPPER, Karl Raimund
The open society and its enemies.-
5th ed.-London:Routledge,1969.-2v.
v.1:The spell of Plato.
ISBN 0-7100-4625-1:R2,06
v.2:The high tide of prophecy:Hegel,
Marx,and the aftermath.
ISBN 0-7100-4626-X:R2,06

Central and Regional Catalogues: Title Entries

OPEN SOCIETY AND ITS ENEMIES 301 POP
POPPER, Karl Raimund
The open society and its enemies.-
5th ed.-London:Routledge,1969.-2v.
v.1:The spell of Plato.
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ISBN 0-7100-4626-X:R2,06

Subject Sequences) and Films (Titles and Classified Sequences).

The Central Catalogue increased by an additional 8430 book titles, 1128 record titles, 383 art print titles and 258 film titles in 1973.⁺

Cataloguing and classification of all material acquired by the Cape Provincial Library Service is performed by the cataloguing staff in a centralized Cataloguing Section. Tracings and information about the national bibliography where the title was located by the cataloguer and the classification number and subject heading or subject index entry provided by that reference source are recorded on the reverse of the draft catalogue card, which becomes the master catalogue card. Catalogue entries provided by the national bibliographies are regarded as authoritative by the staff at the Cape Provincial Library Service and original cataloguing is eliminated whenever possible for economic reasons. The classification number provided by the national bibliographies is used as a guide in the classification of current acquisitions. A variety of national bibliographies are available for consultation during the cataloguing of current acquisitions. (Please see Appendix 2/1). Catalogue cards are distributed to the Central Catalogue, Regional Catalogues and the catalogues at the affiliated libraries. (Please see sample catalogue cards).

One of the four posts for cataloguing librarians at the Cape Provincial Library Service is allocated for the purpose of recataloguing the ICT punched catalogue cards to conform to the current cataloguing system in use at the library. Special materials are catalogued by the staff in the centralized Cataloguing Section.

⁺ Statistics, Chief Cataloguer, Cape Provincial Library Service

Cape Education Library Service

The Cape Education Library Service was founded in 1859 but services to readers were impeded as a result of inadequate organization of the bookstock. A reorganization programme was inaugurated in 1970 to correct this position and to enable the library service to perform its functions satisfactorily.

The function of the Cape Education Library Service is to lend material to members of the teaching staff of schools, colleges and staff of the Cape Provincial Administration.⁽³⁵⁾ The responsibility for the organization of the bookstock of the seven teacher training college libraries has been delegated to the staff of the Cape Education Library Service.

The bookstock of the Cape Education Library Service, estimated as approximately 62 334⁺ volumes, covers the subject fields of education and includes a special collection consisting of titles written on the history of schools and universities.⁽³⁵⁾ No definite total of the bookstock will be available until the reorganization programme has been completed as stock acquired before 1944 was not accessioned by the staff of the Cape Education Library Service. Approximately 300 current periodicals are acquired annually.⁺

The catalogue up to 1970 was an alphabetical Author Catalogue in which each title in the bookstock was represented by a single author entry. The earliest cataloguing system resembled the cataloguing system of the British Museum Library and was replaced at a later, now unknown, date by the 1908 L.A. and A.L.A. Cataloguing Rules. The early method of writing catalogue entries was superseded by clipping catalogue entries for current acquisitions printed in the Education Gazette of the Cape

(35) State Library, Pretoria, p.57

+ Statistics received from Chief Librarian, Cape Education Library Service

Province, and fixing them on 75mm x 125mm cards which were then filed in the alphabetical catalogue of the Cape Education Library Service. A locally developed classification system was in use at the Cape Education Library Service, whereby titles were classified and shelved according to broad subject areas without indicating the classification symbol on the spine of the volumes or on the catalogue cards. The A.A.C.R. and Dewey 17 were adopted in 1970 (and Dewey 18 in 1972) in order to catalogue and classify titles in the library's collection.

Currently, a bilingual catalogue of the bookstock of the Cape Education Library Service is in the process of being constructed by the staff of the library. The main sequence, consisting of approximately 72 000 author and title catalogue entries interfiled in one alphabetical sequence, increased by 6940 titles in 1972, 3564 in 1971 and 4538 in 1970.⁺ The syndetic Subject Catalogue is arranged in separate alphabetical English and Afrikaans sequences with a Subject Authority File. The English sequence consists of approximately 15 000 entries and the Afrikaans of approximately 18 000 entries. A shelf list is maintained and consists of approximately 10 800 cards. Friden Flexowriter ribbons for catalogue entries of titles at the Cape Education Library Service and at the teacher training college libraries, with the related duplicate catalogue card, are preserved in plastic envelopes and arranged by the D.D.C. notation. These are retained in order that cards may be duplicated if a title is acquired by a teacher training college library or by the Cape Education Library Service subsequent to the original cataloguing or recataloguing. The draft catalogue cards of currently catalogued and recatalogued titles are retained for a period of time before being destroyed.

⁺ Statistics received from Chief Librarian, Cape Education Library Service

Staff at each teacher training college library send a single catalogue entry for each title held in their collection to the Cape Education Library Service, where the cards are interfiled in one alphabetical sequence. The bookstock of the teacher training college libraries includes titles not necessarily duplicated in the Cape Education Library's collection. The staff at the Cape Education Library Service are developing catalogues consisting of alphabetical Author and Title Sequences and Afrikaans and English Subject Sequences, which relate to and are maintained at each particular teacher training college library. Copies of catalogue entries are dispatched to the relevant teacher training college libraries for filing in their catalogues.

Since January, 1972, there has been compiled a monthly accessions list of currently catalogued and recatalogued titles, arranged by subject and dispatched to all schools and to certain libraries. This accessions list will be cumulated, incorporating titles catalogued or recatalogued during the first five year period, and will be published in book form to be distributed to all schools in the Cape Province. Approximately 1400 copies of this catalogue will be printed. Duplicate catalogue cards are being accumulated and arranged by the D.D.C. notation in order to print the five year catalogue.

Nine posts have been provided for professional librarians and one for a typist at the Cape Education Library Service. Three of the professional posts for librarians are temporary and have been specifically instituted, initially for three years, extended by a further five years, in order to complete the reorganization project. The staff at the Cape Education Library Service catalogue and classify the titles acquired by the Cape Education Library Service and the teacher training college libraries using the British text of the A.A.C.R. and Dewey 18 (with a few exceptions specified in Chapters 4 and 7 of this study). Subject

CAPE EDUCATION LIBRARY SERVICE
Sample catalogue cards

Main Catalogue: Afrikaans Subject Entry

	911 EAS
Aardrykskunde, Geskiedkundig	
East, Gordon	
The geography behind history. London:	
Nelson, 1938, repr. 1951.	
200p.; maps.	
Bibliography, p.195-198.	
	5434

Shelf list card, includes tracing on reverse

	911 EAS
911 EAS	
East, Gordon	
The geography behind history. London:	
Nelson, 1938, repr. 1951.	
200p.; maps.	
Bibliography, p.195-198.	
	5434

Size of cards: 75mm x 125mm

CAPE EDUCATION LIBRARY SERVICE
Sample catalogue cards

Main Catalogue: Author Entry

	911 EAS
East, Gordon The geography behind history. London: Nelson, 1938, repr. 1951. 200p.; maps. Bibliography, p.195-198.	
	5434

Main Catalogue: English Subject Entry

	911 EAS
Geography, Historical	
East, Gordon The geography behind history. London: Nelson, 1938, repr. 1951. 200p.; maps. Bibliography, p.195-198.	
	5434

Headings used in the Dictionary Catalogs of the Library of Congress

(Seventh Edition and supplements) are assigned to entries in the English sequence of the Subject Catalogue of the Cape Education Library Service. The Afrikaans subject headings developed by the Potchefstroom University Library are used as a guide in the translation of the Library of Congress Subject Headings into Afrikaans for use in the Afrikaans sequence of the Subject Catalogue. Tracings are provided on the reverse of the shelf list cards. (Please see sample catalogue cards). National bibliographies are available for consultation during the cataloguing of current and retrospective titles. (Please see Appendix 2/1).

Brief entries are made for periodicals and are arranged in a separate alphabetical sequence.

John Garlick Library

The function of the John Garlick Library, founded in 1922, is to lend material to staff members, students and past members of the Cape College for Advanced Technical Education.⁽³⁵⁾

The bookstock, numbering 12 306 by the end of 1972,⁽¹⁴⁾ covers the curriculum of the college, comprising works on Psychology, Economics, Law, Education, Science, Sport and Recreation, Literature, History, Biography, Religion, Social Science and Languages.⁽³⁵⁾ 168 current periodical titles, covering both technical and general subjects, are acquired annually.⁽¹⁴⁾ Filmstrips and records are stocked by the library.

Little information exists about the history of the catalogues, cataloguing and classification at the library. Early entries in the catalogue were brief, giving information about the author, title, date

(35) State Library, Pretoria, p.240

(14) John Garlick Library, p.1 and 2

JOHN GARLICK LIBRARY
Sample catalogue cards

Classified Catalogue Entry, includes tracing on reverse

530	530 BUR
Burns, Desmond M.	
Physics for biology and pre-medical students, by Desmond M. Burns, and Simon G.G. Macdonald. London, Addison-Wesley, 1970. R7.50.	
614p.	illus.
	558/73

University of Cape Town

JOHN GARLICK LIBRARY
Sample catalogue cards

Author Entry

	530 BUR
Burns, Desmond M.	
Physics for biology and pre-medical students, by Desmond M. Burns, and Simon G.G. Macdonald. London, Addison-Wesley, 1970. R7.50.	
614p.	illus.
	558/73

Title Entry

	530 BUR
Physics for biology and pre-medical students, by Desmond M. Burns, and Simon G.G. Macdonald. 1970. R7.50.	
	558/73

Size of cards: 75mm x 125mm

classification and accession numbers. The 1908 L.A. and A.L.A. Cataloguing Rules were in use until 1968 when the A.A.C.R. were adopted for use in the cataloguing of current acquisitions. Dewey 16 was adopted in 1968 and Dewey 18 in 1973 in order to classify titles.

The unilingual classified catalogue is filed in separate Author, Title and Classified Sequences and consists of approximately 79 200 entries. The catalogue increased by a further 609 items in 1972 (695 in 1971).⁽¹⁴⁾ The Branch Library at Clareinch has an Author Sequence consisting of one main author entry for each title allocated to the branch. An alphabetical stock register of the books shelved at the Clareinch Branch Library is maintained at the John Garlick Library.

Current acquisitions are catalogued according to the British text of the A.A.C.R. and are classified according to Dewey 18 by two full-time professional librarians. Broad classification numbers are assigned to titles, with occasional use of standard subdivisions. Classification by subject attraction occurs as class numbers are assigned to titles bearing in mind the interests of the readers.

Main and added entry catalogue cards are typed individually by the librarians. Tracings are provided on the reverse of the classified catalogue cards. (Please see sample catalogue cards). The B.N.B. is consulted for bibliographical details. (Please see Appendix 2/1).

Periodicals, records and filmstrips acquired by the library are not catalogued.

(14) John Garlick Library, p.2

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21. Malan,S.I. University library progress July 1956-June 1957.- South African Libraries 25(3) 99-103 Ja 58.
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University of Cape Town

CHAPTER THREE

RECATALOGUING

"The maintenance of any growing catalog demands some continuous recataloging, most often involving only one or a few entries, but sometimes affecting a relatively large number..."⁽²⁹⁾ Despite the fact that there can be few libraries in which recataloging has not occurred, the paucity of literature on the subject indicates that little attention has been paid to this common technical procedure in libraries. Osborn remarks ironically that "The perfectionist cataloger is guided by the compelling desire to catalog a book in all respects so well that the job will be done once and for all... The error behind the perfectionist theory is that so far no cataloger has succeeded in doing work that would last indefinitely. Invariably one generation of catalogers does over the work of its predecessors."⁽²⁴⁾ The history of catalogues at various libraries illustrates this point. The Library of Harvard University, for example, has had twelve catalogues constructed since its inception in 1764.⁽²⁴⁾ Recataloging should be of interest to librarians as it is a common occurrence in libraries and is a procedure which may have a wide ranging effect on other sections as it is not isolated within the confines of the Cataloguing Sections of libraries.

Recataloging covers a wide range of activities. Horner defines recataloging as "This topic can range from occasional minor alterations and corrections, through a permanent process of catalogue overhaul, to all that could be involved in complete adoption of a new code".⁽¹⁵⁾

(29) Rosenthal, p.440

(24) Osborn(in Olding,p.230)

(15) Horner,p.267

Tauber's definition of recataloguing reads "...recataloging may mean a number of things, such as eliminating obsolete main and subject entries, revising descriptive information on cards, abandoning the use of one subject heading list for another, introducing a new system of cross references and information cards, and subdividing subjects which have grown rapidly. It may also refer to such activities as eliminating odd-sized cards for standard sized cards and replacing handwritten and worn cards with typed and printed ones. These activities are usually present in a general recataloging project which may have as its goal a complete editing of the catalog".⁽³⁴⁾ In this chapter, the meaning of recataloguing is understood as being the provision of a new heading and entry for a previously catalogued title, involving the replacement of existing catalogue cards. The problems incurred at libraries resulting from the introduction of a revised code of cataloguing rules are investigated in Chapter 4 of this study and the alteration of subject headings is discussed in Chapter 8 of this study.

Reasons for undertaking Recataloguing

Any proposed recataloguing project should be examined seriously in order to ascertain that recataloguing is being undertaken for valid reasons and that the improvements resulting from the task justify the costs involved in completing the operation. Although recataloguing of titles in order to correct past errors is a constant feature of catalogue maintenance, recataloguing of incidental titles should be limited to rare occurrences where correction is essential as it may become an expensive habit.

Four categories comprise the situation in which the necessity to

(34) Tauber, p. 342-343

implement a major recataloguing project arises at a library.

Firstly, recataloguing may be necessary because inadequacies are present in the cataloguing system proposed for replacement. Past catalogue entries may have been inconsistent with inadequate cross-references. Staff at older libraries, such as the South African Library and the Library of Parliament, report that added entries were often omitted in early cataloguing, and that when they were made, they were frequently not recorded in the tracings on the reverse of the master catalogue cards. Limitations in early national bibliographies detracted from high standards of accuracy in cataloguing at libraries. The size of early catalogue cards may not have been standard and may require replacement by cards of the internationally accepted size. The adoption of a newly published cataloguing code to meet present day requirements in cataloguing may result in the recataloguing of previous entries in the catalogue in order to ensure uniformity in catalogue entries. The introduction of a machine-readable catalogue may necessitate the conversion of the retrospective catalogue, whereas the abandonment of a mechanized catalogue subsequently may result in the recataloguing of titles according to a manual cataloguing system.

The second category concerns increasing difficulties being experienced by the library's users in obtaining relevant information from the catalogue, resulting in many hours of valuable staff time being spent in explaining the use of the catalogue to readers. Lack of uniformity in catalogue entries has arisen at many libraries over a period of time, causing a reduction of efficiency in catalogue usage. Increase of the bookstock and the use made thereof may result in the catalogue becoming inefficient. A dictionary or classified catalogue, suitable for a library initially, may become inadequate as the library increases in size and may need to be replaced by a catalogue in a form more suitable

for its current needs. The need for recataloguing increases in relation to the age of the library. A valid reason for undertaking recataloguing at any library is provided when the catalogue ceases to be an effective tool for the library user.

The third category concerns increasing difficulties being experienced in applying the cataloguing system to the cataloguing of current acquisitions. Changes in knowledge and in interests may determine alterations in the functions of a library. The interests and needs of the library's users alter continually and with them the elements in cataloguing that are based on the needs of the time. It may become essential to adopt a new code of cataloguing rules at a library as a result of the changing pattern in knowledge and functions of that institution. Recataloguing may become essential in order to establish uniformity in catalogue entries and in order to create a currently efficient catalogue.

The fourth category concerns administrative decisions which may be made about the technical processes practised at a particular library. The decision may be made at a library to unite with other libraries in forming a centralized cataloguing or technical processes unit or to form a union catalogue of holdings with other participating libraries. The decision may be made to acquire printed catalogue cards from cataloguing agencies. The result of administrative decisions made to reduce current costs is that recataloguing may become necessary in order to ensure uniformity in current and retrospective catalogue entries.

Recataloguing is performed frequently in conjunction with a reclassification project as both processes require the retrieval and correction of the catalogue entries.

South African Library

No recataloguing is currently being performed at the South African

Library. Certain Incunabula and Africana titles included in An Index to the Grey Collection, compiled by T.H. Hahn, were recatalogued in the past by a staff member appointed to that specific duty.

University of Cape Town Libraries

No major recataloguing project is in progress at the University of Cape Town Libraries. Entries are recatalogued at irregular intervals in conjunction with the reclassification project currently in progress at the library. The general policy in connection with recataloguing is to limit it to cases where a great improvement may result from implementing a certain A.A.C.R. rule as there is a possibility that a machine-readable catalogue may be constructed in the future at the library. It would be uneconomic to recatalogue titles prior to mechanization.

The routine followed in recataloguing is the same as in the reclassification project currently in progress. The class catalogue card is retrieved by the librarian reclassifying a certain title. The relevant volumes are brought to the Cataloguing Section by a cataloguing assistant. A recall card is written by the assistant for any book in circulation at the time of recataloguing a title. The catalogue is consulted for authority in order to ensure uniformity in catalogue entries. National bibliographies are consulted in order to acquire bibliographic details, if the cataloguing of the title is complicated or if the information provided in the volume is obscure. A draft catalogue entry is prepared by a cataloguer, who also writes the tracing on the reverse of the card. The catalogue entry and tracing is verified by the Chief Cataloguer. The volume is sent to the Processing Section if re-marking is necessary on account of a change in the heading. A See-lin label carrying the altered location symbol is prepared by a staff member in the Processing Section and fixed over the previous location mark on the spine of the

UNIVERSITY OF CAPE TOWN LIBRARIES
Temporary Catalogue Cards: Sample

Author

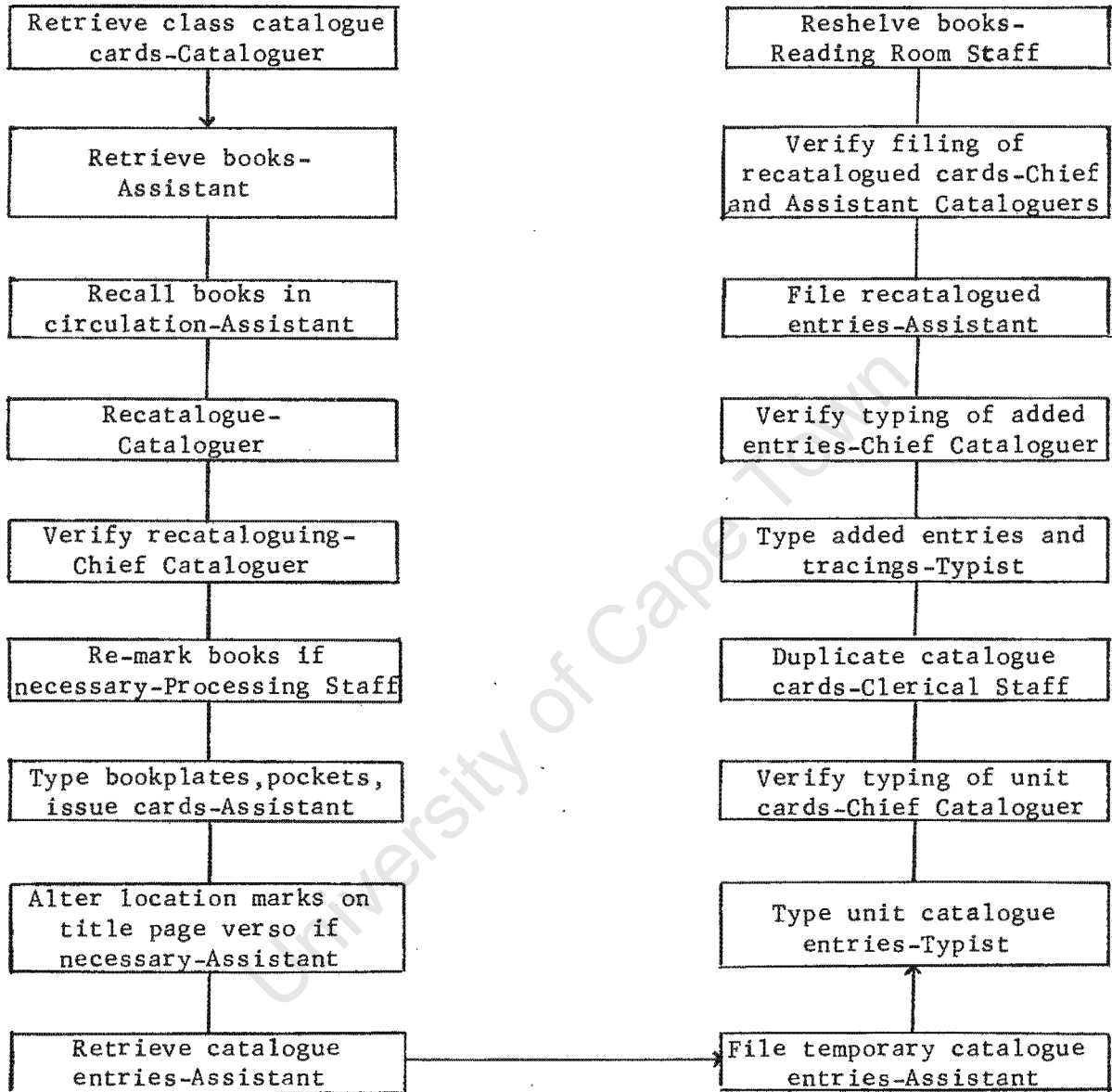
Title

Class no.

Card temporarily withdrawn by Cataloguing
Dept. for alterations.

University of Cape Town

UNIVERSITY OF CAPE TOWN LIBRARIES
Recataloguing Method: Workflow Chart



book. These are occasionally verified by the staff in the Processing Section. A new book plate, pocket and issue card are typed by a cataloguing assistant, who also alters the location number on the reverse of the title page if necessary as a result of the change in heading. The relevant catalogue cards are retrieved from the Main Catalogue by a cataloguing assistant by means of the information contained in the tracing on the reverse of the classified catalogue card. A temporary catalogue entry is written by an assistant on yellow board and interfiled in the main Author Sequence of the catalogue. A unit catalogue entry is typed either on a Roneo stencil or punched on a flexowriter ribbon by a typist and is verified by the Chief Cataloguer. The entry is punched on the Flexowriter ribbon if more than four catalogue cards are required for a single recatalogued title. The cards are duplicated on the Roneo machine if fewer than four catalogue cards are required for a single recatalogued title. The typist types the added entries on the duplicated cards and the tracing on the reverse of the recatalogued card intended for the Classified Sequence. This typing is verified by the Chief Cataloguer. The assistants file the recatalogued cards in the relevant sequences of the Main Catalogue. The filing of the catalogue cards in the Author Sequence is verified by the Chief Cataloguer and in the other sequences by the assistant cataloguing librarians. The circulation staff in the Reading Room reshelve the books. (Please see Workflow Chart).

The Chief Cataloguer reports that recataloguing is less time-consuming than the cataloguing of current acquisitions but that the retrieval and refiling of catalogue cards are time-consuming and add considerably to the total time required to recatalogue a title.

Statistics are not kept of the number of titles recatalogued as recataloguing is performed at irregular intervals.

The provision of tracings on the reverse of the classified catalogue

cards will be of assistance in any future recataloguing project.

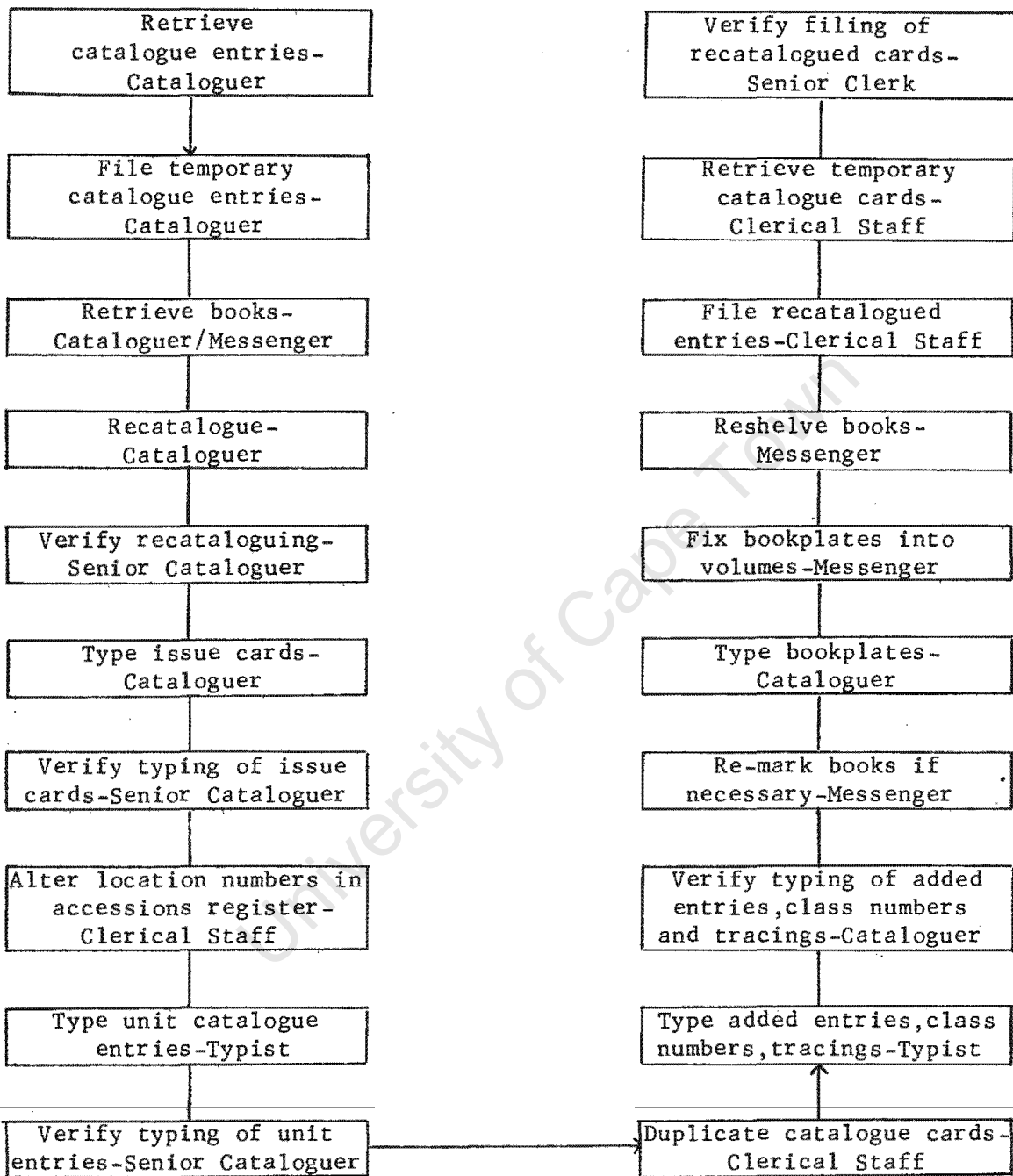
Library of Parliament

No major recataloguing project is currently in progress at the Library of Parliament although recataloguing, especially of Africana titles, does occur to a limited extent at the library. The decision is made to recatalogue an entry when the presence of an incorrect or incomplete entry in the catalogue would have a detrimental effect on the cataloguing of titles acquired in the future. The majority of catalogue entries which are currently being recatalogued are the early catalogue entries which contained insufficient information. A recataloguing project of all entries pertaining to the Bible is proposed at a future date dependent upon the availability of staff. Titles are recatalogued occasionally in conjunction with reclassification when both the catalogue entry and the classification number for a particular title require alteration. However, the staff attempt to reduce the amount of recataloguing done as the publication of the revised catalogue of the Mendelssohn Collection will facilitate future cataloguing and recataloguing at the library because the staff will frequently be able to use catalogue entries provided in it as cataloguing copy.

A set routine is followed in recataloguing a title. The main author catalogue card is retrieved from the catalogue by a cataloguer. The added entries are retrieved from both the Main and Africana Catalogues by means of the information provided in the tracing on the reverse of the main author catalogue card. The retrieval of the added entries is complicated, firstly, as tracings were not provided on the reverse of early master catalogue cards, and, secondly, as very many added entries were made for these early entries in the catalogue. Temporary catalogue entries are written by a professional staff member on yellow board and

are filed in the Author, Title and Classified Sequences of the Main Catalogue. The books are fetched by a messenger if many volumes are affected by the alteration to the catalogue entry, or by a cataloguer if only a few volumes are involved. The catalogue is consulted for authority in order to ensure uniformity in the catalogue entries and national bibliographies are checked in order to obtain bibliographic details. The draft catalogue entry is prepared by a cataloguer and verified by a senior cataloguer, who also ascertains that all the previous added entries for the title being recatalogued have been extracted from the catalogue. A new issue card is typed by a cataloguer and verified by a senior cataloguer. An instruction note is sent to the staff in the clerical department with information concerning the alteration of the relevant location number in the accessions register, if the location number has been affected by the alteration to the reconstructed heading. The clerical staff indicate in the accessions register that a location mark has been altered. A unit catalogue entry is typed by the typist, verified by a senior cataloguer and the relevant number of catalogue cards duplicated by means of a Xerox machine. Added entries and class numbers are typed on the catalogue cards by the typist, who also types the tracing on the reverse of the main author catalogue card. A cataloguer verifies the typing and sends an instruction note to the messenger informing him about the physical alteration of the volume if the change of heading affects the location mark on the spine of the volume. The messenger alters the location mark on the spine of the volume by first overwriting the previous class number with an electric stylus and black tape. He re-marks the location number on the spine of the volume with an electric stylus and white tape. The messenger fixes the new book plate, typed by the cataloguer, inside the volume over the previous bookplate and then reshelves the volume. The clerical staff refile the catalogue cards and withdraw the temporary

LIBRARY OF PARLIAMENT
Recataloguing Method: Workflow Chart



catalogue cards. The senior clerk verifies the refileing of the catalogue cards. (Please see Workflow Chart).

The heading of the existing catalogue card is altered if only minor alterations are necessary which can be effected more rapidly than typing new cards.

The staff at the library estimate that recataloguing is less time-consuming than current cataloguing as fewer bibliographies have to be consulted in order to establish headings. However, the search for added entries in the Main and Africana Catalogues is reported to be very time-consuming. The staff estimate that the time taken to complete the clerical routines is greater than the time taken to recatalogue the title. Typing may delay the completion of the routine for a few days.

Statistics of the number of titles recatalogued are not kept at the library as recataloguing is performed at irregular intervals.

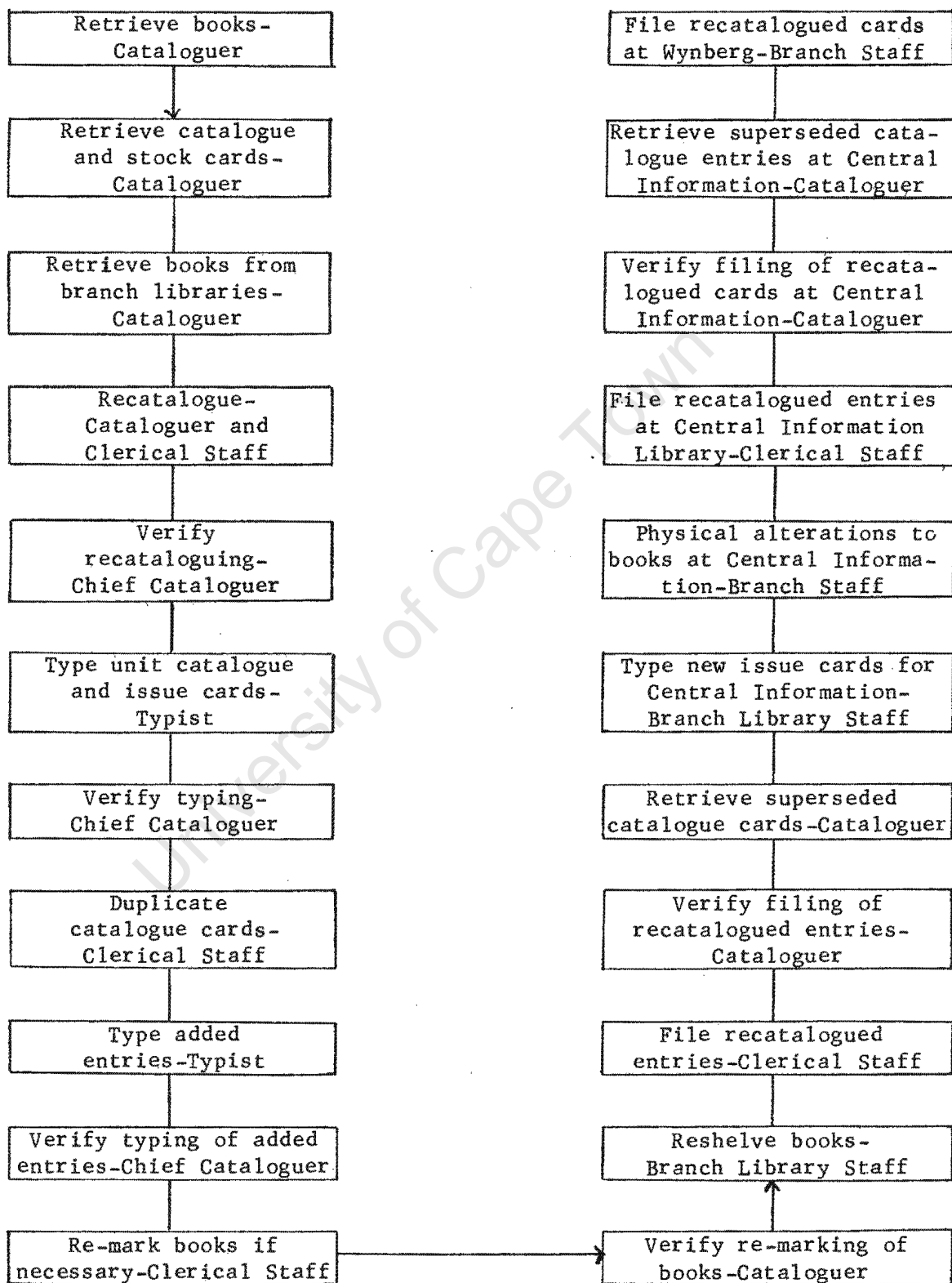
The provision of tracings on the reverse of the main author catalogue cards and the compilation of the alphabetical Authority File will assist any future recataloguing performed at the library.

Cape Town City Libraries

No major recataloguing project is in progress at the Cape Town City Libraries although recataloguing is performed at irregular intervals when the catalogue entry is considered to be incorrect or inadequate.

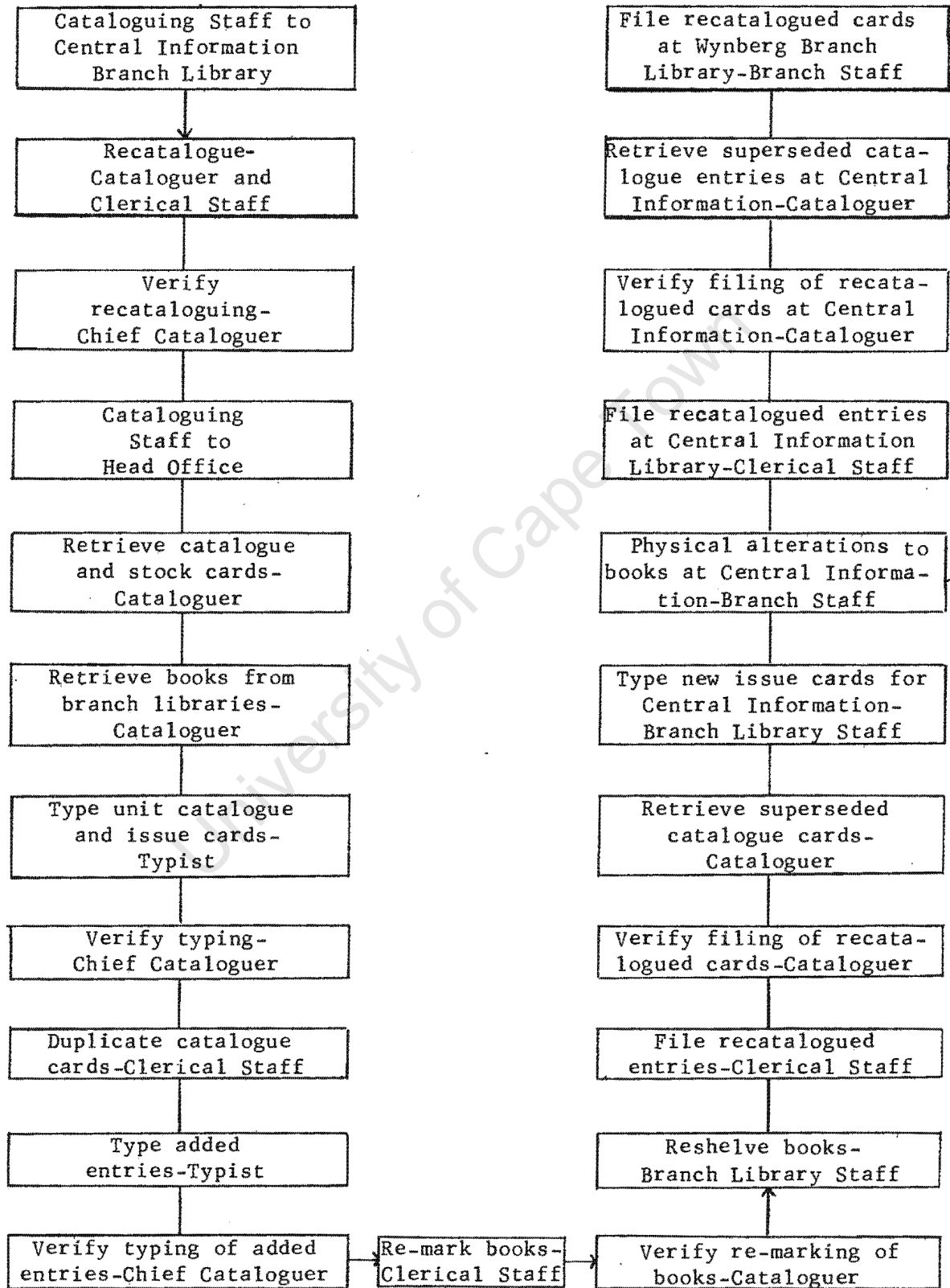
The recataloguing routines are similar to the routines carried out during the reclassification project. The volumes concerned are fetched by a cataloguer from the storage rooms at the Head Office. The relevant catalogue card and stock record card are extracted by a cataloguer, who also writes recall cards in order to retrieve the relevant volumes from the branch libraries, with the exception of the Central Information Branch Library. Recataloguing is performed after the receipt of the

CAPE TOWN CITY LIBRARIES
 Recataloguing Method: Workflow Chart
 Routine One



books from the branch libraries. Clerical staff consult the catalogue for authority in order to ensure uniformity in catalogue entries and the national bibliographies in order to obtain bibliographic details. Professional staff verify this information if it appears to be doubtful. A draft catalogue entry is prepared by a cataloguer and checked by the Chief Cataloguer. The typist types the unit catalogue and issue card stencils from the draft catalogue entry. The typing is verified by the Chief Cataloguer and the required number of cards duplicated on a Roneo machine by clerical staff. Added entries are typed by the typist on the duplicated catalogue cards and verified by the Chief Cataloguer. The tracing and information about the national bibliography where the title was located is provided on the reverse of the main author catalogue card. The location marks on the spines of the volumes are altered by clerical staff if affected by a corrected heading and verified by a cataloguer. The volumes are returned to the branch libraries, where they are reshelved by the branch library staff. The recatalogued cards are filed in the Main Catalogue by the clerical staff. Cataloguers extract the previous catalogue entries by means of the information contained in the tracing on the reverse of the now superseded author catalogue card and verify the refiling of the new catalogue cards. An example of the issue card is sent to the Central Information Branch Library, where the staff type new issue cards and attend to the physical alteration of the books, if essential as a result of the alteration in the heading. Clerical staff from the Cataloguing Section file the recatalogued entries in the Central Information Branch Library catalogue. The previous catalogue cards are retrieved and the filing of the recatalogued cards verified by a cataloguer. New catalogue cards are sent to the Wynberg Branch Library, where the staff attend to the filing of the recatalogued entries and the retrieval of the previous catalogue cards. (Please see Workflow Chart).

CAPE TOWN CITY LIBRARIES
 Recataloguing Method: Workflow Chart
 Routine Two



The second recataloguing routine concerns titles allocated to the Central Information Branch Library but not stored at the Head Office. The cataloguing staff travel to the Central Information Branch Library in order to recatalogue titles on the premises. The book is recalled from the Central Information Branch Library if the staff are unable to recatalogue the title without the aid of information provided in national bibliographies. The remainder of the routine is similar to that described in Routine 1. (Please see Workflow Chart).

Occasionally titles are recatalogued using information obtained from the national bibliographies without retrieving the relevant volumes. An instruction note is sent to the staff at the Central Information Branch Library informing them of the details on the catalogue card which should be altered.

Titles are recalled from the branch libraries for recataloguing if they are not stored at the Head Office or allocated to the Central Information Branch library. The same routine is implemented as in Routine 1.

The Chief Cataloguer reported that recataloguing is less time-consuming than the cataloguing of current acquisitions. Statistics are not available of the number of titles recatalogued as recataloguing is performed at irregular intervals.

The provision on the reverse of the master catalogue cards of tracings and of information about the national bibliography where the title was located will be of assistance in any future recataloguing project which may be undertaken at the library.

Cape Provincial Library Service

A major recataloguing project is in progress at the Cape Provincial Library Service. In 1966 the decision was made that a complete overhaul

of the Central Catalogue was necessary in order to effect a greater uniformity in catalogue entries and thereby to increase efficiency in services to users. The decision was made that the ICT punched catalogue card entries in the Central Catalogue should be recatalogued according to the manual cataloguing system, introduced at the library in 1964 and based on the 1908 L.A. and A.L.A. Cataloguing Rules and the cataloguing system of the B.N.B. The abbreviated headings resulting from the limitations of the fixed fields allocated on each punched catalogue card, caused discrepancies in entries for the same heading catalogued according to the manual and the mechanized systems and difficulties were experienced by library staff in obtaining information from the catalogue. It was decided that the increased ease in the use of the catalogue and the resulting efficiency in services to readers justified the costs involved in the project. Entries in the Central Catalogue only would be recatalogued as the provision of recatalogued entries to the Regional Libraries would increase the costs considerably and would result in a catalogue card filing workload which could not be handled satisfactorily by the staff at the Regional Libraries.

The recataloguing project was planned carefully with attention to detail and with the realisation that this was a long-term project. A post for the recataloguing of punched card catalogue entries was established in the Cataloguing Section.

No special weeding programme was necessary before the start of the recataloguing project as a continuous withdrawals system is in operation at the library.

The Chief Cataloguer constructed a worksheet detailing methods to be implemented during the project. The decision was made that each of the four cataloguers and the cataloguing library assistant would allocate one day each working week on the recataloguing project as against the alter-

native measure of one cataloguer working five days each week on the task. This method was introduced because it was considered that as recataloguing is not as interesting as the cataloguing of current acquisitions, variation in duties should occur in order to retain interest in the project. This decision also eliminated the need to retrain staff in the new cataloguing system as all the staff were conversant with the current cataloguing rules.

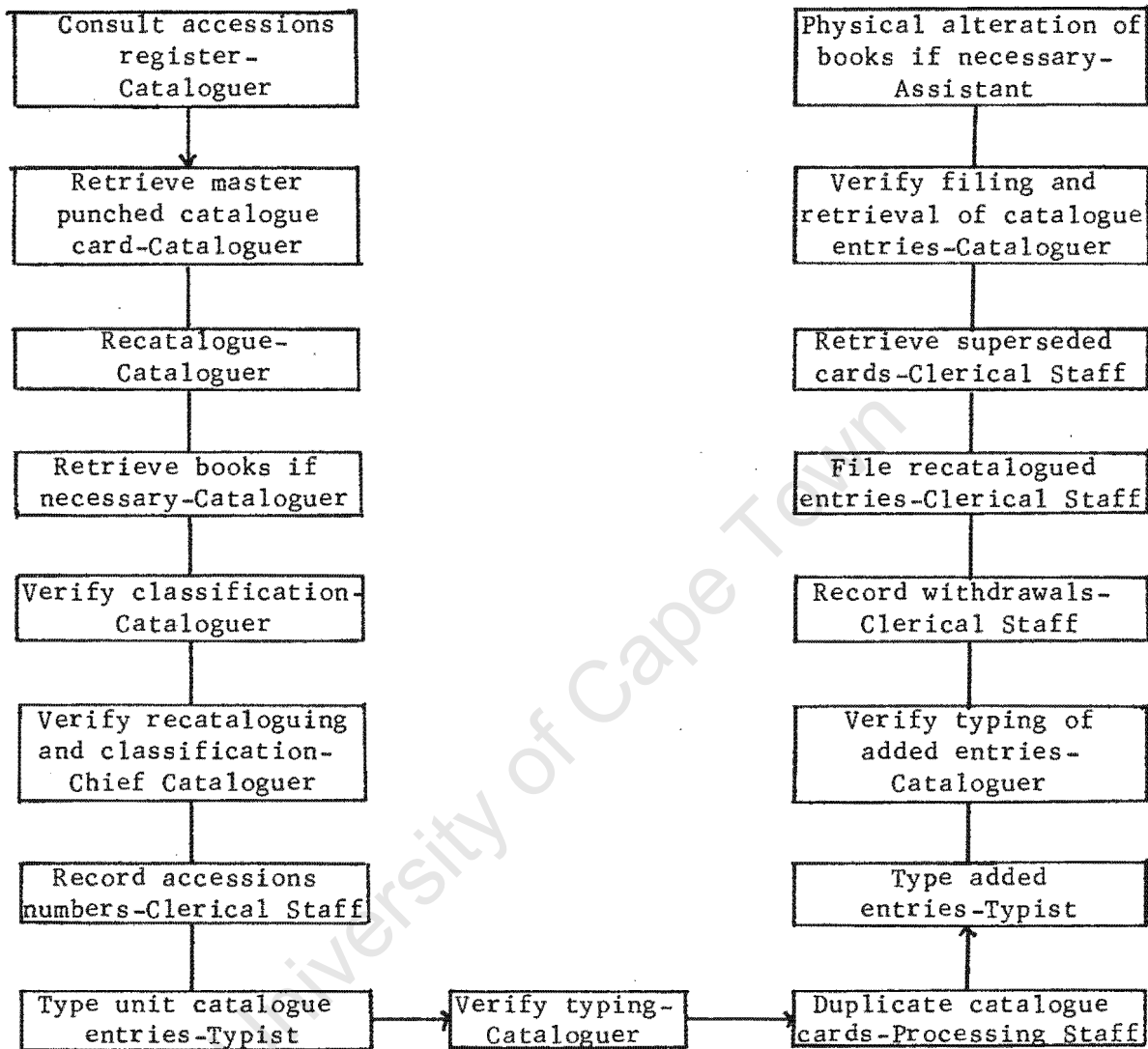
The dispersal of a large bookstock between many libraries separated over great distances resulted in a book retrieval problem. The expense involved in retrieving volumes was estimated as being excessive and furthermore that the time factor involved in recalling the bookstock would delay the project. A method had to be devised to eliminate the necessity to retrieve bookstock because services to readers would be seriously disrupted by the retrieval of large numbers of volumes. The decision was made that the entries listed in the national bibliographies would be regarded as authoritative and would be used as cataloguing copy in recataloguing titles. Whenever possible, titles would be recatalogued from information provided by national bibliographies without retrieving the relevant volumes. Books would be retrieved from the Central Collection only if the title could not be located in a national bibliography.

The order in which recataloguing would be undertaken was systematically according to the accessions register. The numerical order of the accessions register would be reversed and recataloguing would be undertaken from the latest number to the first accession number of titles catalogued according to the punched card system.

A recataloguing routine was implemented and work began on the project. Information is obtained from the accessions register concerning the author, title and publisher of the next title to be recatalogued. The title is then marked in the accessions register as having been recata-

logged. The master punched catalogue card, the reverse of which carries the tracing, is extracted from the alphabetical sequence maintained in the Cataloguing Section. The punched catalogue card contains a print-out of the author, title and imprint date. The title is recatalogued by the cataloguer by means of information obtained from consultation of national bibliographies. The cataloguer ensures that the publisher given in the bibliography relates to the publisher provided in the accessions register. The title is retrieved by a cataloguer from the Central Collection and recatalogued from information provided in the volume, if the staff have been unable to locate it in any national bibliography. This involves approximately 5% of the titles recatalogued. If a title is neither in the Central Collection nor listed in a national bibliography, the cataloguer recatalogues the title from information on the punched catalogue cards by means of a key to the coding. This applies to approximately 1% of the titles recatalogued. A catalogue entry is drafted according to the current cataloguing rules. The tracing is provided on the reverse of the draft catalogue card as well as information about the bibliography where the title was located and the classification number and subject heading or subject index entry provided by that reference source. The classification number is verified during the recataloguing of the title and altered if necessary to conform to the current edition of the D.D.C. All the above mentioned work is done by a cataloguer. The Chief Cataloguer verifies the recataloguing and classification, and sends the cards containing the draft recatalogued entry and the master punched catalogue card to the Accessions Section. An accessioning clerk records the accession numbers on the draft catalogue card by using the information provided on the master punched catalogue card. The draft catalogue entry is then returned to the Chief Cataloguer, who sends the card to the typist for typing. The typing of

CAPE PROVINCIAL LIBRARY SERVICE
Recataloguing Method: Workflow Chart



the recatalogued entry on a wax stencil is verified by a cataloguer. The stencil is sent to the Processing Section where the relevant number of cards is duplicated on a Multilith machine. These are returned to the typist, who types the added entries on the catalogue cards according to the information provided in the tracing on the reverse of the draft catalogue card. A cataloguer verifies the typing of the added entries and sorts the catalogue cards into author, title and classified sequences. The main author catalogue card is sent to the Withdrawals Section, where clerical staff record on the card copies of titles withdrawn from stock. The filing clerk in the Cataloguing Section files the recatalogued entries in the Central Catalogue and retrieves the now superseded catalogue cards by means of the information provided in the tracing on the reverse of the master punched catalogue card. The filing clerk files the draft catalogue entry, which now becomes the master catalogue card, in the alphabetical sequence maintained in the Cataloguing Section. A cataloguer verifies the filing of the recatalogued cards and the retrieval of the superseded cards. The Cataloguing Assistant, working in the Central Collection, corrects the location mark on the spine of the volume and alters the issue card if an alteration to a heading affects the call number of the title. (Please see Workflow Chart).

Recataloguing began in January 1966, and 20 102 titles were recatalogued between that date and November 1973.⁺ Progress was slow from 1966 to 1969 due to a shortage of cataloguing staff.

The cataloguing staff report that the recataloguing of a title is performed more rapidly than the cataloguing of a title currently acquired by the library and that the clerical routines are more time-consuming than the actual act of recataloguing.

⁺ Statistics, Chief Cataloguer, Cape Provincial Library Service

Provision has been made for the housing of the new catalogue cards.

The provision on the reverse of the master catalogue cards of tracings and of information about the bibliography where the title was located, will prove useful in any future recataloguing.

The cataloguing staff report a decrease in the amount of time expended in explanations to staff members concerning correct catalogue usage and an increased use of the catalogue is apparent.

Cape Education Library Service

The staff of the Cape Provincial Administration Education Department made a policy decision that the bookstock of the Cape Education Library Service should be recatalogued according to standard cataloguing rules as the existing catalogue was considered to be inadequate and detrimental to the performance of efficient services to readers. The existing alphabetical author catalogue in which each title in the bookstock of the Cape Education Library Service is represented by a single author entry, would be replaced by a bilingual alphabetical catalogue of author and title entries interfiled with added entries. A syndetic Subject Catalogue, consisting of separate alphabetical English and Afrikaans sequences and a Subject Authority File, would be constructed using The Subject Headings used in the Dictionary Catalogs of the Library of Congress. A shelf-list would be constructed and arranged according to the order of the D.D.C.

The recataloguing project was planned with attention to detail before starting the work. Recataloguing would be performed in conjunction with reclassification. A proposal was made that new catalogues should be supplied to the seven teacher training college libraries simultaneously with the recataloguing of the Cape Education Library Service's

bookstock. Librarians at the teacher training college libraries were requested to send one author catalogue entry for each title in their bookstock to the Cape Education Library Service, where they were interfiled in one alphabetical sequence. The bookstock of the teacher training college libraries consist of titles not necessarily duplicated in the stock of the Cape Education Library Service.

The decision was made not to weed the bookstock prior to recataloguing but to discard titles considered redundant during the project.

Three temporary posts have been allocated to the Cape Education Library Service, initially for three years, extended by a further five years in order to complete the reorganization project. A separate recataloguing unit was not established at the library.

Current acquisitions have been catalogued according to the A.A.C.R. since 1970. As recataloguing would be performed according to these rules, retraining of staff was unnecessary as all were conversant with the code.

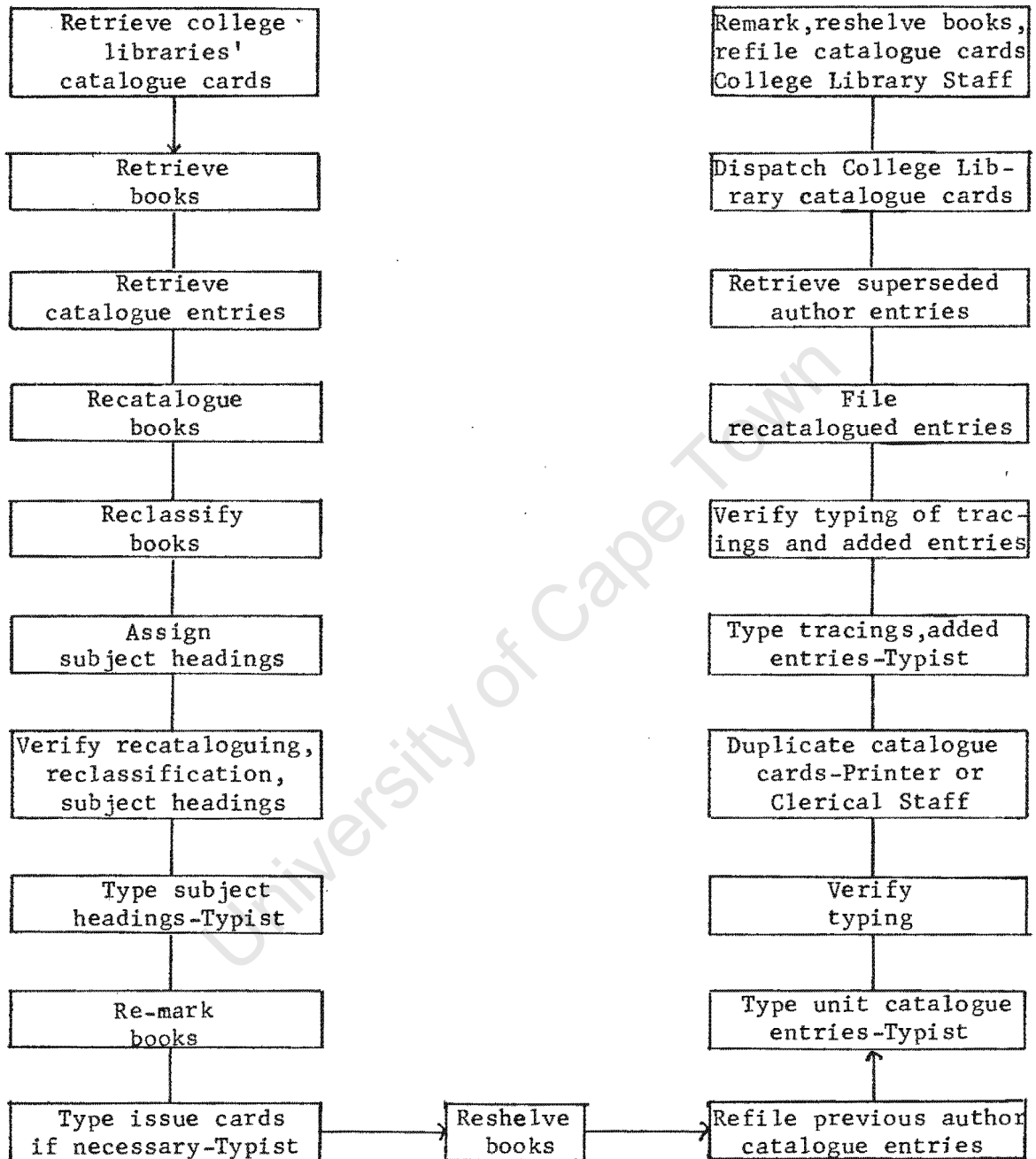
The initial plan was for titles in the bookstock of the Cape Education Library Service to be recatalogued systematically through 000 to 999 of the D.D.C. notation. Titles common to both the Cape Education Library Service and to the teacher training college libraries would be recatalogued simultaneously. However, this proved unsatisfactory as too great a delay was incurred in the receipt of the recatalogued entries by the teacher training college libraries because the major portion of the titles being recatalogued pertained to the stock of the Cape Education Library Service and not to the teacher training college libraries' collections. The decision was made to alter the working order of the recataloguing project and titles would be recatalogued through the alphabetical A to Z sequence of the catalogue cards sent to the Cape Education Library Service by the teacher training college libraries. Systematic recataloguing according to the D.D.C. notation will recommence

once this phase of the project has been completed. Psychology, Mathematics, Publishing and Printing titles and titles classified within 000 to 140 held by the Cape Education Library Service were recatalogued when these subjects were reclassified during the initial stages of the 000 to 999 reorganization order.

The reorganization project began in 1971. The typing of the entries for titles currently catalogued and recatalogued was delayed deliberately until the receipt of Dewey 18 in 1972 in order to allow the immediate typing of Dewey 18 numbers on the catalogue cards.

A set routine has been implemented for the recataloguing of titles at the Cape Education Library Service. The cards pertaining to titles owned by the teacher training college libraries are retrieved from the alphabetical sequence in which they are filed. The relevant volumes are fetched from the bookshelves at the Cape Education Library Service and the existing author catalogue card extracted from the Cape Education Library Service's catalogue. The heading is verified against those in the catalogue in order to ensure uniformity in catalogue entries and the national bibliographies are consulted in order to obtain bibliographic details. A draft catalogue entry is prepared by a cataloguer, who also classifies the title and assigns subject headings. The accuracy of the draft catalogue entry, the classification and subject headings is verified. The subject headings are typed at the Head Office of the Cape Provincial Administration. The location mark on the spine of the volume is corrected if affected by the alteration to a heading in a catalogue entry. A new issue card is typed if the heading has been altered as a result of the adoption of the A.A.C.R. The volumes are reshelfed. The Dewey 18 number is written on the previous catalogue card, which is then refiled in the author catalogue. The typist punches the recatalogued entry on the Flexowriter ribbon if ten or fewer copies are needed of the

CAPE EDUCATION LIBRARY SERVICE
Recataloguing Method: Workflow Chart



Each stage in the Recataloguing Routine is carried out by professionally qualified staff, unless otherwise specified.

catalogue entry. If more than ten copies are needed, the unit card is reproduced by photo-lithographic methods at the Head Office Printing Works of the Cape Provincial Administration. Each unit entry is typed on a white sheet of paper (A4 size) in juxtaposition with other unit entries requiring the identical number of copies. The number of unit entries typed on each sheet of paper is dependent on the length of the catalogue entries. The typing on both the sheet and the Flexowriter ribbon is verified in order to ensure accuracy. The catalogue entries on the Flexowriter ribbon are duplicated at the Cape Education Library Service. The typed sheets are sent to the Head Office Printing works for duplication. The Head Printer organizes the guillotining of the printed catalogue cards to the required 75mm x 125mm size. The catalogue cards are returned to the Cape Education Library Service, where the relevant added entries are typed on the printed catalogue cards and the tracings on the reverse of the shelf register cards. The typing of the added entries and the tracings are verified by a cataloguer. The recatalogued entries are filed in the catalogue, the now superseded catalogue cards being retrieved from the catalogue. Professional staff perform the entire recataloguing routine with the exception of the typing and the printing of the recatalogued cards. The recatalogued cards are sent at monthly intervals to the teacher training college libraries. The previous teacher training college author catalogue card is attached to the relevant set of recatalogued entries. The teacher training college library staff re-mark the location marks on the spines of the volumes in their collections, reshelve the books and refile the catalogue cards at their libraries. (Please see Workflow Chart).

The recataloguing of the titles according to the A to Z sequence of the teacher training college libraries' catalogue was almost complete by the 15th August, 1973. Once this phase of the project has been com-

pleted, the staff will continue to recatalogue Cape Education Library Service titles in the 000 to 999 sequence of the Cape Education Library Service. The same routine will be implemented as in the A to Z of the teacher college libraries routine, except that there will be no reference to the catalogue cards of the teacher training college libraries' collections. The final task in the reorganization project will be the recataloguing of those titles belonging to teacher training college libraries, which are not stocked by the Cape Education Library Service. The decision had not been made by 15th August, 1973, whether the relevant titles would be recalled to the Cape Education Library Service or whether the staff of the Cape Education Library Service would travel to the libraries concerned in order to recatalogue the books on the premises.

No statistics are available of the number of titles recatalogued by the staff of the Cape Education Library Service. The staff estimate that approximately a quarter of the estimated 62 334 titles⁺ requiring recataloguing have been recatalogued since the start of the project.

The recataloguing of books in circulation is delayed until they are returned by the borrower. This delay may be of a lengthy duration as books are circulated with long loan periods throughout the entire Cape Province.

The staff report that a typing backlog delays the completion of the recataloguing routine as the receipt of the recatalogued cards is subject to protracted delay.

The staff estimate that the recataloguing of a title is as time-consuming as the cataloguing of a currently acquired title. They also estimate that the mechanical side of the routine is as time-consuming as recataloguing a title. The necessity to retrieve only one catalogue card

+ Statistics received from Chief Librarian, Cape Education Library Service

for each entry recatalogued increases the speed at which the mechanical side of the routine may be carried out by the staff.

The provision of tracings on the reverse of the shelf-register cards will ease any future recataloguing which may occur at the library. The retention of the Flexowriter ribbon, which may be corrected easily, will assist in the rapid duplication of any altered catalogue entries.

John Garlick Library

A recataloguing project has been in progress at the John Garlick Library in order to effect uniformity in entries catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules and the current entries catalogued according to the A.A.C.R.

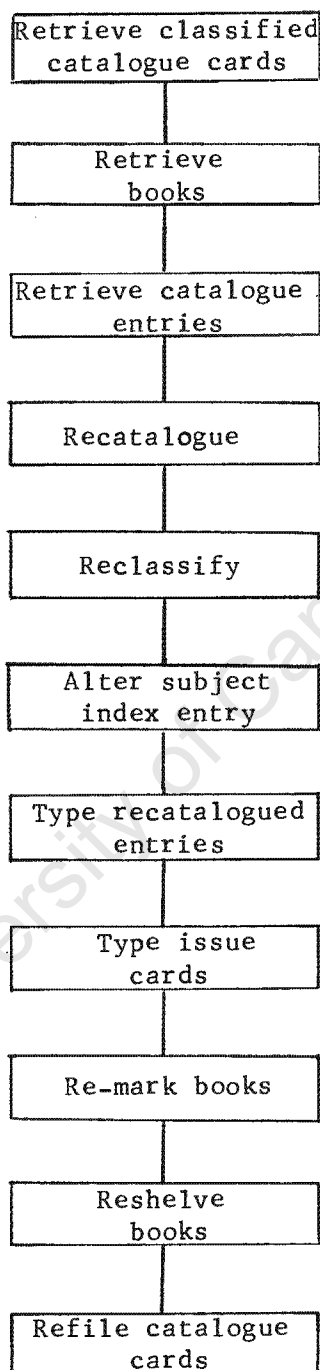
Additional staff were not employed to recatalogue the bookstock.

The bookstock of the John Garlick Library is weeded annually by the teaching staff, fiction and non-fiction titles being discarded in alternate years.

Retraining of the staff was unnecessary as both staff members are conversant with the A.A.C.R.

The catalogue entry of each title being reclassified according to Dewey 18 is checked in order to ascertain that the heading and title entry conform to the A.A.C.R. Titles are recatalogued if the heading and title entry conflict with the specifications of the A.A.C.R. but not if the alteration in the rules affects only the bibliographic description. The volumes and the catalogue entry from the Classified Sequence have been retrieved previously in connection with the reclassification project currently in progress. The relevant entries are extracted from the catalogue by means of the information provided in the tracing contained on the reverse of the Classified Catalogue card. The catalogue is consulted for authority in order to ensure uniformity in catalogue

JOHN GARLICK LIBRARY
Recataloguing Method: Workflow Chart



Each stage in the Recataloguing Routine is carried out by professionally qualified staff.

entries and the B.N.B. in order to obtain bibliographic details. The consultation of the B.N.B. is limited to titles published from 1971 as the library did not subscribe to the B.N.B. before that date. The cataloguer types individual copies of the recatalogued entry on 75 mm x 125 mm cards for the Author, Title and Classified Sequences and simultaneously reclassifies and subject indexes the title. Draft catalogue entries are not prepared by the staff. The tracing is typed on the reverse of the catalogue card intended for the Classified Sequence. An issue card is typed. The location mark on the spine of the volume is altered according to the new D.D.C. notation. A blade is used to delete the previous location mark on the spine of the volume, the new location mark being written on the spine of the volume using an electric stylus. A Stickatag label carrying the altered location mark, is used to re-mark the volume if the book is provided with a dust jacket. The book is reshelfed and the catalogue cards filed in the relevant sequences of the catalogue. Two qualified librarians perform the complete recataloguing routine. (Please see Workflow Chart).

Statistics are not available of the number of titles recatalogued by the staff of the library.

The staff report that recataloguing is less time-consuming than the cataloguing of current acquisitions.

The provision of tracings on the reverse of the Classified Catalogue cards will assist the staff in any recataloguing undertaken in the future.

General Comments

The decision to undertake recataloguing should not be made until a thorough investigation into all aspects of the task has been completed. The alternative measure to recataloguing, that is of closing the established catalogue and starting a new one, should be considered and the costs of

both measures assessed. The disadvantage here is that two catalogues have to be consulted in order to make a comprehensive search. Difficulties arise in the cataloguing of additional copies, sequels, serials and new editions of titles acquired previously by the library. Once the decision has been made to recatalogue a library's bookstock, the project should be planned in detail in order to ensure efficient working methods, on which depend the success of the project. The recataloguing procedure should be flexible in order to allow improvements to be implemented at any stage during the project. The size and age of the library increase the complexity of the project. A date should be set for the work to start on cataloguing according to the new code.

Long term planning, costing and budgeting are essential in order to ensure the availability of funds sufficient to enable the completion of the project. Recataloguing is a more arduous undertaking than reclassification and has a history of failure to reach completion on account of insufficient funds and staff being made available. The immensity of the task is often not realised by the staff at a library and planning the project should include a margin of time for delays caused by such factors as staff turnover.

Recataloguing may be performed by either the established cataloguing staff or by a separate recataloguing unit specially formed to work on the project. A separate recataloguing unit should maintain close contact with the section cataloguing current acquisitions as a lack of communication between the two sections can result in discrepancies in currently catalogued and recatalogued titles. The Cape Provincial Library Service and the Cape Education Library Service have developed a practical solution to the problem of ensuring uniformity in the cataloguing of current and retrospective titles. Although posts have been allocated to both libraries for recataloguing purposes, all cataloguing staff participate in both the

cataloguing of current acquisitions and of retrospective titles.

Recataloguing should not be undertaken by a cataloguing staff with a backlog in the cataloguing of current acquisitions. Additional staff or a special recataloguing unit should be appointed at such a library if recataloguing is considered essential. The speed at which a recataloguing project is completed depends upon the number of staff available for the task.

Work-quarters with sufficient equipment should be provided for the recataloguing staff. National bibliographies are essential and should be shelved near the recataloguers, who in turn should be situated near the catalogue.

Once the decision has been made to undertake recataloguing, a further decision has to be made concerning the extent to which the bookstock is to be recatalogued as it is not necessary to recatalogue little-used material. The decision may be made to allow the catalogue entries for titles seldom consulted by readers to remain unaltered in the catalogue. Alternatively, a sequence of these titles could be maintained outside of the main catalogue. Another possible method is to extract these catalogue entries from the main sequence of the catalogue and to record them on microfilm, thereby saving space in the catalogue cabinets. The microfilm could be consulted by anyone interested in a little-used title.

The order of progress in which titles will be recatalogued should be decided before the start of the project as a systematic recataloguing order is more economic than a random order of progress. The order of progress may be numerically by accession number, as at the Cape Provincial Library Service; or through A to Z or 000 to 999 of the D.D.C., as at the Cape Education Library Service.

The recataloguing procedure should be planned in detail. The proposed method should be tested in a preliminary trial before the start of

the project in order to exclude any delaying routines. Libraries in which recataloguing is being performed, should be visited and the methods introduced at those libraries studied by the staff of a library proposing to undertake a recataloguing project. Literature written about the subject should be read by the staff.

The retraining of staff in the new cataloguing rules is essential and may be carried out by methods such as training sessions, articles in the house journal of the library, memoranda and manuals. The retraining of staff at the three local libraries undertaking recataloguing was unnecessary as all the staff were conversant with the new cataloguing code being introduced at their libraries.

The co-operation of other staff members should be enlisted before the start of the recataloguing project. The circulation staff should be requested to assist in the weeding of the bookstock before the start of the project as they will know which items are seldom consulted by readers. The discarding of bookstock before the start of the project, as is practised at local libraries, is an obvious economic measure as it reduces the number of titles requiring recataloguing. The circulation staff will be able to suggest devices that will obviate delays in the retrieval of bookstock. They are frequently responsible for the reshelving of bookstock and so should be made conversant with the planned recataloguing procedure. Procedures should be planned to record missing volumes and to reserve books which are in circulation at the time when required for recataloguing.

The retrieval of books should be organized in such a manner that services to users are not disrupted and titles should be available to readers even when in the process of being recatalogued. Cataloguing staff should not remove a greater number of titles from the bookshelves than can be recatalogued in any one day.

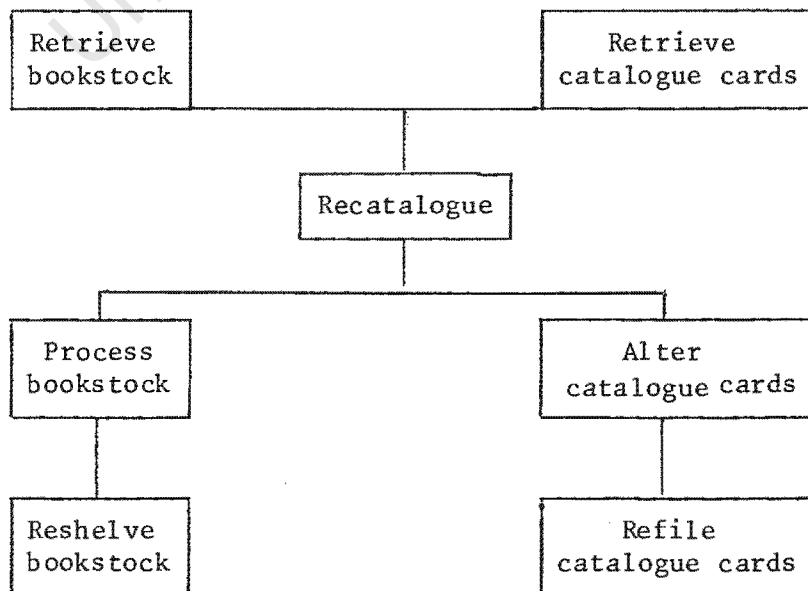
The decision must be made whether the recatalogued entries should be

interfiled in the existing catalogue or whether a new catalogue should be established. The opportunity is presented to the staff of the library to alter the form of catalogue, replacing, for example, a dictionary catalogue with a classified catalogue. The provision of adequate housing for the recatalogued entries should be arranged timeously. Routines in connection with the filing and retrieval of catalogue cards should be planned in detail in order to eliminate any delaying factors. The code chosen to file the catalogue cards should be compatible with the cataloguing rules being used during the recataloguing project. The A.L.A. Rules for Filing Catalog Cards, 2nd edition, are compatible with the A.A.C.R.

Recataloguing Routines : General Comments

A workflow chart common to the recataloguing methods practised at local libraries can be constructed despite the different functions and needs of each library.

Recataloguing : Workflow Chart



A worksheet should be constructed in which professional duties are differentiated from clerical duties in order that the recataloguing project may function economically. Professional staff should be concerned with the act of recataloguing and supervisory duties and clerical staff with the extraction and refiling of catalogue cards and the retrieval and reshelving of books. Clerical staff were not available at all the local libraries, resulting in professional staff carrying out clerical duties.

The provision of a manual or worksheet, as was compiled at the Cape Provincial Library Service, in which routines are specified, assists in the elimination of inefficient methods, in reducing the error factor and in the training and supervision of staff.

Retrieval of bookstock

Efficient handling and transportation of books is essential in order to ensure economy in operation during the recataloguing project. The retrieval of books requires the expenditure of much physical energy and should be reduced to a minimum in the recataloguing routine. The possibility of cataloguers working amongst the bookshelves is usually not a feasible proposition during a recataloguing project as the cataloguers need to be situated near the catalogue and the national bibliographies. However, the retrieval of books would be facilitated greatly if it were possible for the recataloguer to be situated near the titles in the process of being recatalogued. The use of printed catalogue cards distributed by agencies or of cataloguing copy provided by national bibliographies reduces the book retrieval factor in the recataloguing routine as it becomes unnecessary to consult most of the volumes. The staff at the Cape Provincial Library Service report that only approximately 5% of the titles being recatalogued at the library had to be retrieved for recataloguing purposes as they were not listed in the bibliographies

at their disposal.

If possible, comprehensive recall cards covering many titles should be used. The information on recall cards should be reduced to the minimum required to retrieve the volumes and should be written by clerical staff, not professional staff.

Retrieval of catalogue cards

The retrieval of the retrospective catalogue cards is an essential stage in the recataloguing project. However, it may not be necessary to provide a temporary catalogue entry if the retrieval of the existing catalogue cards and the refiling of the recatalogued entries for the same title are performed within rapid succession of each other. Temporary catalogue cards are not provided at the John Garlick Library or at the Cape Education Library Service. The staff at the Cape Provincial Library Service have obviated this problem by filing their master catalogue card in a sequence separate from the Central Catalogue. If, however, the provision of a temporary catalogue card is considered essential, the amount of information on this card should be minimal and should be written by clerical staff.

Recataloguing

The standards imposed in cataloguing at a particular library determine the length of time a cataloguer requires to complete the act of recataloguing a title. The amount of bibliographic detail required in the catalogue entry differs at each library. It is usually more time-consuming to recatalogue a title at academic libraries than at public libraries as more bibliographic description is required in the catalogue entry. The use of printed catalogue cards supplied by agencies or of cataloguing copy provided by the national bibliographies is an economic proposition as it reduces the amount of time required to recatalogue a title. Added entries should be limited to those necessary for effective

service to users. It is inessential to provide added entries in the catalogue for aspects which are covered adequately by reference sources. A system should be introduced to eliminate the possibility of inadvertently duplicating cross-references in the catalogue which may result from a delay in the filing of the typed recatalogued entries. Indication in the catalogue that the cross-reference has been made according to the new cataloguing system will prevent the duplication of cross-references pertaining to an author when a further title by the same author is recatalogued subsequently by a cataloguer. A possible measure is to pencil a note on the reverse of the entries which remain to be recatalogued of that particular author, or on the existing reference card scheduled for replacement, indicating that the cross-reference has been made according to the new cataloguing system. Library staff who are recataloguing a bookstock according to a random order should indicate by means of a device that the title has been recatalogued. This will save repeated checking in order to ascertain whether an entry is catalogued according to the adopted code of cataloguing rules. A decisions file arranged by key word is useful in order to provide consistency in cataloguing in areas not covered by the code of cataloguing rules in use at the library. It is economic to recatalogue serials, volume sets and additional copies of titles simultaneously even if by doing so the staff do not keep to the order of progress selected to perform recataloguing.

Future recataloguing can be facilitated by means of the provision of tracings on the reverse of the master catalogue cards. A useful practice is to record on the master catalogue card information about the national bibliographies where the title is listed thus easing any search which may be necessary at a later date for bibliographic details for a particular title.

Processing of bookstock

The re-marking of the location marks on the spine of the volumes is not a major problem in the recataloguing of books and is discussed in Chapter 7 of this study, as pertaining to reclassification.

New issue cards are typed at the John Garlick Library and at the Cape Education Library Service. It is frequently inessential to provide new issue cards as the existing ones can be altered. The correction of issue cards by hand at the Cape Provincial Library Service is reported to be a rapid alteration method.

It is not necessary to remove bookplates by soaking, before fixing the new one inside the book. A new bookplate may be fixed over the previous one.

The processing of bookstock by clerical staff stationed near the bookshelves would facilitate the retrieval and transportation of volumes.

Alteration of catalogue cards

Efficient equipment increases the rate of progress of a recataloguing project. Electric typewriters are an obvious economic proposition for the typing of catalogue and issue cards as their speed is far greater than that of a manual typewriter. Many methods are available for the duplication of catalogue cards, such as the Friden Flexowriter (used at the University of Cape Town Libraries and the Cape Education Library Service) Xerox (Library of Parliament), Roneo (Cape Town City Libraries and the University of Cape Town Libraries), Multilith (Cape Provincial Library Service) and photo-lithographic (Cape Education Library Service). The provision of an efficient duplication system eliminates repetitive typing and verification of typing. As mentioned earlier, use may be made of printed catalogue cards provided by cataloguing and bibliographic agencies in order to reduce the time spent in recataloguing, retrieval and re-shelving of books and in typing, proof reading and duplicating cards.

The disadvantage here is the incomplete coverage which results in two cataloguing streams within the catalogue when a library uses printed catalogue card services - the printed catalogue card stream and the locally produced catalogue card stream. This may result in a discrepancy in cataloguing arising at a library.

The retention by the staff of the Cape Education Library Service of easily alterable Flexowriter ribbons will ease any recataloguing which may have to be undertaken in the future at the library.

Reshelving of books

Advance notice should be sent to the circulation staff informing them about the number of volumes which have been recatalogued in order that they may prepare for the reshelving of the books. Book wagons should be used if many volumes require transportation. None of the libraries visited is recataloguing rapidly enough to justify the purchase of motorised book wagons. The use of printed catalogue cards or catalogue entries in national bibliographies as cataloguing copy, eliminates many of the problems incurred during the reshelving of volumes as consultation of the bookstock is reduced to a minimum. The amount of time taken to reshelve the volumes increases correspondingly with the distance between the cataloguing staff and the bookshelves. The staff of the Cape Education Library Service and the John Garlick Library are situated near the bookshelves.

Refiling of catalogue cards

The retrieval of the master catalogue card carrying the tracing is an essential stage of the recataloguing routine and can not be eliminated. The retrieval of the existing added entries, class and title entries should be performed simultaneously with the refiling of the new added entries, class and title entries for the same title. This is a labour-saving measure as frequently the identical position is required in order

to extract the existing catalogue entries and to file the recatalogued entries for the same title.

General Comments

Recataloguing projects have a history of delay and of failure to reach completion. One of the most difficult and important aspects of a recataloguing project is to create incentives to maintain rapid progress in the work. The correction of retrospective catalogue entries is not as interesting as the cataloguing of current acquisitions. Setting a target to be reached covering specific periods of time may assist in maintaining the initial enthusiasm. Praise is an important psychological factor and recataloguers maintaining a high standard of production should receive credit for their work. It is important to appoint a supervisor who is able to inspire staff with enthusiasm. This may also be a factor in decreasing high staff turnover.

Several secondary improvements result from a recataloguing project although the primary reason for undertaking the task might have been quite distinct. Current and future cataloguing are facilitated through greater uniformity in catalogue entries. Obsolete cross-references, analytics and added entries may be discarded; faded, worn or lost catalogue cards will be replaced and additional guide cards provided in the catalogue. Missing volumes may be traced during the recataloguing project. Weeding may be undertaken and little-used bookstock allocated to storage rooms, thereby making more space available in the open access areas for frequently consulted material. The opportunity is presented for the critical assessment of technical operations. The filing system can be improved, facilitating the use of the catalogue. But "One of the most satisfying results of recataloguing is found in the increased use of the catalog".⁽⁷⁾

(7) Curtiss, p.672

It is difficult to predict about recataloguing. "Unfortunately, it is a matter in which so much depends on local conditions, on the scale of the operations, on what has gone before and what is to follow, and on the resources available, that it is difficult to give comprehensive practical advice".⁽²⁾ Curwen, while discussing the A.A.C.R., formulates the question "How much recataloguing is generally desirable, feasible, and economic?..This question of recataloguing and catalogue maintenance is one to which we have paid too little attention in this country (Great Britain)-indeed we have ignored it-unless the existing catalogue was so appalling as to be unworkable. Money for this task has rarely been forthcoming".⁽³²⁾ Careful attention should be paid to the problem of recataloguing as it is a constant feature of catalogue maintenance. Recataloguing of incidental titles should be limited to essential cases as this may, unless curtailed, develop into an expensive habit. Administrators should discourage cataloguers from "tinkering" with the catalogue. A major recataloguing project is an economical proposition only if the result is that the use of the catalogue is greatly facilitated and services to users are much improved. Although recataloguing is essential if the catalogue has become completely inadequate, it is important to determine the extent of the recataloguing to be undertaken before the start of the recataloguing project as it is uneconomic to recatalogue titles which are seldom consulted by readers. Recataloguing is an arduous and expensive process which should be undertaken only if there is no other solution to the problem of catalogue maintenance.

(2) Ashworth, p.201

(32) Curwen(in Seminar on the Anglo-American Cataloguing Rules, p.71)

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University of Cape Town

CHAPTER FOUR

ANGLO-AMERICAN CATALOGUING RULES

The A.A.C.R. is the first cataloguing code in English published since 1908 and its publication led to repercussions throughout the international library communications network. The 1941 and 1949 A.L.A. Cataloging Rules were revisions of the 1908 L.A. and A.L.A. Cataloguing Rules, incorporating decisions made since that date. The A.A.C.R. influenced by the development of machine-readable catalogues, provided an opportunity to implement international standardization in cataloguing rules and practices for both monographs and special materials.

The A.A.C.R. based on clear principles, provide for types and classes of names, resulting in certain practices which conflict with specifications of the 1908 L.A. and A.L.A. Cataloguing Rules and the 1949 A.L.A. Cataloging Rules. The choice of entry and form of heading are separated from each other in the A.A.C.R. the choice of heading depending upon the determination of authorship responsibility. The 1908 L.A. and A.L.A. Cataloguing Rules and the 1949 A.L.A. Cataloging Rules provide specific rules for types of publications, classes of persons and corporate bodies. (Please see Appendix 4/1, which lists the differences between the A.A.C.R. and the 1908 L.A. and A.L.A. Cataloguing Rules). Many librarians predicted that recataloguing would result from the implementation of the A.A.C.R. in libraries with established catalogues constructed according to the 1908 L.A. and A.L.A. Cataloguing Rules.

When the A.A.C.R. were published in 1967, librarians at local libraries in company with librarians throughout the English speaking world, were confronted with the problem of deciding whether to adopt the rules

and, if so, whether to adopt the American or British text. A further decision that had to be made was the extent to which the rules should be adopted in cataloguing. It is of interest to examine from a practical viewpoint how the staff at local libraries solved the problem of implementing the A.A.C.R. at libraries with established catalogues, especially as the impact of a new cataloguing code is realised several years after its introduction at a library.

At the time the A.A.C.R. were published, the only guidance available to staff at local libraries in making a decision about the code was to study the procedures proposed for the implementation of the rules by the major national bibliographies and internationally important libraries and by this means to attempt to assess the administrative implications involved in adopting the code.

Decisions of the National Bibliographies

The decisions of the B.N.B. and the Library of Congress about the implementation of the A.A.C.R. were of relevance to Cape Town libraries, as the B.N.B. and the National Union Catalogue (hereafter called the N.U.C.) are consulted extensively during cataloguing by the staff at local libraries, especially at the Cape Provincial Library Service and at the Cape Town City Libraries.

The Editor of the B.N.B. in December 1967, published a statement concerning the adoption of the A.A.C.R., announcing the intention to catalogue all entries in the B.N.B. according to the British text of the code from the beginning of 1968.(7) The Editor gave notice that differences would occur between retrospective and current catalogue entries in the B.N.B. as a result of the introduction of the A.A.C.R. Areas affected under Choice of Heading were in Shared Authorship, where the entry would be made under the first named or principal author, in Corporate versus

Personal Authorship, and in Adaptations, which would be entered under the adapter and not the original author. Decisions were made about alternative rules. Qualifiers would not be provided in the headings. In Rule 19B (Other related works), the B.N.B. would continue to enter librettos under the librettist. The alternative Rule 42B footnote 5 (Several pseudonyms) would be implemented at the B.N.B. in that works by authors writing under more than one name would be entered under the name used by the author for that particular title, with references provided from the heading used by the B.N.B. to the real name and other pseudonyms. Rule 44B footnote 6 (Names not in the Roman alphabet) would be implemented as the commonly accepted English form of personal name not originally written in the Roman alphabet would be used by the B.N.B. Names of Foreign Corporate Bodies in a non-Western language would be entered under the English form of name (Rule 64 footnote 4 (Language)). Rule 40 (Headings for Persons: Basic rule) would be followed in the establishment of personal names. However, the B.N.B. deviated from the specifications of Rule 43 (Fullness) as the decision was made to provide the full names of authors writing under surnames and initials only, when those names were available to the staff of the B.N.B. Unused forenames and the designation pseud. would no longer be provided in headings and dates would be provided only in order to distinguish between authors with the same surname and forenames. Rules 60 to 98 (Corporate Bodies) would be used to catalogue titles according to the specifications of the A.A.C.R. with the result that corporate bodies previously entered under the government, would be entered directly under their own corporate names. Rules for Description would be applied as prescribed in Chapter 6 of the British text but notes would be provided according to the previous cataloguing practices of the B.N.B.

Spalding, at a colloquium on the A.A.C.R. announced the policy of

the Library of Congress regarding the implementation of the A.A.C.R. in cataloguing practices at the library. "...we will keep the catalogue with its established system of headings as it is and we will superimpose upon it new entries and headings resulting from the Anglo-American Cataloging Rules". (14) He further detailed which of the A.L.A. Cataloging Rules would be retained in cataloguing at the library and cases where superimposition would not be applied. Retrospective titles would be recatalogued if three or fewer entries were affected by conflicting rules in the previous cataloguing code and the A.A.C.R. In some specific areas, such as the Bible and Treaties, titles dated from 1968 would be catalogued according to the A.A.C.R. but retrospective catalogue entries would not be recatalogued according to the altered specifications. This decision resulted in the policy of superimposition practised by many libraries and which was followed in general by the N.U.C. The decision of the Library of Congress created dissension amongst many North American librarians, most of whom are very dependent upon the Library's printed card service. Difficulties resulted at libraries subscribing to the Library of Congress printed card service or the N.U.C. as the cataloguing staff at these libraries have to be conversant with both the A.A.C.R. and the 1949 A.L.A. Cataloging Rules in order to be able to distinguish which code has been used by the Library of Congress in cataloguing the title. Only after cataloguers at a subscribing library had ascertained which code had been used to catalogue a particular title, could it be decided whether the entry would be acceptable at their library. The Chief Cataloguer at the University of Cape Town Libraries reported that as a result of the decision of the Library of Congress to follow a policy of superimposition, it had frequently become impossible to accept the

(14) Spalding(in The code and the cataloguer, p. 32-33)

N.U.C.'s headings in cataloguing at the library.

Other national bibliographies announced their decisions about the A.A.C.R. The South African National Bibliography would implement the A.A.C.R. (American text) from January 1968 (60), the New Zealand National Bibliography from January 1968, (North American text) (but adopted the British text in January 1969)⁽⁴⁶⁾⁽⁸⁾ and the Australian National Bibliography from 1968 (North American text).⁽⁸⁾ Canadiana would implement most of the specifications of the A.A.C.R. (North American text) from 1968.⁽⁵¹⁾

Courses Available for the Implementation of the A.A.C.R.

Local libraries could follow several courses in implementing the A.A.C.R.

Firstly, the decision could be made as at the National Agricultural Library⁽⁴⁵⁾ and the University of Liverpool Library,⁽⁸⁾ to close the retrospective catalogue and to start a new catalogue constructed according to the A.A.C.R. The disadvantage here is that two catalogues would have to be consulted in order to make a comprehensive search. The expectation of the implementation of this course (hereafter named Course 1) was that the use of the previous catalogue would decrease over a period of time, the new catalogue gradually assuming the function of being the main record of the library's collection. Titles would have to be re-catalogued according to the A.A.C.R. when sequels, new editions and copies additional to titles previously included in the library's old catalogue are acquired subsequently by the library.

[45] MacLean, p.83

[46] MacLean, p.51

[8] Bakewell, p.46, p.45, p.44

[51] Lunn (in New rules for an old game, p.112)

Secondly, the decision could be made, as at Bury, Lancashire (53), The National Library of Medicine ⁽⁴⁵⁾(56) and The Auckland Public Library ⁽⁴⁵⁾, to adopt the A.A.C.R. in full, to continue the existing catalogue and to recatalogue retrospective entries that conflicted with the current entries. Recataloguing was undertaken by the staff at these libraries as it was considered that the advantages resulting from it justified the costs involved in the task.

Thirdly, the decision could be made to adopt the A.A.C.R. from a certain date (either the publication date of the title or the cataloguing date) and to continue the existing catalogue, correlating the conflicting catalogue entries by means of cross references. Initially this course (hereafter named Course 3) could result in confusion in catalogue usage but the expectation was that this would diminish as the entries catalogued according to the A.A.C.R. started to predominate in the catalogue.

Fourthly, the policy of superimposition (hereafter named Course 4) could be implemented at a library continuing the existing catalogue. The staff at a library could catalogue entries according to the A.A.C.R. for headings not already represented in the catalogue and could continue to use the previous cataloguing rules for headings existing in the catalogue. The disadvantage here is that full benefit of the A.A.C.R. would not be realised as certain of the headings constructed according to the previous rules would continue to exist with the number of titles entered under them increasing in the catalogue. However, again the expectation was that the number of headings constructed according to the previous cataloguing rules would diminish proportionately as an increasing number of headings constructed according to the A.A.C.R. are included in the catalogue. The decision to introduce a policy of superimposition

(56) Seely, p.11

(45) MacLean, p.83

was made at numerous libraries, such as the Library of Congress,⁽¹⁴⁾ the National Library of Canada,⁽⁵¹⁾ The Free Library of Philadelphia,⁽³¹⁾ Yale University Library⁽⁵⁸⁾ and the Enoch Pratt Free Library.⁽¹⁴⁾ Staff at many of these libraries, such as the Yale University Library⁽⁵⁸⁾ and the Library of Congress,⁽⁴⁵⁾ realised that recataloguing on a minor scale would accompany the implementation of this course.

Fifthly, the decision could be made to use the rules in part, continuing the existing catalogue (hereafter named Course 5). Staff at the National Science Library of Canada proposed to deviate from the A.A.C.R. where considered to be advantageous to them.⁽⁵¹⁾ This decision at a library could prove confusing to new cataloguers, increase the time spent cataloguing current acquisitions and have the disadvantage that full benefit of the A.A.C.R. would not be realised at the library concerned.

Sixthly, the decision could be made not to adopt the A.A.C.R. but to continue to catalogue titles according to cataloguing codes published before the A.A.C.R.

"There are various ways in which these new cataloguing rules may be implemented. Each library...must do its own soul-searching in deciding how far it will go in applying the rules. As these decisions are being made, cataloguers and administrators should bear in mind that their decisions commit not only themselves but future cataloguers and administrators...".⁽¹⁴⁾ Decisions had to be made at local libraries about which course would be adopted by the library and about the organization

(14) Spalding(in The code and the cataloguer,p.32)

(51) Lunn(in New rules for an old game,p.111,p.123)

(31) Hinton,p.32

(58) Small,p.26,27

(14) Sanner(in The code and the cataloguer,p.67,p.69)

(45) MacLean,p.83

and procedures necessary to carry out the required task. The extent to which recataloguing was to be undertaken at a library and methods whereby this could be reduced had to be considered. Numerous methods were available which would reduce the amount of recataloguing resulting from the implementation of Courses 3, 4, or 5 at a particular library. A new heading could be typed on a single guide card, behind which all entries under the conflicting heading could be filed, without altering each individual heading on the separate cards. Conflicting headings could be erased and the altered headings typed on existing catalogue cards. Cross references could be provided to relate current and obsolete headings in the catalogue, without altering existing headings. Headings could be altered by ruling out part of a heading no longer necessary, such as headings for government bodies where the complete hierarchy is no longer required. Current and obsolete headings could be filed in one sequence if the filing order was not affected by the alterations to the heading. A rubber stamp (as was used at the Enoch Pratt Free Library) could be made to stamp commonly represented new headings on existing catalogue cards. (55)

Detailed decisions about the implementation of specific A.A.C.R. rules could be made after general policy decisions had been made concerning the course and methods to be implemented at a particular library.

A Sub-Committee was appointed at the 1968 South African Library Association Conference to draft an appendix to the A.A.C.R. (British text) in order to recommend South African usage of the code. The draft was circulated to librarians at larger South African libraries on 7 May 1969 for their comments. (Please see Appendix 4/2).

The rules for descriptive cataloguing in Chapter 6 of the A.A.C.R. are an expansion of the Rules for Descriptive Cataloging in the Library

of Congress, providing clarification of certain rules.

The South African Library

The staff at the South African Library, who previously catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules, adopted the British text of the A.A.C.R. in 1968, implementing Course 5 although very few rules were rejected or amended. The staff decided to continue the existing catalogue but not to recatalogue retrospective titles with headings conflicting with the A.A.C.R.

Rule 40 (Headings for Persons: Basic rule) was amended to read "Use full names and dates where possible and/or desirable", thereby not implementing Rule 43 (Fullness) as provided in the A.A.C.R. It was considered that particularly in the cataloguing of Africana titles, the full names, if available, should be provided in the heading of the catalogue entry, especially in order to distinguish between Afrikaans authors with the identical forenames and surnames. Rule 29 (Liturgical Works) was amended, and an addendum formulated to Rule 78 (Government Bodies and Officials: General Rule) to the effect that the names of independent bodies should be catalogued in the vernacular.

Rule 42 (Pseudonyms) was accepted in cataloguing at the library, except that the staff in the Africana Section use the alternative Rule 42B footnote 5 (Several pseudonyms) in the cataloguing of ephemeral fiction. The other alternative rules were not accepted and the staff continue to provide qualifiers in a heading for editors, translators, compilers, joint authors and pseud.

The Chief Librarian at the South African Library reported that difficulty had arisen in the use of Rule 46E1(Surnames with separately written prefixes: Articles and Prepositions), especially in the entry of Flemish names.

The specifications of Chapter 6 (Separately Published Monographs) have not been implemented as specified in the A.A.C.R. and the collation provided in the catalogue entry is based on that of the 1908 L.A. and A.L.A. Cataloguing Rules. The function of the library determined the amount of descriptive cataloguing considered necessary in the catalogue entries.

The recommendations of the South African Library Association Sub-Committee on the A.A.C.R. have been implemented in cataloguing at the library, with one exception initially in that the recommendation for the cataloguing of bilingual publications was not adopted by the staff in the Africana Section until 1972.

The cataloguing staff have solved problems arising out of conflicting headings as they have arisen during the cataloguing of current acquisitions. The usual procedure is to retrieve from the catalogue all entries affected by the change of heading, to erase the previous heading and to substitute the current heading on the existing catalogue cards, which are subsequently refiled in the catalogue. A cross reference is made from the previous heading to the current heading. The staff report that this is a rapid and easy method of altering headings in the catalogue.

The staff at the South African Library performed no deliberate recataloguing as a result of the publication of the A.A.C.R. and no major cataloguing problem resulted from the implementation of the code. The Chief Librarian reports that the A.A.C.R. has proved useful and practical in implementation at the library.

University of Cape Town Libraries

The staff at the University of Cape Town Libraries during the period 1968 to October 1973, implemented the majority of the rules in the A.A.C.R.

(British text), following Course 3 and continuing the existing catalogue. The 1908 L.A. and A.L.A. Cataloguing Rules had been in use previously in cataloguing at the library. The cataloguing staff for practical reasons before 1968 rejected certain of the 1908 L.A. and A.L.A. Cataloguing Rules. The rules substituted for local use proved to be basically the same as the A.A.C.R. A certain amount of recataloguing resulted from the implementation of the A.A.C.R. despite the decision to limit this process unless essential.

The cataloguing staff deviated from certain of the A.A.C.R. rules. Forenames of the author were supplied in the catalogue entry in cases where the surname and initials of forenames of the author were provided on the title page of the book. Less frequent consultation of the national bibliographies was introduced at a later date, which resulted in more catalogue entries being constructed with surname and initials only than had previously been the practice at the library. Rule 44 (Language) was not implemented in regard to Greek and Latin names as the headings were catalogued according to the Latin form of name. Rule 47 (Entry under Title of Nobility) was not accepted fully as the best known form of name was used in cataloguing because the staff considered this to be a practical solution to the problem of entering authors with altered titles. Alternative Rule 42B footnote 5 (Several pseudonyms) was implemented in the cataloguing of the few titles acquired by the library written under pseudonyms. The designation pseud. was provided initially in the catalogue heading but subsequently this was considered unnecessary and the practice was stopped. The other alternative rules were not implemented in cataloguing at the library.

The controversial Rule 7 (Adapter or Original Author) was used in cataloguing, with a cross reference relating the adapter to the original author of the title, if there were previous editions entered under the

original author in the catalogue.

The needs of the library determined the amount of description considered necessary in the catalogue entry, fewer details being provided than are specified in Chapter 6 of the A.A.C.R.

The recommendations of the South African Library Association Subcommittee on the A.A.C.R. were not implemented in cataloguing at the library.

Titles acquired after 1968 were catalogued according to the A.A.C.R. and the staff implemented two methods in order to solve problems arising from conflicting current and retrospective headings in the catalogue. The types of headings which were most affected by conflicting rules were those for Corporate Bodies, especially universities, and those for Compound Surnames. The method most commonly implemented was to provide see also references relating conflicting entries in the catalogue and not to recatalogue or alter headings for these authors. The second method was to recatalogue entries when only one or two titles were affected by an altered cataloguing rule. The recataloguing method is described in detail in Chapter 3 of this study.

The library has subscribed to the B.N.B. catalogue card service since October 1973. Therefore, all current titles acquired within the B.N.B. stream are catalogued according to the A.A.C.R. Cross-references are provided relating conflicting retrospective and current entries in the catalogue which read as follows:-

UCT LIBRARIES HAVE NOW ADOPTED THE ANGLO
AMERICAN CATALOGUING RULES, 1967

PREVIOUSLY THESE BOOKS WERE CATALOGUED UNDER
THE HEADINGS:-

Forenames will be provided by the cataloguing staff for those B.N.B. entries with surname and initials only, if the author's forenames have been supplied in retrospective entries in the catalogue. Retrospective

entries will be recatalogued if considered necessary by the staff. Titles not catalogued by the B.N.B. are catalogued according to the usual cataloguing practices of the library.

The staff at the University of Cape Town Libraries report that no major recataloguing project was necessary in order to adapt the catalogue to the provisions of the A.A.C.R.

Library of Parliament

The staff at the Library of Parliament decided in the years following the publication of the A.A.C.R. that they would continue the existing catalogue, cataloguing current acquisitions mainly according to the 1908 L.A. and A.L.A. Cataloguing Rules. 1949 A.L.A. Cataloging Rule 13 (Private Collections), Rule 75C (Executive Departments: Reports, Papers, etc.) and Rule 75D (Reports not by an official) are used in cataloguing.

The staff at the library decided to use certain A.A.C.R. rules (British text), and following Course 5, partially adopted the code. Rule 3 (Works of Shared Authorship), Rule 7 (Adapter or Original Author), Rule 22 (Constitutions and Charters), Rule 67A (Modifications of Names: Initials and Abbreviations of Forenames), and Rules 108 to 114 (Bible) were adopted for use in cataloguing. The rules in Chapter 10 concerning manuscripts and the abbreviations and capitalization as specified by the A.A.C.R. are implemented in cataloguing.

The staff have continued the use of qualifiers for joint authors, editors, translators and compilers.

The amount of description provided in the catalogue entry has been adapted to the functions of the library and is not as detailed as specified in Chapter 6 of the A.A.C.R.

The use of the above-mentioned A.A.C.R. rules has resulted in some recataloguing being undertaken at the library when the cataloguing of

current acquisitions according to the A.A.C.R. results in entries which conflict with those existing in the catalogue. Recataloguing methods are described in detail in Chapter 3 of this study. The alternative method, implemented when the change in rules results in minor alterations to the heading, is to erase the affected heading and to type the heading constructed according to the A.A.C.R. on the existing card. Cross references are provided in the catalogue from the obsolete heading to the current heading.

The staff reported that the adoption of a few A.A.C.R. rules had resulted in an increased work load and expressed doubts that the A.A.C.R. could ever easily be adopted fully in cataloguing at the library. It is proposed that entries for the Bible catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules should be recatalogued according to the A.A.C.R. when more staff time becomes available for this project. Currently, these entries have not been extensively recatalogued. The sequences of the 1908 L.A. and A.L.A. Cataloguing Rules entries and the A.A.C.R. entries for the Bible are filed strictly alphabetically in the catalogue. Another project planned is the cataloguing of all manuscripts at the library according to the provisions of Chapter 10 of the A.A.C.R. Currently, approximately fifty of these titles have been catalogued by the staff of the library.

Cape Town City Libraries

The staff at the Cape Town City Libraries adopted the British text of the A.A.C.R. in 1968 and decided to continue the existing catalogue and to implement a combination of Courses 3 and 4 in order to solve problems resulting from conflicting headings in the catalogue. The 1908 L.A. and A.L.A. Cataloguing Rules were previously in use at the library.

The Chief Cataloguer reported that before 1968 certain of the 1908

L.A. and A.L.A. Cataloguing Rules had been rejected for practical reasons, resulting in the development of a number of cataloguing rules for local use which had proved to be basically the same as the A.A.C.R. such as Rule 46E (Surnames with separately written prefixes) and Rule 44 (Language).

The cataloguing staff depend greatly on the B.N.B. for guidance in cataloguing and thus the decisions made by the B.N.B. had important implications for the library and affected the policy formulated in connection with the A.A.C.R. The decision of the B.N.B. to adopt the alternative Rule 42B footnote 5 (Several Pseudonyms) was implemented in cataloguing, entering titles under the pseudonym used by the author for that particular title, with cross references relating the real name and pseudonyms. This was considered a practical solution in public libraries where readers tend to search for titles in the catalogue under familiar pseudonyms. However, the staff deviated from the decision of the B.N.B. in that the designation pseud. is assigned in the heading in the catalogue entry. In Rule 43 (Fullness), the decision of the staff was similar to that of the B.N.B. as full names are provided in the heading if readily obtainable by the cataloguers. The cataloguing staff reported that it was essential to provide full names for Afrikaans authors in order to distinguish between catalogue entries for different authors with the same name. The alternative Rule 44B footnote 6 (Names not in the Roman Alphabet) and Rule 64 footnote 4 (Language) are used in cataloguing. The staff deviated from the decisions of the B.N.B. concerning Rule 3A (Works of Shared Authorship: Principal Author indicated), where they decided to continue to provide the names of joint authors in the heading because the second author's name is not repeated in the catalogue entry nor are added entries made for his name. It was decided that Rule 7 (Adapter or Original Author) would not be implemented in cataloguing and

adaptations would continue to be entered under the name of the original author as users of public libraries tend to know the name of the original author and not the adapter of a title. The staff chose to retain the use of qualifiers in the heading.

Rule 47 (Entry under Title of Nobility) was not implemented in cataloguing and the staff continued to enter nobles under surnames and not under titles.

The cataloguing staff reported that certain rules were implemented without difficulty as the library seldom acquires titles covered by them, such as Rule 13 (Reporter or Person reported), Rule 22 (Constitutions and Charters), Rule 23 (Court rules), Rule 25 (Treaties, Inter-Governmental Agreements, etc.), Rule 26 (Court Decisions, Cases, etc.), Rule 92 (Church Councils), Rule 93 (Patriarchates, Dioceses, etc.) and Rule 100 to 107 (Uniform titles).

Detailed descriptive cataloguing was not considered essential at the library and the cataloguing staff continued to construct brief catalogue entries, not implementing most of the instructions of Chapter 6.

The recommendations of the South African Library Association's Subcommittee on the A.A.C.R. were not implemented in cataloguing at the library.

The cataloguing staff used two courses in solving the problem of conflicting current and retrospective headings in the catalogue. Course 4 was implemented to solve problems arising out of Rule 46B (Compound Surnames). Retrospective entries catalogued according to the 1908 L.A. and A.L.A. Cataloguing Rules are retained in their existing form in the catalogue but new headings are constructed according to the A.A.C.R. in the cataloguing of current acquisitions. However, Course 3 is implemented in order to solve problems arising from conflicting entries for Corporate Bodies, which resulted mainly from the implementation of Rule

60 (Corporate Bodies:Basic rule), Rule 62A1 (Variant Forms in the Publications:Initial Letters of the Name), Rule 75 (Governments:General rule) Rule 78 (Government Bodies and Officials:General rule) and Rule 87 (Conferences, Congresses, Meetings, etc.). The decision was made that although the A.A.C.R. would be used for titles acquired after 1968, existing headings in the catalogue would not be altered but cross-references would be provided relating conflicting headings in the catalogue for the same corporate body.

The Chief Cataloguer reported that the staff had experienced no difficulty in adapting the catalogue to the A.A.C.R. and in solving the problem of conflicting headings in the catalogue. Recataloguing was not undertaken as a result of the adoption of the A.A.C.R.

Cape Provincial Library Service

The staff at the Cape Provincial Library Service decided to attempt to implement the British text of the A.A.C.R. as fully as possible, following a superimposition policy on the existing catalogue (Course 4) (29).

A factor facilitating the implementation of the A.A.C.R. was that the cataloguing system introduced at the library in 1964 was based closely on that of the B.N.B. and thus the differences between the B.N.B. cataloguing and that of the A.A.C.R. were similar to the differences between the cataloguing practised at the library and that of the A.A.C.R. The cataloguing staff had for practical reasons before 1968 rejected certain of the 1908 L.A. and A.L.A. Cataloguing Rules as they were considered impractical in a public library system and had substituted locally developed cataloguing rules, which had proved to be basically the same as the A.A.C.R. such as Rule 2 (Works of Unknown or Uncertain Authorship, or by Unnamed Groups), Rule 3B (Principal Author not indicated), Rule 41

(Choice among Different Names:General rule), Rule 42B footnote 5 (Several Pseudonyms), Rule 44 (Language), Rule 45 (Spelling), Rule 62 (Variant Forms in the Publications), Rule 65A(Additions to Names:Local Place Names).

Another factor facilitating acceptance of the A.A.C.R. was the major re-cataloguing project in progress at the date of the publication of the code.

The statement of the B.N.B. about the A.A.C.R. was studied with care and the staff agreed with several of the B.N.B.'s decisions regarding the implementation of the rules conflicting with those of the 1908 L.A. and A.L.A. Cataloguing Rules. In Rule 43 (Fullness), the library agreed with the B.N.B.'s decision to provide full names if readily available, in order to distinguish between authors, especially Afrikaans authors, with the same surnames and initials. The B.N.B.'s implementation of Rules 60 to 98 (Headings for Corporate Bodies), Rule 42B footnote 5 (Several Pseudonyms), alternative Rules 44B footnote 6 (Names not in the Roman Alphabet) and 64 footnote 4 (Language) were considered by the staff to have practical value in cataloguing for public libraries. However, the staff decided not to exercise the option to stop designating qualifiers in headings for joint authors, editors, compilers and translators as the author indicated in the heading is not repeated in the author statement in the catalogue entry. The staff initially continued to provide the designation pseud. in the heading for authors writing under pseudonyms but subsequently decided that this was an unnecessary detail. The staff decided to deviate from the B.N.B.'s decision about Rule 3A (Works of Shared Authorship) where they would continue to provide both names of joint authors in the heading of the catalogue entry. They also decided that Rule 7 (Adapter or Original Author) would not be implemented as specified in the A.A.C.R. or by the B.N.B. because, firstly, most users of public library catalogues are familiar with the name of the original

author and not with the name of the adapter especially in the case of juvenile literature, and, secondly, the implementation of this rule would disperse different adaptations of the same work throughout the catalogue, thereby creating unnecessary difficulties in certain routine tasks performed at the library. All the other decisions of the B.N.B. were implemented in cataloguing.

Certain of the alterations in the A.A.C.R. did not affect cataloguing at the library as the type of material covered by them is not represented in the bookstock, such as Rule 92 (Church Councils), Rule 93 (Patriarchates Dioceses, etc.), and Rules 100 to 119 (Uniform titles). Rule 6 (Serials) was accepted with ease as the cataloguing of this material was initiated only after the introduction of the A.A.C.R. at the library.

Most of the detailed specifications in Chapter 6 of the A.A.C.R. were not introduced in cataloguing at the library as it was considered that they were unnecessary in a public library catalogue.

The recommendations of the South African Library Association's Subcommittee on the A.A.C.R. were studied with care and a reply was sent to the convener. However, the staff decided finally not to implement these suggested deviations from the A.A.C.R. but to attempt to standardize the library's cataloguing with that of the B.N.B.

A policy of superimposition was implemented to solve the problem of conflicting headings, mainly resulting from the implementation of Rule 46 (Entry under Surname), Rule 47 (Entry under Title of Nobility), Rule 60 (Corporate Bodies: Basic rule) and Rule 87 (Conferences, Congresses, Meetings, etc.: Basic rule). A heading, existing in the catalogue, would continue to be used during the cataloguing of current acquisitions although conflicting with the specifications of the A.A.C.R. with cross-references being provided from the A.A.C.R. form of heading to the heading contained in the catalogue. Recataloguing of titles is possible

during the cataloguing of current acquisitions or during the recataloguing project if the retrospective titles affected by the conflicting rules were acquired for the Central Collection but not for the Regional Libraries. Recataloguing is described in detail in Chapter 3 of this study.

The cataloguing staff of the Cape Provincial Library Service reported that the A.A.C.R. were adopted with ease and no major recataloguing project had to be introduced at the library in order to ensure uniformity in catalogue entries. The staff reported that the majority of A.A.C.R. rules had proved very practical in public library cataloguing.

Cape Educational Library Service

The Cape Education Library Service adopted the British text of the A.A.C.R. in order to catalogue current acquisitions and to recatalogue retrospective titles when the decision was made in 1970 that a major re-organization project should be undertaken at the library.

The decision was made to deviate from Rule 43 (Fullness) as full names are provided for Afrikaans authors if readily available in national bibliographies in order to distinguish between authors with the same names and initials. Rule 46E1 (Surnames with Separately Written Prefixes: Articles and Prepositions) was not accepted and all compound surnames are catalogued under the prefix regardless of the language concerned.

The staff chose not to exercise the option to dispose of qualifiers in headings for editors, translators and compilers, but do not provide qualifiers for joint authors nor for the designation pseud. The alternative Rules 42B footnote 5 (Several pseudonyms), 44B footnote 6 (Names not in the Roman Alphabet) and Rule 64 footnote 4 (Language) are considered practical rules and are used in cataloguing at the library.

Certain rules are used infrequently in cataloguing as the material

covered by them is seldom acquired by the library, such as Rule 22 (Constitutions and Charters), Rule 23 (Court Rules), Rule 25 (Treaties Inter-Governmental Agreements), Rule 26 (Court Decisions, Cases etc.), Rule 92 (Church Councils) and Rule 93 (Patriarchates, Dioceses etc.).

The rules for full descriptive cataloguing as detailed in Chapter 6 (Separately Published Monographs) are amended according to the needs of the users of the library and fewer details are provided in the catalogue entry than specified in the A.A.C.R.

The recommendations of the South African Library Association's Sub-Committee on the A.A.C.R. were not implemented in cataloguing at the library.

A detailed description of the recataloguing methods as practised at the library is provided in Chapter 3 of this study.

John Garlick Library

The staff at the John Garlick Library decided in 1968 to adopt the majority of the rules in the British text of the A.A.C.R. and to undertake recataloguing in conjunction with the reclassification project currently in progress in order to solve the problem of conflicting current and retrospective entries in the catalogue. The existing catalogue would be continued at the library. The 1908 L.A. and A.L.A Cataloguing Rules were previously in use at the library.

A few deviations from the A.A.C.R. have occurred in cataloguing at the library. Rule 43 (Fullness) is not implemented as specified in the A.A.C.R. in that full names are provided for Afrikaans authors if the information is readily available to the staff. Rule 7 (Adaptater or Original Author) is implemented in cataloguing when readers are not familiar with the name of the original author or editor of the adaptation. If the readers are familiar with the name of the original author or

editor of an adapted work, the library staff retains the use of that author or editor's name in the heading in the catalogue entry, providing an added entry in the catalogue for the adapter.

The option to dispose of qualifiers in the heading for joint authors, compilers, editors and translators and for the designation pseud. has not been exercised by the staff. Alternative Rule 42B footnote 5 (Several Pseudonyms) is implemented in cataloguing but the provisions of alternative Rule 44B footnote 6 (Names not in the Roman Alphabet) and Rule 64 footnote 4 (Language) do not affect the cataloguing practised at the library as material covered by these rules is not acquired by the library.

The function of the library determined the amount of descriptive cataloguing considered necessary and most of the detailed instructions in Chapter 6 (Separately Published Monographs) are not implemented in cataloguing.

The recommendations of the South African Library Association's Subcommittee on the A.A.C.R. were not implemented in cataloguing.

Catalogue entries are checked when titles are being reclassified according to Dewey 18 and are recatalogued if judged incorrect according to the A.A.C.R. The recataloguing method as practised at the library is described in detail in Chapter 3 of this study.

Statistics have not been kept of the number of titles recatalogued according to the A.A.C.R. The staff reported a notable improvement in catalogue usage since the implementation of the A.A.C.R. in cataloguing.

Evaluation

Economic consideration and user convenience determined the decisions made by the staff of local libraries about the A.A.C.R. These libraries vary greatly according to their different functions, but a definite

pattern in decisions made about the A.A.C.R. is revealed in this study.

All the libraries visited and previously used the 1908 L.A. and A.L.A. Cataloguing Rules and all chose the British text of the A.A.C.R.

The B.N.B.'s decision about the A.A.C.R. affected the decisions made by the staff at the two public library systems in Cape Town, whereas the Library of Congress' decision of superimposition has detracted from the usefulness of the N.U.C. as a cataloguing reference source in the University of Cape Town Libraries' Cataloguing Section.

All but one library visited adopted the majority of the A.A.C.R. although deviations from certain specifications occurred at each library. This situation conforms to decisions made at libraries in other countries. (56)

There is a uniformity in the rules rejected or amended by local libraries visited during the course of this study.

Rules rejected or amended were:-

South African Library		29 ⁺ 40 ⁺	43		78 ⁺
University of Cape Town Libraries			43	44	47
Library of Parliament	Very few rules accepted		43		
Cape Town City Libraries	3A(in Part)	7	43		47
Cape Provincial Library Service	3A(in Part)	7	43		
Cape Education Library Service			43	46E1	
John Garlick Library		7 ⁺	43		

+ amended

(56) Seely, p.10

Rule 43 (Fullness) was the only rule in which current cataloguing practices deviated from the A.A.C.R. at all the local libraries visited.

Results of a questionnaire sent to fifty-five United States and fifteen Canadian libraries corroborates this finding as being a common decision at libraries.⁽⁵⁶⁾ Rule 7 (Adapted or Original Author) appears to be acceptable in cataloguing at academic but not at children's or public libraries.⁽⁵¹⁾

Similarities can be seen in the choice of alternative rules for use at local libraries.

South African Library	+qualifiers	+pseud.	42B	(in Africana)		
University of Cape Town Libraries	+qualifiers (B.N.B. -qualifiers)	-pseud.	42B			
Library of Parliament	+qualifiers	+pseud.				
Cape Town City Libraries	+qualifiers	+pseud.	42B	44B	64	
Cape Provincial Library Service	+qualifiers	-pseud.	42B	44B	64	
Cape Education Library Service	+qualifiers (-joint authors)	-pseud.	42B	44B	64	
John Garlick Library	+qualifiers	+pseud.	42B			Not applicable

The suitability of the A.A.C.R. for cataloguing in public libraries was questioned at the time of the publication of the code.⁽¹²⁾

However, the staff at both the public library systems in Cape Town reported that the A.A.C.R. had proved a practical cataloguing code and a similarity can be seen in the rules accepted or rejected by them. Their decisions to implement the same alternative rules corroborate two state-

(56) Seely, p.24

(51) New rules for an old game, p.116

(12) Brown, p.93-94

ments made by Sanner that "Most public libraries would agree...that the rules governing entry under pseudonym (AA42) are of prime importance, particularly the alternative rule which provides for entry of the works of an author under his real name and under one or more pseudonyms (AA42B, footnote 5)".⁽¹⁴⁾ "Public libraries take pleasure in the indicated preference for the English form of name (AA44A3,AA64,AA72) and for the permissive footnote to the rules governing language of entry, which allows a library to establish an entry in "a language suitable to the users of the catalog"⁽¹⁴⁾.

Generally, staff at the local libraries did not exercise the option to dispose of qualifiers in headings, the one exception being the B.N.B. catalogue cards acquired by the University of Cape Town Libraries. Only three local libraries have exercised the option to dispose of the qualifier pseud. in headings in catalogue entries. The practice of omitting the qualifier pseud. was not favourably regarded by the majority of libraries in the English speaking world.⁽⁵⁶⁾

Staff at three of the local libraries reported that before 1968 deviations from certain 1908 L.A. and A.L.A. Cataloguing Rules had developed in cataloguing at their particular libraries. Many of their local adaptations proved to be basically the same as the A.A.C.R. when published.

The functions of each library determined which of the specifications of Chapter 6 (Separately Published Monographs and other Non-Serial Publications) should be included in cataloguing at the particular library.

The South African Library implemented the recommendations of the South African Library Association's Sub-Committee on the A.A.C.R. in cataloguing at the library.

[14] Sanner (in The code and the cataloguer, p.65-66)

[56] Seely, p.24

A variety of the Courses and Methods, outlined on pages 66 - 69 were implemented by the staff at the local libraries in adapting the established catalogue to the specifications of the A.A.C.R.

Although recataloguing would have been the course which theoretically would have most benefited the catalogue, improved catalogue usage and ensured uniformity in catalogue entries, economic considerations precluded this possibility at most of the local libraries as well as libraries in other countries.⁽⁶⁾ According to statistics provided at Bury, Lancashire, approximately 12% of the catalogue entries are affected by the alterations in the cataloguing rules specified by the A.A.C.R.⁽⁵³⁾ This is probably representative of the proportion of titles that would have to be recatalogued at each local library if a recataloguing project had been introduced. Staff at one Cape Town library only introduced a recataloguing project in order to adapt the retrospective catalogue to the specifications of the A.A.C.R. The staff at the University of Cape Town Libraries, the Cape Provincial Library Service and the Library of Parliament reported that some recataloguing had occurred at each library although no deliberate policy of recataloguing according to the A.A.C.R. was introduced at these libraries. Five local libraries introduced successful labour saving methods in order to adapt the established catalogue to the A.A.C.R.

The implementation of the A.A.C.R. has not proved to be arduous or a problem at most of the local libraries and only one library reported difficulty in implementing the code.

The implementation of the A.A.C.R. at the local libraries has proved successful, practical and improved catalogue usage. The results of

(6) Atwood, p.82

(53) Redmond, p.8

the successful introduction of the A.A.C.R. at local libraries indicates that staff should attempt to introduce new improved cataloguing codes in order to benefit services to users.

The results of this study of the implementation of a new cataloguing code at libraries with established catalogues indicates that major recataloguing projects are not essential in order to adapt the catalogue to the altered specifications nor is it necessary to close the retrospective catalogue. Measures of economy and labour saving methods should be introduced to reduce to a minimum the amount of recataloguing undertaken at any library.

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CHAPTER FIVE

Machine-Readable Catalogues

The conversion of a catalogue to machine-readable form involves the preparation of a record which renders some or all of the information which has been traditionally part of the record prepared by the cataloguer. The problem of the conversion of the retrospective catalogue has to be solved before any library should embark upon adopting a machine-readable catalogue. Various aspects should be considered when investigating the conversion of the catalogue to machine-readable form. Failure to ascertain the minimum and maximum amount of information necessary in the catalogue entry can increase costs due to the expense of processing, print-out and storage. Input, output and the form of the catalogue have to be decided on by the staff of the library.

The staff of the South African Library intend investigating the possibility of computerizing the library's system.

A Friden Flexowriter 2201 was introduced in 1970 at the University of Cape Town Libraries in order to produce catalogue cards.⁽⁴⁴⁾ A Univac computer is available for use by the library staff.⁽⁴⁴⁾ A student, Leslie Underhill, in 1970 chose to work on a system for a computerized catalogue for the University of Cape Town Libraries from which developed his M.Sc. dissertation. He reported that the introduction of the Friden Flexowriter did not provide a complete solution to the problem of the excessive amount of typing required to maintain the card catalogue, that the filing of catalogue cards was proving a problem and that the catalogue was requiring an excessive amount of floor space. He considered that the constant use of the catalogue by the library's users justified the expense of converting catalogue information to machine-

(44) Lodder, p.114

readable form. The aim of his project was to design a format which would provide flexibility and economy in operation and which would be adapted to MARC II. Modifications would be introduced for domestic usage. A tentative cataloguing worksheet was designed. The mode of input would be paper-tape produced by a Friden Flexowriter. A single Friden Flexowriter would be sufficient to handle satisfactorily the present volume of acquisitions. The planned output was a book catalogue in which currency would be maintained throughout the year by means of regular supplements and an annual accumulation. The previous manual catalogue would be closed and would form an entity separate from the machine-readable catalogue (62). No date has been set for the introduction of the system.

The Senior Assistant City Librarian of the Cape Town City Libraries in 1973 undertook an investigation into the feasibility of computerizing the library's system. A machine-readable catalogue is proposed which would be compatible with the MARC format.⁽⁶⁵⁾ The advantages and disadvantages of print-out and COM are discussed although no definite decision has been reached at this stage⁽⁶⁵⁾ (June 1974).

Staff at any library with a substantial existing catalogue are required to make the difficult decision whether to convert the retrospective catalogue to machine-readable form. It has been suggested that the retrospective catalogue at the University of Cape Town should be closed (62) and then recorded on microfilm and made available at service points throughout the library. The staff at the Cape Town City Libraries envisage the possibility of converting the retrospective catalogue but suggest that this task should be bypassed for the immediate future.⁽⁶⁵⁾

Conversion of the retrospective catalogue is a massive task involving

(62) Underhill, p.41

(65) Watts, p.34, p.35, p.37

many small decisions at detail level, which should be made before the start of the project in order to ensure that there is a reasonable probability of handling all varieties of entries which may be encountered during the conversion. Decisions should be made about what information should be included in the record, whether pre-editing should be performed, whether the task should be done by the library's staff or whether extra staff should be employed from outside the establishment, also what would be the most suitable input method and whether automatic error detecting procedures should be used. Once these decisions are made, there is a substantial amount of supervision required, much proofreading, dislocation of the catalogue cards and the detailing of key staff from their regular duties to the task of converting the retrospective catalogue to machine-readable form. The report published by the Cape Town City Libraries envisages the enlarging of the staff for three to four years in order to convert the retrospective catalogue to machine-readable form. (65)

The primary deterrent to the conversion of the retrospective catalogue to machine-readable form is the substantial cost involved in the task. Conversion costs vary according to the cataloguing standard imposed by the library, the size of the catalogue to be converted and the state of the technology at the time of the conversion. De Gennaro in 1970 estimated the cost of conversion to be \$1 to \$2 per entry. (25) At the Library of Congress using four alternative methods, the cost of converting retrospective records varied between \$1.87 to \$1.51 for each title converted. 94% of these costs were attributed to manpower and 6% to machines. (25) Tagging the elements and editing copy are expensive as trained staff with experience in bibliographic work are required.

(65) Watts, p.35

(25) De Gennaro, p.539, p.546

Software costs are high and it is difficult to find the highly skilled staff necessary to perform this work. The cost of a system design and software for a conversion system is estimated at \$569 000⁽²⁵⁾ and is constant regardless of the number of records to be converted into machine-readable form. The cost of hardware relates to the number of records to be converted over a period of years and is difficult to assess. De Gennaro estimates that it would cost \$7 million to convert four million records over eight years.⁽²⁵⁾ The total cost is high and will increase concurrently with the increase in salaries and other costs. The cost of converting a retrospective catalogue to machine-readable form would represent a considerable portion of any library's budget.

Few libraries have been willing to undertake the formidable task of converting the retrospective catalogue to machine-readable form. One alternative to converting the catalogue is to close the existing catalogue and to start a new computerized catalogue for currently catalogued material. This is practical at scientific and technical libraries where titles rapidly become obsolete. A small public library, concentrating on currently acquired literature, could make this decision with the knowledge that the majority of titles held in the retrospective catalogue will be withdrawn from stock in a few years time. Academic libraries face a more serious problem as current and retrospective material are required for research purposes. These libraries would have to retain the manual catalogue concurrently with the computerized catalogue and would never receive the maximum benefit from mechanizing the library system as library users and staff would have to consult two catalogues in order to make a comprehensive search. Problems would arise in the cataloguing of serial titles, sequels, new editions and

(25) De Gennaro, p.547

copies additional to titles already stocked by the library.

A possible solution to the problem of the conversion of the retrospective catalogue at individual libraries is the use of RECON (RETrospective CONversion of the Library of Congress catalog). It became apparent that the result of many libraries converting their retrospective catalogues to machine-readable form would result in the repetitive creation of expensive local conversion systems. The Library of Congress decided that conversion of retrospective bibliographic data should be centralized and, therefore, approached the Council on Library Resources for financial assistance in order that a detailed investigation could be undertaken into the problem. The resulting report, Conversion of Retrospective Catalog Records to Machine-Readable Form: The Study of the Feasibility of a National Bibliographic Service, recommended that priority should be given to the conversion to machine-readable form of English language publications published between 1960 and March 1969, Romanic and Germanic language publications from 1960 to the date of inclusion in the MARC tapes, English language publications from 1898 to 1959, et cetera. A further recommendation was that the feasibility of this proposal should be tested by means of a pilot project. An award of \$25 000 was obtained from the Council on Library Resources for the first phase of the project, which would cover the conversion of 85 000 English language titles catalogued during 1968 to March 1969. The pilot project, which started in August 1969, was scheduled to terminate in August 1971. By May 1971, 25 000 titles converted to MARC format during Phase One of the project, had been processed on MARC tapes.⁽²⁴⁾

This centralized conversion service has important implications for libraries as it will eliminate duplication and assist in solving the

(24) De Bruin, p.225

problem of converting the retrospective catalogue to machine-readable form. If a centralized co-ordinated MARC Centre is established in South Africa, as envisaged by the Committee on Bibliographical Services (43), staff at libraries considering computerization, should consider the use of RECON tapes as a possible solution to the problem of converting the retrospective catalogue to machine-readable form. Many titles stocked by local libraries will have been processed during the RECON project.

Notwithstanding RECON, the problem of the conversion of a retrospective catalogue to machine-readable form remains formidable. The costs of the project may result in local libraries which consider the use of machine-readable catalogues being forced for practical and financial reasons to make the decision to close the retrospective catalogue and to start a new file as the sole economic solution to this problem.

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University of Cape Town

CHAPTER SIX

THE INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION

The development of national and international bibliographic communications networks as a means of controlling the extensive amount of literature currently being produced, exposed a need for a standardized form of bibliographic description acceptable to libraries of many different nations. It became apparent that the future of cataloguing theory and development lay in co-operation between different nations and in the reconciliation of variations in national cataloguing practices.

The antecedents of the International Standard Bibliographic Description (ISBD) date back to the International Conference on Cataloguing Principles, sponsored by the International Federation of Library Associations (IFLA), held in Paris in 1961 and which resulted in the publication of the A.A.C.R. The Committee on Uniform Cataloguing, which later became known as the IFLA Committee on Cataloguing, was formed to act as a caretaker committee. The next important development was the implementation of the Shared Cataloging Program at the Library of Congress, in which national bibliographic agencies send catalogue entries to the Library of Congress. Variations became apparent in the bibliographic descriptions provided by these contributing agencies. A further development was the introduction of machine-readable cataloguing at many libraries, national bibliographies and national cataloguing agencies. In 1968, the Cataloguing Section of IFLA offered a joint contract with UNESCO to finance an investigation with the aim of developing an international standard in bibliographic description. Michael Gorman, appointed to undertake this investigation, examined and analysed catalogue entries from national cataloguing and national bibliographical agencies in eight

countries. He arrived at a basic outline by selecting the punctuation he considered best from various national bibliographies. The resulting report, entitled Bibliographical data in national bibliography entries: a report on descriptive cataloguing made for UNESCO and IFLA, was presented at the International Meeting of Cataloguing Experts held in Copenhagen in 1969 where most of Gorman's suggestions were confirmed by the delegates representing many different countries. A Working Group on the ISBD was appointed and charged with the responsibility of developing an international standard bibliographic description using Gorman's report as a working basis. It was assigned the task of investigating the possibility of developing a process whereby the coding of the elements could be mechanized and freed from the consideration of language by using standardized punctuation. Three successive drafts were studied at three multi-session meetings. The final draft was approved by members of the International Meeting of Cataloguing Experts, was issued by the IFLA Committee on Cataloguing and was presented to the General Council of IFLA in September 1971.

The ISBD has been approved and implemented by many national bibliographies (12) ⁽²¹⁾ including the B.N.B. (from 1972) (11) and the South African National Bibliography (from 1972) (20). It was approved in principle by the American Library Association, the Library of Congress and by the Cataloguing Rules Committee of the Library Association. ⁽²¹⁾ The recommendations of the ISBD by IFLA and the approval of it by the Library Association in Britain and the United States resulted in the necessity of altering Chapter 6 of the A.A.C.R. according to the specifications of the ISBD. The Cataloguing Rules Committee of the Library Association agreed in principle to alter Chapter 6 of the British text

(21) Spalding, p.122

and the Library of Congress agreed on behalf of the Resources and Technical Services Division, Descriptive Cataloging Committee, to edit Chapter 6 of the North American text of the A.A.C.R., to conform to all acceptable alterations in the ISBD. The publication of the revised schedule of Chapter Six of the A.A.C.R. is planned for early 1974 by the American Library Association (1)(5). The ISBD became known as the International Standard Bibliographic Description (Monographs) after the Grenoble meeting of IFLA where final agreement was reached on the ISBD in August 1973. The Library of Congress will catalogue according to the specifications of the ISBD(M) after completing the revision of Chapter 6 of the A.A.C.R.(7).

The ISBD is concerned only with the bibliographic description of monographs. Organizing factors such as the author, heading, uniform titles, classification number are unaffected by its provisions. The aim of the ISBD is to provide a standard for the formulation of descriptive elements to form a basis for the international exchange of bibliographic data, to assist in the coding of bibliographical descriptions for subsequent machine handling and is designed to facilitate the interpretation of catalogue entries across language barriers.

The ISBD provides a comprehensive punctuation standard which is intended to mark each sub-section of the seven major areas of the ISBD through the use of standard punctuation symbols known as tags or delimiters. The seven areas are Title and statement of authorship area, Edition area, Imprint area, Collation area, Series area, Notes area, International Standard Book Number, binding and price area.⁽¹⁰⁾ The areas are separated by a sequence of stop-space-dash-space unless the typography or paragraphing indicates the areas. In this case, the stop

[10] IFLA.Committee on Cataloguing...p.2,p3

alone may be used to end the area. The outline of punctuation symbols and their application is as follows:-

Title proper=parallel title:other title(s)/statement(s) of authorship.-Edition statement/statement(s) of authorship relating to the edition.-Place of publication:name of publisher,date of publication(place of printing:name of printer).-Number of volumes and/or number of pages: illustration statement;size and accompanying materials.- (Series)

Notes

ISBN Binding:price

(10)

The order of elements in the ISBD co-incides with that of the A.A.C.R., with the exception that the original title of a work translated under another title is required to be the first of the notes listed in the catalogue entry. The symbols used in punctuating the ISBD are the normal signs of punctuation plus the equals sign(=) and the diagonal slash(/), used as indicated in the outline. One of the major differences between the ISBD and Chapter 6 of the A.A.C.R., is that the A.A.C.R. specifies that the author statement should be provided only under certain circumstances, whereas the ISBD always requires the provision of the author statement. An introduction in the ISBD is the optional inclusion of the binding and the price of the book. The layout of all catalogue entries is that of hanging indentation. The other changes between the specifications of the A.A.C.R. and the specifications of the ISBD are formal, such as the introduction of standardized punctuation to indicate the beginning and end of each field. There are alterations in some details about how certain information is expressed, such as s.l.(sine loco) in place of n.p.(no place), s.n.(sine nomine) when no publisher is named in the book, and ill. in the place of illus. Certain conventions regarding the use of brackets have been altered, for

example brackets are not required except for title and authorship information in the body of the entry, when the information is obtained in specified obvious places.⁽¹⁰⁾

Very little publicity about the ISBD was provided in library journals and the sudden announcement of the publication of new provisions for descriptive cataloguing surprised many librarians. The announcement by important national bibliographies and national cataloguing agencies, such as the B.N.B. and the Library of Congress, of their intention to introduce the ISBD in cataloguing, resulted in the position arising whereby many libraries would have to follow their example as a result of using the cataloguing services provided by these agencies.

The University of Cape Town Libraries has subscribed to the B.N.B. catalogue card service since October 1973. The Chief Cataloguer reported that by February 1974, no catalogue cards had been received with ISBD format and thus compatibility problems between retrospective and current entries has not yet arisen in cataloguing at the library. Titles acquired by the library for which no B.N.B. catalogue cards are available are catalogued according to the provisions of Chapter 6 of the A.A.C.R. (British text), as amended by the library for local use.

A high proportion of titles acquired by the Cape Provincial Library Service are listed in the B.N.B. and in Books in English and in order to reduce cataloguing costs and to increase the speed of cataloguing, the B.N.B. catalogue entry is regarded as authoritative and is used as cataloguing copy by the staff. After the introduction of the ISBD in cataloguing at the B.N.B., it was found that the time spent on cataloguing at the Cape Provincial Library Service increased as the B.N.B. entries had

(10) IFLA. Committee on Cataloguing, p.4-5

to be corrected to conform to the provisions of Chapter 6 of the A.A.C.R. Therefore, it was decided that the layout and punctuation of the ISBD should be introduced in cataloguing at the library. All titles catalogued or recatalogued after March 1973, would be catalogued according to the ISBD in order to ensure uniformity in catalogue entries and in order to reduce confusion in the typing of catalogue entries and in the use of the catalogue. Areas in the ISBD considered unnecessary for inclusion in the catalogue entry are edited out by the cataloguing staff at the time of cataloguing the title. The inclusion of the International Standard Book Number and the price are considered to be valuable additional information in the catalogue entries. The outline of punctuation symbols and their application at the library is as follows:-

Title proper:other title(s)/statement(s) of authorship.-
Edition statement/statement(s) of authorship relating to
the edition.-Place of publication:Name of publisher, date
of publication.-Number of volumes and/or number of pages:
illustration statement and accompanying materials.-(Series)
Notes
ISBN:price

Training sessions were held for the staff but no difficulty was experienced by any staff member in implementing the new format. Recataloguing has not been necessary at the library and problems have not arisen as a result of the introduction of the ISBD.

Recataloguing would not be necessary as a result of the introduction of the ISBD at any library with a manual catalogue as none of the organizational factors in the catalogue entry have been affected by the provisions of the ISBD. Libraries with machine-readable catalogues would have to adjust their programming in order to conform to the ISBD.

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CHAPTER SEVEN

RECLASSIFICATION

Reclassification is a constant feature and problem in all types of libraries, regardless of their differing functions. The problem of reclassification increases proportionately with the size and age of the library and "...is typical in many ways of the whole practice of librarianship; at once it involves the most intellectual of library operations and some of the most mundane".⁽¹⁸⁾

Reclassification is understood in this study as the regrouping of a collection of titles in subject classes which differ from those previously employed at the library and includes the reassigning of distinctive call numbers to titles.

Reclassification frequently is performed at libraries in conjunction with recataloguing projects as both involve the retrieval and refiling of catalogue cards.

Reasons for Reclassification

Reclassification is an economic proposition only if performed for valid reasons. Dougherty writes that "Too often a decision to reclassify has been based solely on unsubstantiated assumptions and emotional reactions".⁽³⁶⁾ The reasons for reclassifying retrospective titles should be examined by the staff at the library before the start of a project in order to ensure that the task is not being undertaken for insufficient reasons. The motives for the reclassification of book-

(18) Batty (in Conference on Reclassification, p.139)

(36) Dougherty, p.258

stock can be separated into five categories.

The first category involves the bookstock and covers the situation where a classification system operating successfully for a small collection becomes inadequate as the stock increases in size. This results in the decision to adopt either an expanded version of the classification scheme currently in use at the library or to convert to a different classification system in order to classify future acquisitions. The probability of reclassification relates to the age of the collection. Libraries with browsing facilities require reclassification more frequently than libraries with closed access to the bookstock. The library may be absorbed in another institution, thereby requiring reclassification of titles in order to ensure uniformity of systems.

Category two concerns the readers at a particular library. The use made of a library alters as the interests and attitudes of the readers develop and change with the result that the classification system in use may become unsuitable for the range of material demanded by the user. It may become necessary to adopt a new classification system, resulting in the reclassification of retrospective titles in order to ensure uniformity in classification.

The third category concerns classification systems which become obsolete and unsuitable for the classification of current acquisitions. "The perfect classification...has never been devised; it is much less to be hoped that any one scheme of arrangement will find acceptance in its entirety, over a long period of time".⁽⁸⁾ Rapid developments in knowledge result in the obsolescence of classification systems, especially in the fields of science and technology. Humanities do not alter rapidly and, thus, a classification system designed to cover this aspect

(8) Bentz, p.251

of knowledge will remain effective for a longer period of time than one devised for scientific and technological subjects. Classification systems should be revised at regular intervals in order to maintain currency in subject fields, although too frequent revision of a classification scheme may result in the decision by staff at certain libraries to convert from one classification to another. Classification schemes should be modern in the terminology used and in the subject fields incorporated in the system. The continued use of an obsolete classification scheme to classify current acquisitions increases the final reclassification problem incurred as more titles classified according to the obsolete system are continually added to the collection. It becomes increasingly difficult to classify titles according to an obsolete classification scheme which does not include modern developments in knowledge, and the use made thereof deteriorates as the best places in the notation are occupied by outmoded concepts. Faults in expansions to the classification developed locally in order to incorporate modern concepts of knowledge, result in additional classification problems. A new classification scheme is adopted under these circumstances to provide a more efficient grouping of the library's collection. Several libraries have been reclassified from obsolete classification systems to classification schemes in which currency is maintained. (Please see Appendix 7/1).

Arising out of the third category is reclassification undertaken to conform to a revised edition of a classification system, which may involve considerable notational adjustments.

The fourth category concerns the administration of a library. One of the reasons advanced by staff at many libraries in the United States for reclassification from the D.D.C. to the Library of Congress Classification is the expectation of reduced administrative costs through accept-

ing Library of Congress call numbers provided on the Library of Congress printed catalogue cards. Difficulty in employing capable cataloguers and classifiers has resulted in the dependence by many libraries on the classification services provided by the B.N.B. and the Library of Congress. Several libraries may decide to reduce administrative costs by developing a co-operative Cataloguing and Classification Centre. Administrative decisions like these may result in reclassification in order to ensure uniformity in current and retrospective classification.

The fifth category concerns the staff of a library as a change in staff may result in reclassification on account of alteration in classification policy. This human factor should be guarded against as reclassification is not economic unless essential at a library.

Categories of Reclassification

Firstly, the daily reclassifying of the occasional title either on account of past errors in classification or because current classification decisions conflict with those made in the past. The cataloguing staff at libraries should attempt to avoid reclassification of incidental titles as this may develop into a continuous and expensive habit.

Secondly, the reclassification of the complete collection from one classification system to another. The bookstock at many libraries in the United States has been reclassified from the D.D.C. to the Library of Congress, whereas that of the Carnegie Library, University of Stellenbosch, was reclassified from the Library of Congress to the D.D.C. (73) (74) (Please see Appendix 7/1). Reclassification of a complete collection from one classification to another is a controversial subject among librarians and frequent warnings are issued against it. Gjelsness writes

(73) Malan, p.51

(74) Malan, p.22

that "Most large libraries wisely avoid the issue of complete change from one system to another... A compromise is usually arrived at, either in expansion and adaptation of the system already in use, or adoption of a new scheme for the parts of the collection in greatest need of revision"⁽⁴⁷⁾. Surrey quotes the Chief Librarian at Brooklyn Public Library as saying "The cost of reclassification is so great that from a practical standpoint most libraries are not going to attempt it."⁽¹⁰⁰⁾ Reclassification of a complete collection should be undertaken only when the classification system of a particular library has proved totally inadequate, resulting in reader dissatisfaction and disruption to services performed at the library. Reclassification of a complete collection may also refer to a change within a classification system, such as an expanded version of the scheme already in use at the library.

The third category is the reclassification of certain sections of a library's collection from one classification scheme to another, applying in particular to special collections within the library's bookstock. This course is frequently a solution to the problem of inadequate classification at a library.

The fourth category, concerning the reclassification of a collection from an earlier edition of a classification system to the current edition of the same system, is a major reclassification problem encountered by cataloguing staff at local libraries.

Staff at all the Cape Town libraries visited during this study classify their bookstock according to the D.D.C. and reclassification of titles from an earlier edition to the current edition was being undertaken, or had recently been completed, at four local libraries. The staff at the University of Cape Town libraries is reclassifying titles

(47) Gjelsness, p.598

(100) Surrey, p.41

from Dewey 16 to Dewey 18, Cape Town City Libraries from Dewey 15 and parts of Dewey 16 and Dewey 17 to Dewey 18, the Cape Provincial Library Service from Dewey 17 to Dewey 18, and the John Garlick Library from Dewey 16 to Dewey 18. The Cape Education Library Service is reclassifying from a locally developed classification system to Dewey 18.

Implementation of Dewey 18

Both the B.N.B.⁽⁶⁵⁾ and the Library of Congress⁽⁷⁸⁾ initiated classification according to Dewey 18 at the beginning of January 1971, although neither agency was permitted to disclose the full schedules of the new edition. The first issue of the B.N.B. for 1971 contained a pull-out indicating the major differences between the B.N.B. classification practices before 1971 and those of Dewey 18. The staff at subscribing libraries had to decide whether to use the Dewey 18 numbers supplied by the B.N.B. and the Library of Congress. The amount of reclassification necessary after the adoption of Dewey 18 in 1972 by a library would have been reduced if the staff had accepted the Dewey 18 numbers provided by the B.N.B. and the Library of Congress in 1971. However, as the coverage of the B.N.B. and the Library of Congress is not complete, certain titles not catalogued by either agency would have to be classified according to Dewey 17 if acquired by a library adopting the Dewey 18 numbers supplied by the agencies. This could result in discrepancies in the classification of titles acquired in 1971 by the particular library.

The staff at local libraries had to decide in 1972 whether to adopt Dewey 18 or whether to continue to classify current acquisitions according to an obsolete edition, thereby abrogating the advantage of using the

(78) Matthews, p.577

improved schedules and precluding full use of the classification numbers provided by cataloguing and bibliographic agencies. There is very little guidance in print for the classifier concerning the difficult decisions which have to be made regarding the alterations in each edition of the D.D.C. Evans maintains that "It should be apparent that the assimilation of a new edition of Dewey by a library that desires to maintain some semblance of integrity of its class numbers, and thereby a browsing collection, requires that the problems...be solved in some manner. Thus far, to the best of my knowledge, there has been no discussion in print as to how this may be done without substantial expenditure of library funds and staff time".⁽⁴¹⁾ Conflicting advice is provided in articles about the need for a library to reclassify retrospective titles according to the new edition of the D.D.C. in order to ensure uniformity in classification. Vann, in an article on Dewey 16 and Dewey 17, writes that reclassification was not essential as "1. 'Integrity of numbers' does not matter much in closed stacks...especially as books get older and finally obsolete... 2. The public service departments are ordinarily more interested in having all the material on a subject in the same number than they are in keeping pace with knowledge... 3. Conflict recognized; glaring inconsistencies noted...discrepancies accepted. Books can still be located with the aid of the catalog...".⁽¹¹³⁾ Whereas Evans maintains that "In the past, some libraries that were short of personnel and funds sought to avoid reconciling their collections to new editions of Dewey. Now they find themselves confronted with provoking conflicts in a serious number of cases".⁽⁴¹⁾

Ultimately the decision whether to adopt a new edition and whether reclassification should be undertaken in order to effect uniformity

(41) Evans, p.4043

(113) Vann, p.181

in classification depends upon the needs and functions of the individual library. The amount of reclassification resulting from the adoption of the new edition will vary according to the edition adopted and the size of the bookstock at a particular library. This study examines the decisions made by the staff at the local libraries visited about the alterations in the new editions of the D.D.C., the extent to which they undertake reclassification, the methods which are implemented in order to perform this reclassification and any labour saving devices which may have been introduced in order to reduce the time spent on the reclassification of titles according to the current edition of the D.D.C.

South African Library

The majority of titles acquired for General and Africana stock at the South African Library are classified according to Dewey 16. Psychology (150) and Astronautics (629.4) are classified according to the provisions of Dewey 17 while titles acquired on the subject English Miscellany are classified according to the provisions of Dewey 14 at 828. Sections 791 to 794 (Public performances, Theater, Indoor Games and Amusements, Indoor Games of Skill) have been amended for local use. A locally developed expansion to 968 (South African History) is used to classify the subject. The classification system devised by McColvin is used to classify titles on Music. A location mark based on Fred.B. Perkins' A Rational Classification is provided for works on History, Sociology, Science, Art, Biography, Religion and Philosophy.

The superseded and current editions of the D.D.C. are not compared number by number. The general classification policy at the library is to adopt a Dewey 17 or Dewey 18 class number during the classification

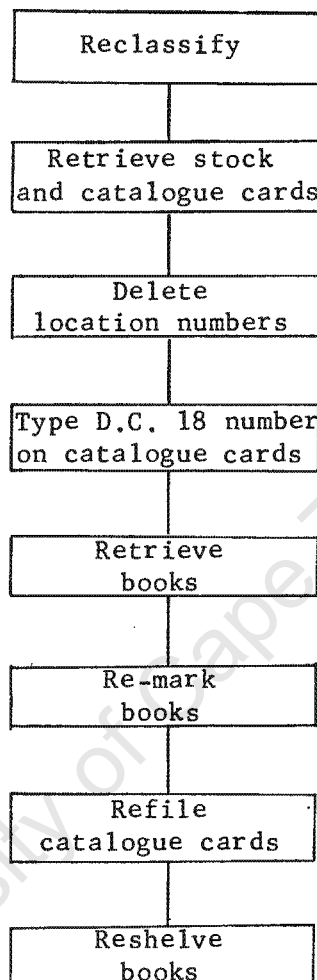
of current acquisitions when inadequate provision is made for the particular subject in Dewey 16, such as 301 (Sociology). Currently Law titles are classified according to Dewey 16, although the possibility of introducing classification according to the rebuilt schedule for 340 (Law) as provided in Dewey 18 is being considered by the staff (as at 27 November 1973).

The staff in the Africana Section reclassified a section of the Africana Collection in the decade following 1940 when the cataloguing and classification of Africana titles was separated from that of the General Collection. The reclassification of titles in the Africana Section will continue when more staff time becomes available for this project.

Very little staff time is available for reclassification at the library. The usual practice is to pencil the altered D.D.C. number in brackets under the previous classification number on the existing classified catalogue card, which is housed in the Cataloguing Section. This information is recorded in order to achieve consistency in future classification. No other record or the bookstock involved is altered by the staff at the library.

Complete reclassification of a title is seldom done by the staff at the library. Titles acquired for General or Africana stock incorporated in the sections classified according to the D.D.C. may be reclassified with the catalogue cards and volumes altered accordingly, if few titles are affected by the alteration to the classification number. Each subject is reclassified according to a routine. The first step is to reclassify the titles. A cataloguer retrieves the relevant stock cards and using the information provided in the tracing lists on the reverse of these cards, extracts the cards from the Africana and Main Catalogues. A cataloguer erases the previous D.D.C. notation,

SOUTH AFRICAN LIBRARY
Reclassification Method: Workflow Chart



Each stage in the Reclassification Routine is carried out by professionally qualified librarians

using either a blade or an eraser, and types the new class number on the existing catalogue cards. The relevant volumes are retrieved by the cataloguer, who deletes the previous location marks from the spine of the volumes by using a blade. The altered D.D.C. number is written on the spines of the volumes using black or white ink. The altered class number is written on labels if the material covering the books is resistant to ink. Issue cards are not provided in the books. The cataloguer refiles the catalogue cards and reshelves the volumes. The reclassification routine is carried out by the staff member classifying the title currently acquired, at which stage it becomes clear that reclassification of retrospective titles is necessary in order to ensure uniformity. (Please see Workflow Chart).

Reclassification is not a common practice at the library and decisions to adopt altered classification systems do not necessarily involve active reclassification. An example of this is the classification of titles written in Bantu languages included in the Africana Section which are now classified with the subject. Retrospective titles classified according to a locally developed classification system have not been reclassified.

Dewey Decimal Classification Additions, Notes, and Decisions is received by the library although the instructions do not pertain to the classification currently performed as Dewey 16 is the main edition used in the classification of current acquisitions. The provision of subject headings in the tracings on the reverse of the stock cards will assist in any future reclassification undertaken at the library.

University of Cape Town Libraries

The bookstock at the University of Cape Town Libraries remained classified according to Dewey 16 until the publication of Dewey 18.

On receipt of the new edition, the Chief Cataloguer examined Dewey 18, comparing it number by number with Dewey 16 and noting alterations in the schedules. The decision was made to reclassify titles at the Jagger Library according to the provisions of Dewey 18 as it was considered that the improvements in the schedules justified the expense and staff-time necessary to complete the task. The omission of one edition added to the total volume of titles requiring reclassification in order to ensure uniformity in retrospective and current classification. Recataloguing is undertaken in conjunction with reclassification when the existing entry is incorrect if judged by the A.A.C.R.

The majority of the alterations between the provisions of Dewey 16 and Dewey 18 have been accepted by the staff and current acquisitions at Jagger Library have been classified according to the new edition since January 1972. The Dewey 14 notation for individual authors in literature (828) remains in use in classification. A locally developed schedule is used for the classification of Dutch, Flemish and Afrikaans Literature. However, the cataloguing staff propose to provide the classification numbers from both the locally developed system and Dewey 18 on the catalogue cards for currently acquired Dutch, Flemish and Afrikaans Literature titles in order to facilitate subsequent reclassification. Locally developed schedules are used to classify Human Races (572) and South African History (968). Occasional deviations for local use have been introduced in the classification of General Geography (910).

The decision was made that although an attempt would be made to conform to the Standard Subdivisions in Dewey 18, certain local deviations from the specifications of the Edition would be used in the classification of current acquisitions such as -021 (Bibliographies), -081 (Congresses) and -013 (Social Problems and Methods). -08 (Collections) is seldom used but -04 (General Special) has proved very

useful in classification at the library. Standard Subdivision -092 is used for Biographies. -072 (Research) is seldom used preferring the use of -0184 (Operations Research). The other Standard Subdivisions are used as provided in Dewey 18. Numbers subdivided previously by the Form Divisions of Dewey 16 remain unaltered in the library's catalogue unless the subject to which they are added is being reclassified by the cataloguing staff. Mathematics titles in the collection at the Jagger Library have been reclassified according to the rebuilt schedule 510. The Dewey 18 schedule 340 is used to classify Law titles currently acquired by Jagger Library although retrospective Law titles remain classified according to a locally developed expansion. Currently acquired Psychology titles are classified according to Dewey 16 with the Dewey 18 number provided on the reverse of the classified catalogue card. The Chief Cataloguer proposes that the reclassification of Psychology should await the introduction of the library's computerization programme.

The reclassification project was planned by the Chief Cataloguer. The order of reclassification is by acquisition of current material as the decision was made that a systematic reclassification from 000 to 999 could not be implemented at the library. Retrospective titles are reclassified when their classification conflicts with that of a current acquisition. The Cataloguing Section is responsible for the reclassification of titles at the Jagger Library, whereas the staff at the branch libraries are responsible for the reclassification of their own collections. By August 1973, considerable progress had been made at Jagger Library and at the Architectural Branch Library. 4257¹ titles were reclassified according to Dewey 18 at Jagger Library between January 1972 and August 1973.⁺

+ Statistics received from Chief Cataloguer, University of Cape Town Libraries.

Extra posts were not assigned to the Cataloguing Section in order to undertake reclassification.

Weeding of the bookstock at Jagger Library was in constant progress before and during the reclassification project. Any title noted during reclassification as not having circulated for a long time, is retired to storage by classifier without being re-marked according to the Dewey 18 notation. A note is attached to the volume indicating the new classification number should the title be returned to circulation at a later date.

Titles are reclassified before the start of the routine as the new D.D.C. number is assigned to retrospective titles during the classification of current acquisitions on the particular subject. Each subject is reclassified according to a routine. The first step is the retrieval of the class cards for the subject being reclassified by the classifier. A cataloguing assistant goes to the bookshelves in order to fetch the relevant volumes, which are then brought to the Cataloguing Section. Recall cards written by the cataloguing assistant, are sent to the circulation assistants if books are in circulation at the time of the reclassification of the subject. The books on return are sent to the Cataloguing Section by the circulation staff. The Dewey 18 number written on a piece of paper, is sent with the books to the Processing Section for re-marking. See-lin labels carrying the Dewey 18 number are prepared and fixed over the previous class number on the spine of the volumes. An occasional check is performed in order to verify the accuracy of the location numbers. Bookplates, the pocket cards and number on the reverse of the title page are altered by assistants. The assistant erases the previous class number and types the new class number on the issue cards. The relevant catalogue cards are extracted from the sequences of the Main Catalogue by means of the information con-

UNIVERSITY OF CAPE TOWN LIBRARIES
Temporary Catalogue Cards: Sample

Author

Title

Class no.

Card temporarily withdrawn by Cataloguing
Dept. for alterations.

University of Cape Town

UNIVERSITY OF CAPE TOWN LIBRARIES
Notice to Circulation Staff of
titles being reclassified: Sample

J A G G E R L I B R A R Y

CATALOGUING DEPARTMENT

RECLASSIFICATION

Books in the following class/es are about to be re-classified.

.....
App. no. of books

They will be

1. Re-classified at class no
2. Re-classified into many different classes.

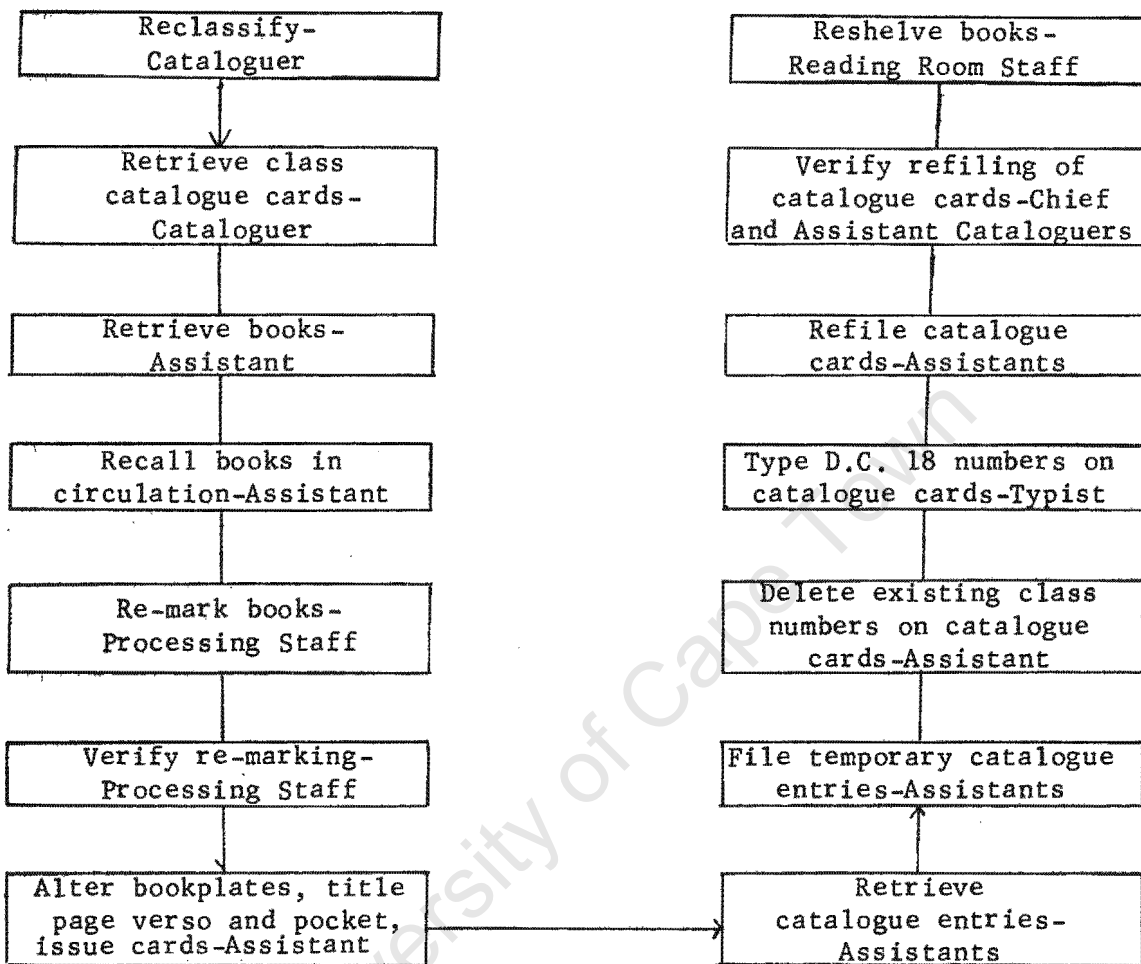
R.D.E. Young
Chief Cataloguer

N.B.

1. This notice refers only to 10 or more books.
2. It is impossible sometimes to say where the books will be re-classified in the case of 2. as I do not know until I see the books.
3. It is impossible to state when the books will be completed as many are on loan.
4. It should always be assumed that some books will go to store.

20.10.72.
RDEY/JH

UNIVERSITY OF CAPE TOWN LIBRARIES
Reclassification Method: Workflow Chart



tained in the tracings on the reverse of the classified catalogue cards. Temporary catalogue entries are written by an assistant on yellow board and interfiled in the Main Author Sequence of the catalogue. The classification number on the existing catalogue cards is erased by assistants using an electric eraser. Assistants type the Dewey 18 number on the existing catalogue cards and refile the cards in the catalogue. The re-filing of the author sequence cards is verified by the Chief Cataloguer and in the other sequences by the assistant librarians. The circulation staff reshelve the volumes. A note is sent in advance to the Reading Room staff informing them when more than ten books have been reclassified simultaneously in order that circulation staff may make the necessary shelving arrangements. (Please see sample). (Please see Workflow Chart).

In the case of reclassification done at branch libraries, the catalogue cards are altered in the branch library's catalogue but not in the Main Catalogue at the Jagger Library. The catalogue at the branch library is consulted for any title requested at that particular branch library.

The reclassification unit at Jagger Library is stationary as the relevant bookstock is fetched from the shelves and brought to the Cataloguing staff.

The Chief Cataloguer reports that although the clerical routines are more time-consuming than the act of reclassifying the title, reclassification is less time-consuming than current classification as several titles on the same subject are reclassified simultaneously.

Bibliographic reference sources are consulted during reclassification when titles present classification problems.

The provision of Dewey 18 numbers in the tracings for Dutch, Flemish and Afrikaans Literature and Psychology titles will assist any future reclassification of these subjects. Dewey Decimal Classification Additions,

Notes and Decisions is used to keep-up-to-date the copies of Dewey 18 at the library, thereby eliminating a certain amount of future reclassification. The Dewey 18 numbers provided in the B.N.B. in 1971 were not used in classification at the library.

Library of Parliament

The majority of titles in the bookstock at the Library of Parliament are classified according to Dewey 16. Dewey 14 is used for the classification of the subjects Parliament and South African Geography. South African History is classified according to a locally developed classification system. Dewey 17 and Dewey 18 numbers are used infrequently and only for subjects not provided in the earlier editions of the D.D.C.

Incidental reclassification occurs when it is considered that the continued use of certain provisions in earlier editions of the D.D.C. is having a deleterious effect on the classification of sections of the bookstock. The decision may be made under these circumstances to adopt the improved provisions in the later editions, resulting in reclassification of retrospective titles on the same subject in order to ensure uniformity in classification. A common reclassification occurrence is the addition of geographical areas to D.D.C. numbers existing in the catalogue in order to prevent overloading the broadest class numbers. No major reclassification project is currently in progress at the library. The decision has been made to reclassify Psychology titles according to Dewey 18 but no work has as yet been done on this project (3 July 1974). Collective biographies have been separated from the biography class and have been shelved together in one sequence with the intention of reclassifying the titles at a later date. Titles are reclassified occasionally in conjunction with recataloguing when both the catalogue

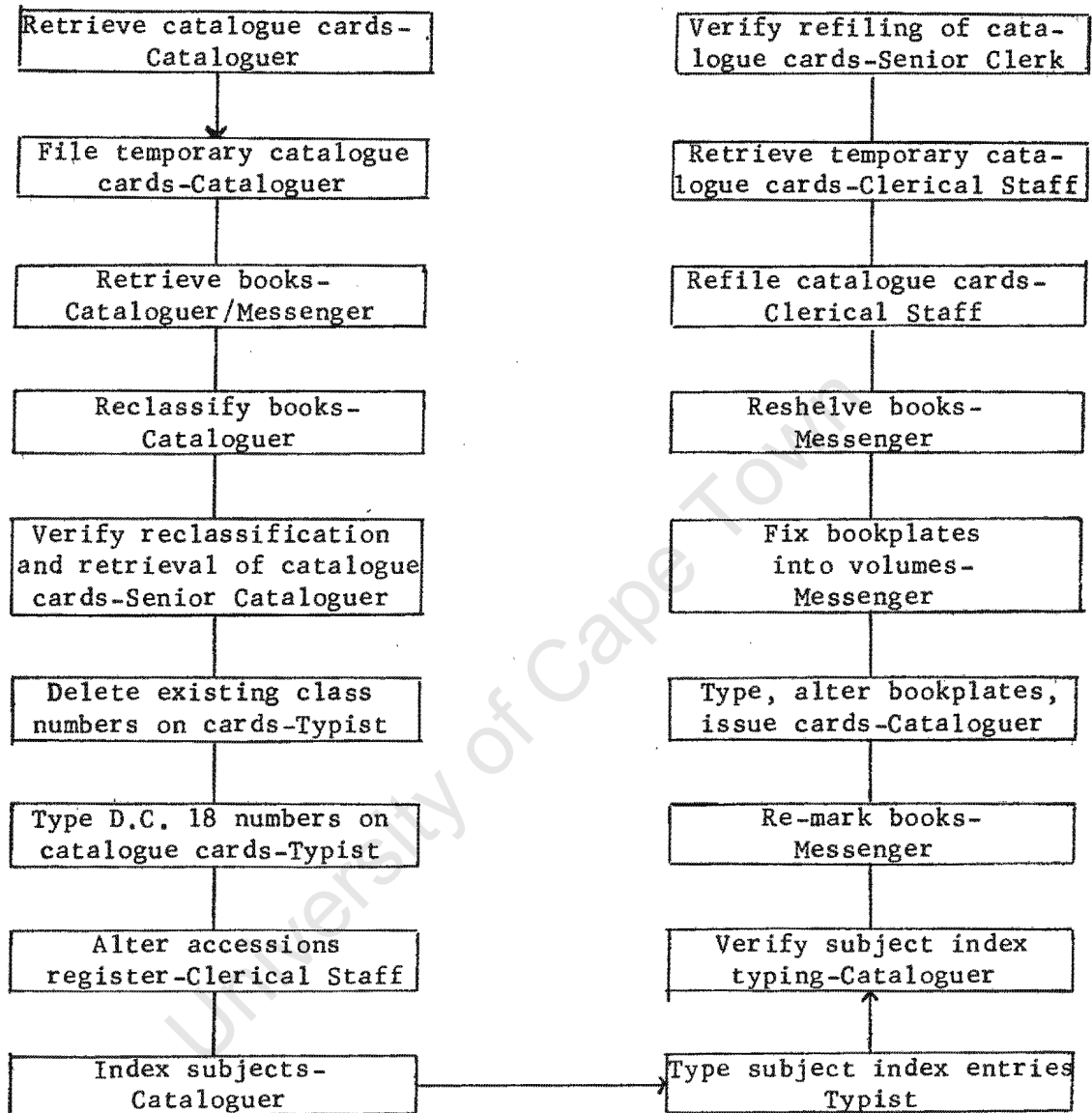
entry and the classification number for a particular title require alteration.

Statistics are not kept of the number of titles reclassified as reclassification is performed at irregular intervals. No extra staff or funding is necessary for the incidental reclassification done at the library.

Weeding of titles is unnecessary as the majority of titles reclassified are Africana.

A routine is implemented in order to reclassify each subject. The Classified Catalogue indicates which titles are affected by the adoption of an altered D.D.C. number. A cataloguer retrieves the catalogue entries from the Main and Africana Catalogues by means of the information provided in the tracings on the reverse of the main author catalogue cards. The retrieval of added entries from the Main and Africana Catalogues is complicated in the case of early catalogue entries as, firstly, tracings were not provided for these titles and, secondly, numerous added entries were made for them. Temporary catalogue entries are written on yellow board and filed in the Main, Author, Title and Classified Sequences by a cataloguer. The relevant volumes are fetched from the bookshelves by a cataloguer if a few volumes only are affected by the adoption of the D.D.C. number, or by a messenger if many books are involved. Titles are reclassified by a cataloguer and verified by a senior cataloguer, who also ensures that all the relevant added entries have been retrieved from the catalogue. A cataloguer writes an instruction note informing the staff in the Clerical Department about the alteration of the classification number on the cards and in the accessions record (where the classification number is also provided). The typist erases the previous classification number using an eraser and types the D.D.C. number on the existing catalogue cards.

LIBRARY OF PARLIAMENT
Reclassification Method: Workflow Chart



Clerical staff alter the classification number in the accessions register, indicating next to the titles that reclassification has occurred.

A cataloguer indexes the subject according to the new class number and sends this information to the clerical staff for typing; the completed work is verified by the cataloguer. The cataloguer sends an instruction note to the messenger informing him about the physical alteration of the volumes. He alters the location marks on the spines of the volumes by first overwriting the previous classification number in black with an electric stylus. The new classification number is written on the spines of the volumes with an electric stylus and white tape. The cataloguer types new book plates and alters or types new issue cards. The new bookplates are fixed in the volumes over the previous one by the messenger, who also reshelves the volumes. Reshelving has not been a problem as no major reclassification project is in progress at the library that would affect seriously the shelving of the bookstock. Clerical staff refile the corrected catalogue cards, extracting the temporary catalogue cards during the process. The senior clerk verifies the refiling of the catalogue cards. (Please see Workflow Chart).

The staff who perform reclassification remain stationary as the relevant volumes are brought to them.

The staff estimate that the clerical routines performed during reclassification are more time-consuming than the routines for current classification, especially the retrieval of catalogue cards. However, the actual act of reclassification is less time-consuming than the classification of current acquisitions because the decision has already been made about which edition of the D.D.C. is to be used for the classification of that particular subject, thereby removing the necessity for the classifier to ascertain which edition is in use before the

start of the routine. Another factor reducing the time taken to re-classify titles is that the subject index entries usually have already been made for the subject concerned.

The classification number provided by national bibliographies is used as a guide in reclassification.

No routine has been implemented to ease any future reclassification which may occur at the library. Currently (August 1973) Dewey Decimal Classification Additions, Notes and Decisions is not received by the library as the instructions do not apply meaningfully to the classification practised at the library as Dewey 16 is the edition mainly in use.

Cape Town City Libraries

In 1958, when Dewey 16 was published, the decision was made at the Cape Town City Libraries not to adopt the edition but to retain the use of Dewey 15 in the classification of current acquisitions. However, by 1967 a heavily overloaded Classified Catalogue was have a deleterious effect on services to library users and an investigation was undertaken into the classification practices at the library. The decision was made to expand a limited number of schedules by using Dewey 16, despite the publication of Dewey 17 two years earlier, and to delay the re-classification of the complete collection until the publication of Dewey 18. By 1969, the position was again reported to be unsatisfactory and a further decision was made that all current acquisitions would be classified according to Dewey 17, from that date, with the exception that the locally developed classification schedules for Art and South African History and the classification system for Music devised by L. McColvin, would continue in use at the library.

Reclassification according to Dewey 17 began at the library in

1969. Titles were reclassified according to the expanded schedules of Dewey 17 for subjects, such as 796 (Athletic and Outdoor Sports and Games), 641 (Food and Drink), 620 (Engineering) and 364.131 (Crimes against the State). Titles were reclassified according to certain of the relocations provided in Dewey 17, such as 391 (Fashion-under Costume) to 646.01 (Fashion-under Clothing and Care of the Body). Social Anthropology was reclassified from 572 (Human Races) to 390 (Customs and Folklore). The relocation of Flower Arranging from 635.9663 (under Floriculture) to 745.92 (Floral Arts) and of Philately from 383.22 (under Postal Communication) to 769.56 (under Prints) were not accepted because it was considered that, firstly, the change of classification was not of great value to the services provided by the library, and, secondly, that this reclassification could be undertaken at a later date if found essential. Psychology titles were reclassified according to the rebuilt 150 schedule of Dewey 17. In 1969 642 titles were reclassified, in 1970 811 titles and in 1971 672 titles.⁺ (Please see Appendix 7/5).

Thus the position on the receipt of Dewey 18 in 1972 was that the majority of titles belonging to the Cape Town City Libraries remained classified according to Dewey 15, with certain subject areas classified according to Dewey 17.

The Chief Cataloguer made a number by number examination of Dewey 18, comparing it with the classified sequence of the catalogue, thereby determining the number of titles affected by the proposed adoption of the new edition. The Chief Cataloguer reported in June 1972 on the feasibility of adopting the new edition. Complete conversion to Dewey 18 was recommended, stressing the importance of being up-to-date in

⁺ Statistics received from Chief Cataloguer, Cape Town City Libraries.

classification practices at the library.

A Subcommittee was formed in July 1972 to formulate policy decisions on classification and to define a standard for cataloguing and classification at the library. The decision was made to aim at converting the classification, re-marking the volumes according to Dewey 18 and to adopt the edition immediately for the classification of current acquisitions. The reclassification project would be a major one on account of the many alterations in notation through Dewey 15 to Dewey 18. The practice of recording the bibliographic reference source for each title would be initiated as this was considered an important aid in facilitating reclassification from a previous edition of the D.D.C. to a later edition. The amount of staff-time available for the reclassification project determined interim measures. Priority would be given to the reclassification according to Dewey 18 of Law, Mathematics, and Publishing titles. The reclassification of titles without re-marking the spines of the relevant volumes was considered by the staff but the Chief Cataloguer reported that this plan was abandoned at a later date. (Please see Appendix 7/6).

The decision was made to avoid the use of three different classification numbers in the subject index. Any subject already indexed according to Dewey 15 and Dewey 17 would not receive an additional D.D.C. notation in the subject index. In these circumstances, titles falling into the affected subject area and classified according to Dewey 17, would be reclassified according to Dewey 18. Thus the index for those subjects would then indicate Dewey 15 and Dewey 18 classification numbers.

A further decision was that the locally developed schedule for the classification of Art was unsatisfactory and that Art titles would be reclassified according to Dewey 18. The Dewey 18 and the locally developed classification numbers for Art were not considered com-

patible with each other and, therefore, Art titles currently acquired would receive the locally developed notation until the date that the reclassification of the subject according to Dewey 18 could be undertaken by the cataloguing staff. The catalogue entries for current acquisitions would carry the Dewey 18 numbers on the reverse of the main author catalogue cards in order to facilitate the future reclassification of the subject. Music and South African History would continue to be classified according to the special schedules in use at the library.

Currently acquired titles on Publishing (070.5) would be classified according to Dewey 18, with reclassification of retrospective titles being undertaken at a later date. Social Anthropology, recently reclassified from 572 to 390, would remain classified at 390 but currently acquired titles on the subject would be classified at 301 (Sociology).

The Dewey 16 classification numbers for Philately (383.22) and Flower Arranging (635.9663) would remain in use in classification at the library.

Standard Subdivisions would be used infrequently in classification at the library but would conform to Dewey 18.

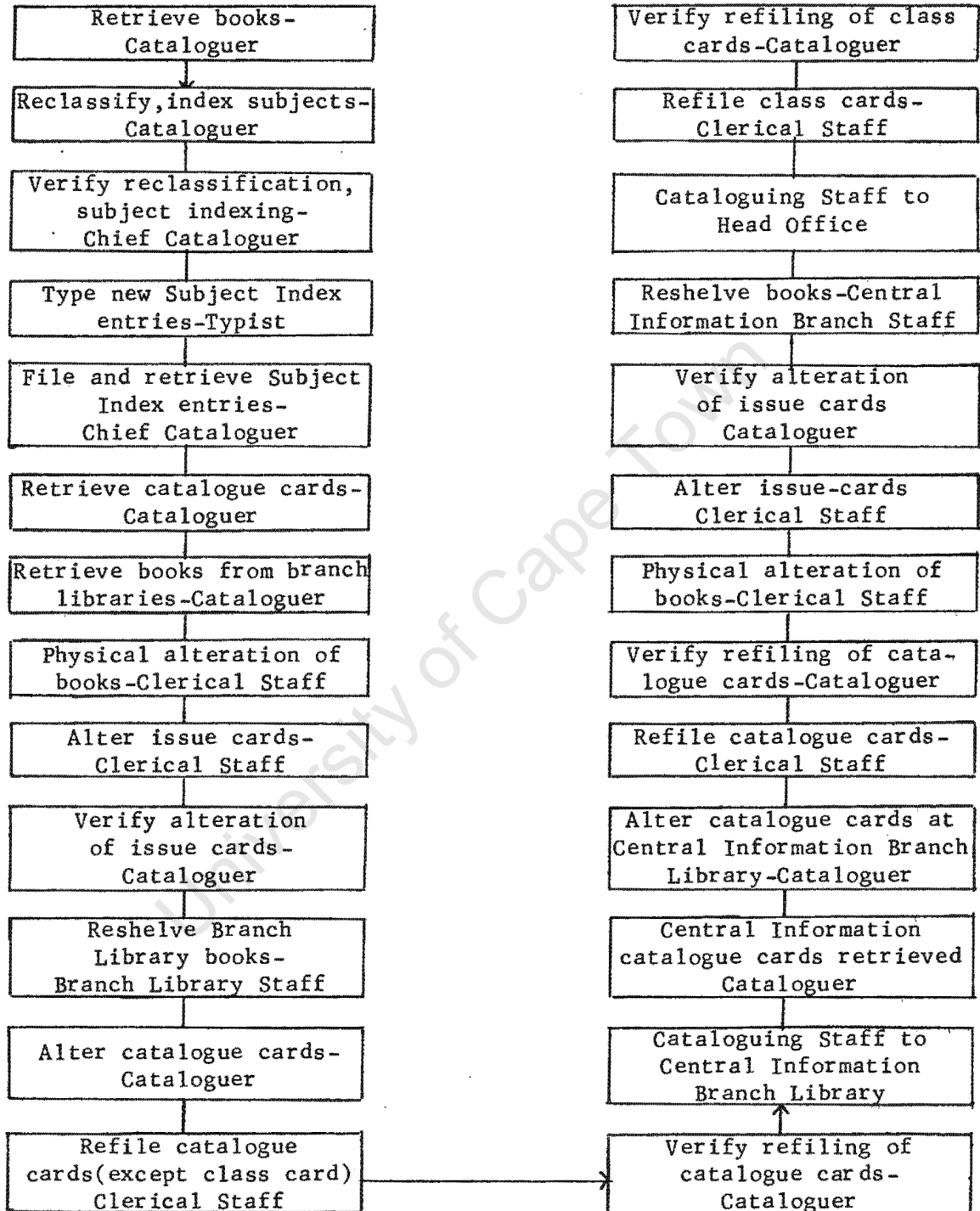
The rebuilt schedules of Dewey 16 546 (Inorganic Chemistry) and 547 (Organic Chemistry) were adopted as provided in Dewey 18 for the classification of currently acquired titles. However, the adoption of these two rebuilt schedules did not result in a reclassification problem as only ten titles on the subjects are stocked by the library. Three titles are classified according to Dewey 15 and seven according to Dewey 18.⁺

The reclassification project was planned carefully by the cataloguing

+ Statistics received from the Chief Cataloguer, Cape Town City Libraries

of the Central Information Branch Library, are recalled to the Cataloguing Section by means of recall cards written by a cataloguer. The physical alteration to the bookstock is done by the clerical staff in the Cataloguing Section. Dewey 18 numbers are written on self-adhesive labels if alteration to the location number is required for only two volumes. If alteration to the location number is required for more than two volumes, the D.D.C. number is printed on self-adhesive labels by staff in the Preparations Section. The labels are fixed over the previous notation on the spine of the volumes. The D.D.C. notation is altered inside the books by clerical staff. The clerical staff alter the D.D.C. number on the issue cards by fixing a 33mm by 5mm self-adhesive label over the superseded D.D.C. number on the cards and by typing the Dewey 18 number on the labels. A cataloguer verifies this work as being correct. The volumes are returned to the branch libraries where they are reshelved by the staff employed there. Self-adhesive labels are fixed over the previous classification number on the catalogue cards and the Dewey 18 number is typed on the labels by a cataloguer. The altered D.D.C. number is recorded on the reverse of the Main Author Catalogue cards. Clerical staff refile the catalogue cards with the exception of the cards from the Classified Sequence of the catalogue. The refileing of the catalogue cards is verified by cataloguers. The cataloguing staff travel to the Central Information Branch Library, taking with them the Classified Catalogue cards. The relevant entries are extracted from the catalogue at the Central Information Branch Library and altered according to Dewey 18 by cataloguers. Self-adhesive labels are fixed over the previous classification number on the catalogue cards and the new number is typed on the labels by a cataloguer. The refileing of the catalogue cards by clerical staff is verified by cataloguers. Clerical staff attend to the physical alteration of the books. The

CAPE TOWN CITY LIBRARIES
 Reclassification Method: Workflow Chart
 Routine One

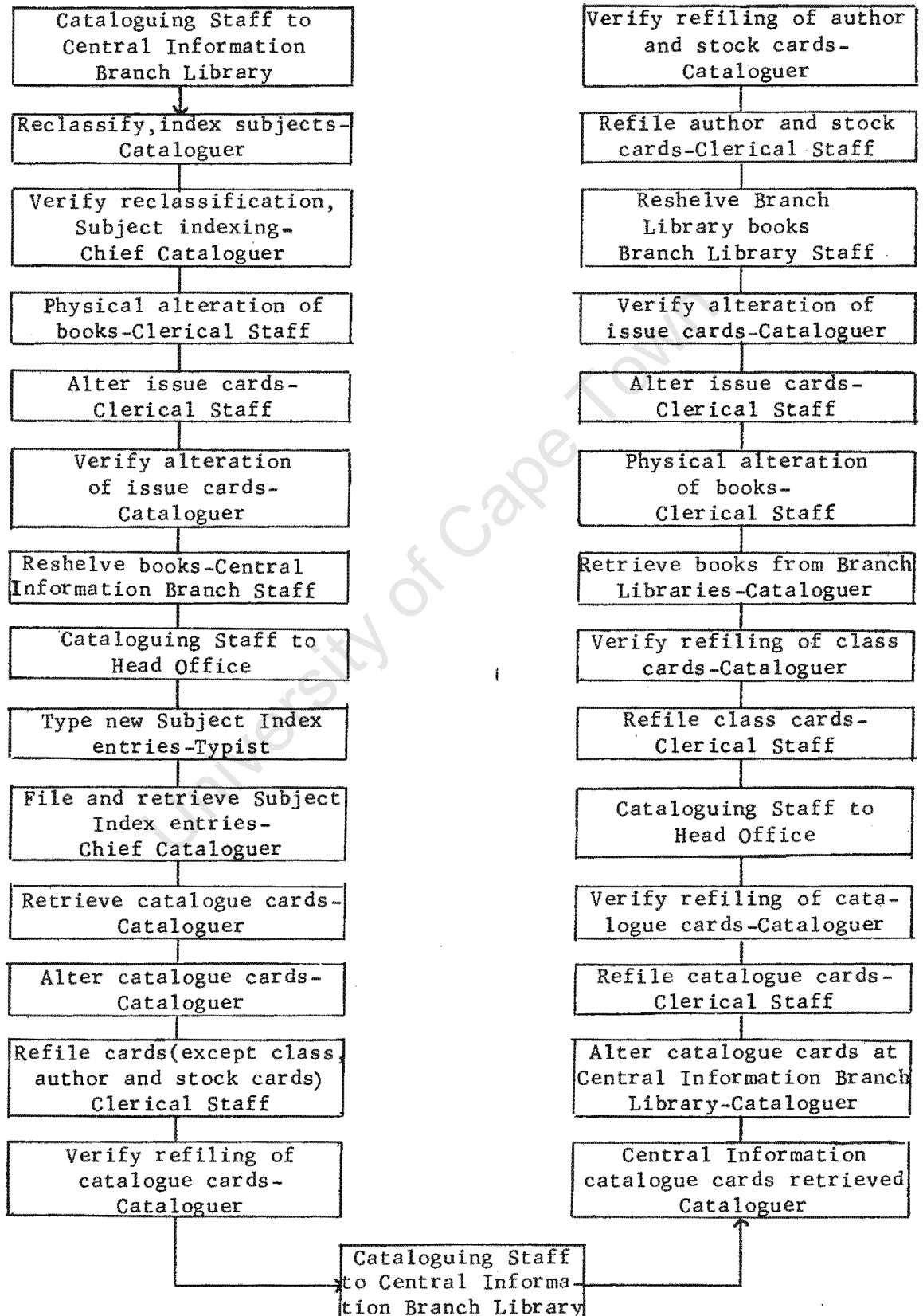


Dewey 18 number is written on self-adhesive labels and fixed on the spines of the volumes. The D.D.C. notation is altered on the issue cards by fixing self-adhesive labels over the superseded D.D.C. number on the cards and typing the Dewey 18 notation on the labels. The D.D.C. notation is altered inside the books. A cataloguer verifies this work. Central Information Branch Library staff reshelve the bookstock and the cataloguing staff return to Head Office. The refileing of the Classified Catalogue cards by clerical staff is verified by cataloguers. (Please see Workflow Chart).

The reclassification staff is partially stationary and partially mobile during Routine 1. Bookstock is brought to the Cataloguing Section from both the Head Office storage shelves and from the branch libraries. However, the cataloguing staff travel to the Central Information Branch Library in order to reclassify books.

The second routine concerns books which are housed at the Central Information Branch Library but not at the Head Office. Cataloguers travel to the Central Information Branch Library where they reclassify and subject index the relevant titles. The Chief Cataloguer verifies the classification and the subject indexing. Clerical staff attend to the physical alteration of the volumes. The Dewey 18 notation is written on self-adhesive labels which are then fixed over the previous labels on the spines of the volumes. The D.D.C. notation is altered on the issue cards and inside each book using the same methods as described in Routine 1. Cataloguers verify this work and record the author, the previous and current classification numbers. The staff at the Central Information Branch Library reshelve the volumes and the cataloguing staff return to the Head Office. Subject index cards are typed, filed and the previous entries retrieved as described in Routine 1. The Main Author Catalogue cards are extracted from the catalogue. Cataloguers

CAPE TOWN CITY LIBRARIES
 Reclassification Method: Workflow Chart
 Routine Two

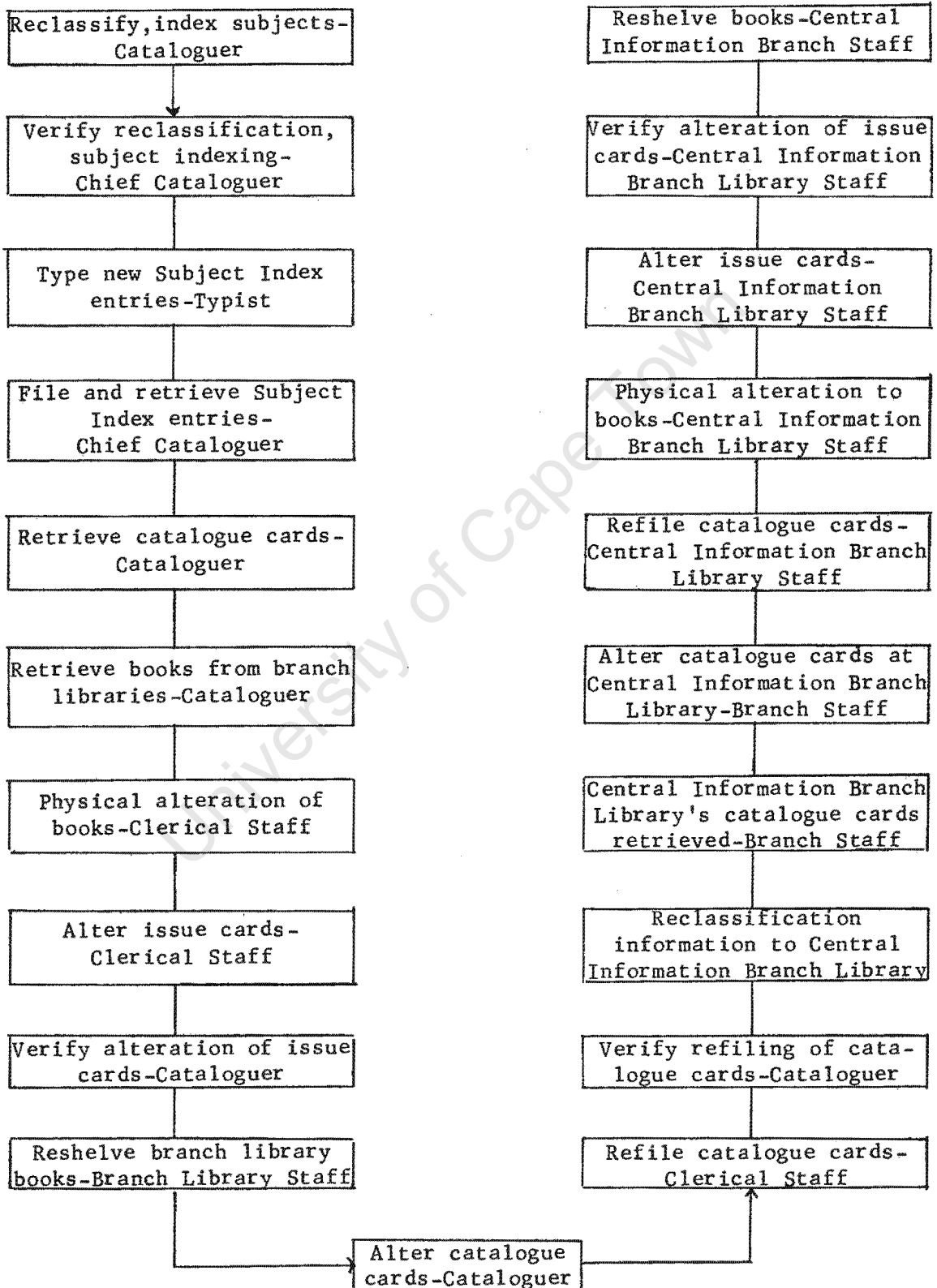


using the information contained in the tracings on the reverse of the Author Catalogue cards, extract the relevant catalogue entries and stock cards for the titles affected by the alteration to the D.D.C. number. Self-adhesive labels are fixed over the previous D.D.C. notation and the altered number is typed on the labels. These cards, with the exception of the Classified, Author Catalogue and the stock cards, are refiled by the clerical staff. Cataloguers verify the refileing of the catalogue cards. The cataloguing staff return to the Central Information Branch Library, taking with them the Classified Catalogue card, in order to retrieve and alter the cards filed in the Central Information Branch Library catalogue. The same method is implemented as described in Routine 1. The refileing of the catalogue cards in the Central Information Branch Library catalogue by clerical staff is verified by cataloguers, after which the cataloguing staff return to Head Office, where the Classified Catalogue cards are refiled by the clerical staff and the filing verified by professional staff. Volumes allocated to the other branch libraries are recalled using allocation information acquired from the stock cards. After receipt of the titles concerned, the physical alteration of the volumes and the issue cards is attended to by the clerical staff using the same method as described in Routine 1 and is verified by cataloguers. The volumes are returned to the relevant branch libraries for reshelving by the branch library staff. The refileing of the Author Catalogue and stock cards by clerical staff, is verified by cataloguers. (Please see Workflow Chart).

The reclassification unit during Routine 2 is mobile when attending to the reclassification of bookstock at the Central Information Branch Library and is stationary when attending to the physical alteration of books allocated to the other branch libraries.

The third routine concerns the reclassification of subjects for

CAPE TOWN CITY LIBRARIES
 Reclassification Method: Workflow Chart
 Routine Three



which three class numbers would be indicated in the subject index if a currently acquired title was classified according to Dewey 18. The same routine is implemented as in Routine 1 but with two differences. Firstly, if the title indicates the subject, the volumes are not retrieved for reclassification purposes but are reclassified from title and subject index information. Secondly, reclassification information is sent to the staff at the Central Information Branch Library in order that the staff employed there should attend to the physical alteration of the books shelved at the branch. The volumes at the other branch libraries are recalled and the physical alteration is attended to by the clerical staff in the Cataloguing Section. The same methods are implemented as described in Routine 1. The reshelving of the bookstock is attended to by the branch library staff. (Please see Workflow Chart).

The staff at the Wynberg Branch Library are requested to alter the cards for all reclassified titles in their catalogue.

The D.D.C. numbers provided by the national bibliographies are used as guides in reclassification.

The Chief Cataloguer reported that reclassification is less time-consuming than the classification of current acquisitions, but that the mechanical side of the routines is more time-consuming than the act of reclassifying the title.

The provision of Dewey 18 numbers on the reverse of the author catalogue cards for Art titles currently classified will facilitate future reclassification undertaken at the library. Dewey Decimal Classification Additions, Notes and Decisions is not received by the library and use was not made of the Dewey 18 numbers provided by the BNB in 1971. The provision of information about the bibliographic reference source in which the title was located during current classification will facilitate future reclassification as the reclassifier will be led directly to the

relevant authority when a title is being reclassified.

Cape Provincial Library Service

The policy at the Cape Provincial Library Service is to classify current acquisitions as fully as possible according to the latest edition of the D.D.C. Current acquisitions at the Cape Provincial Library Service have been classified according to Dewey 18 since April 1972. An expansion to D.D.C. section 968 (South African History and Geography) devised by the Johannesburg Public Library, and a locally developed expansion to African Languages (496) are used in classification.

Each new edition of the D.D.C. is examined immediately upon receipt in order to ascertain whether it will be adopted or rejected for the classification of current acquisitions. The staff consider that delay in the acceptance of the current edition increases the final reclassification problem confronted by the library as more titles are constantly being added to the bookstock classified according to an obsolete edition. The Chief Cataloguer compares the new edition number by number with the superseded edition, working in conjunction with the Classified Sequence of the catalogue and the Subject Authority File. The number of titles and copies involved is taken into consideration before any alteration to the classification is accepted at the library. However, the general classification policy is that improvements to the schedules should be adopted in order that services to users may benefit. This applies most frequently to subject areas where numerous developments occur constantly, especially in Technology, Sociology, and popular subjects, such as Astronautics, Sports and Recreation. The Chief Cataloguer submits a report to the Director on the possibility of adopting the new edition of the D.D.C. making recommendations con-

cerning which alterations should or should not be accepted for use in classification at the library. Reclassification of retrospective titles begins immediately the Director's approval has been received. The majority of the provisions of Dewey 18 have been adopted in the classification of current acquisitions since April 1972. Subjects represented by new numbers in Dewey 18 have been classified according to the new provisions if acquired by the library since April 1972. Many of the expansions as provided by both Dewey 17 and Dewey 18 have proved to be beneficial to the services to readers at the libraries affiliated with the Cape Provincial Library Service. The most important of these are 629.4 (Astronautics), 796 (Athletic and Outdoor Sports and Games), 959.7 (Vietnam), 261.8 (Christianity and Socioeconomic Problems), 301 (Sociology), 364 (Criminology) and 621.3 (Electrical, Electronic, Electromagnetic Engineering). A few relocations in Dewey 18 have not been adopted in the classification of current acquisitions as numerous retrospective titles and volumes representing these subjects are stocked by the library. The most important of these are 635.9663 (Flower Arranging), 388.22 (Philately) and 655 (Printing and Related Activities). The relocation of these titles to different classes would disrupt services to readers at the libraries affiliated with the Cape Provincial Library Service, especially in regard to Flower Arranging for which subject 4022 volumes had been acquired by November 1973. The relocation of Publishing to the 000 class was not accepted as readers at the libraries affiliated with the Cape Provincial Library Service tend not to use titles classified in that class. It was decided that occasionally relocations would not be accepted for practical reasons and reclassification would have to occur at a later date if the numbers were reused in any future edition of the D.D.C. Retrospective titles have been reclassified according to the rebuilt schedules of Dewey 16, Dewey 17 and Dewey 18.

The alterations in the Standard Subdivisions and Area Table proved a major classification problem at the library as they are dispersed throughout the classification of the bookstock. The decision was made to continue the use of -02 (Handbooks and Outlines) and -04 (Collected Essays and Lectures) as specified in Dewey 16, except where Dewey 18 makes specific provisions for the General Special concept. The remainder of the Standard Subdivisions used in classification conform to Dewey 18. Area relocations have been adopted if the classification of only a few retrospective titles is affected by the alterations in Dewey 17 and Dewey 18. Certain relocations were not adopted, such as -43 (Central Europe), -54 (South Asia), -598 (Indonesia and Sunda Islands) and -599 (Philippine Islands). The relocation of the Antarctica to -989 in Dewey 18 was adopted and the titles previously classified at -99 were reclassified according to the altered provisions. (Please see Appendixes 7/7 and 7/8).

The reclassification planned by the Chief Cataloguer, incorporates two courses, each involving two routines. The cataloguing staff attempt to complete the reclassification project as rapidly as possible in order to cause the least disruption to services to library users.

In 1968, 817 Psychology titles and 73 Astronautics titles were reclassified according to the provisions of Dewey 17. In 1972, 488 Law titles, 168 Mathematics and 65 Antartica titles were reclassified according to the provisions of Dewey 18.⁺

Although no extra posts are assigned to the Cataloguing Section in order to undertake the reclassification, the time to complete this task is frequently taken from the time made available for the major recataloguing project currently in progress at the library.

+ Statistics, Chief Cataloguer, Cape Provincial Library Service

A continuous weeding programme is carried out by the Withdrawals Section, thereby eliminating the necessity to discard titles before the start of the reclassification project. Titles acquired before 1957 are not reclassified as most of these volumes have been withdrawn from stock.

A problem incurred during reclassification is that of retrieval of bookstock, which may not be recalled from the Regional Libraries or from the 557 libraries and library depots affiliated with the Cape Provincial Library Service. Books may be fetched from the Central Collection at Head Office if required during the reclassification project. The main reason for this decision is the expense and difficulty involved in recalling numerous copies of titles dispersed among many widely separated libraries. It would be necessary to recall the relevant volumes from affiliated libraries working through the Regional Libraries, resulting in serious disruption of services to readers. The Central Catalogue and the Central Collection require the specific classification provided by the later editions of the D.D.C. The bookstock at the libraries affiliated with the Cape Provincial Library Service is small in comparison with the complete holdings of the Cape Provincial Library Service as recorded in the Central Catalogue. Browsing facilities are not impaired at the affiliated libraries if the bookstock is not re-marked according to the expanded notation of the current edition of the D.D.C. Frequently titles are shelved at the affiliated libraries according to broad D.D.C. numbers and not according to the specific D.D.C. numbers provided on the catalogue cards. Titles on the same subject, as a result of being classified according to different editions of the D.D.C. may have broader or more specific classification numbers and yet may easily be related to each other on the bookshelves at the affiliated libraries as they are shelved in close proximity to each other. The majority of titles on Psychology, Mathematics and Law

are allocated to the Central Collection at Head Office. Astronautics titles become obsolete rapidly and are withdrawn from the bookstock of the affiliated libraries. Alterations to the classification numbers are indicated in the printed subject indexes distributed to the affiliated libraries, with the instruction that, where specified, books on the same subject may be shelved under two different class numbers. However, the inability to recall books is an important reason that certain relocations, involving numerous volumes, could not be introduced in the classification of titles at the Capé Provincial Library Service. It also implied that a method had to be devised whereby titles could be reclassified without the relevant volumes being brought to the Cataloguing Section.

The first routine was implemented for the reclassification of titles on subjects included in the rebuilt schedules 150 (Psychology), 510 (Mathematics) and 340 (Law) and the relocations 629.4 (Astronautics) and -99 (Antarctica).

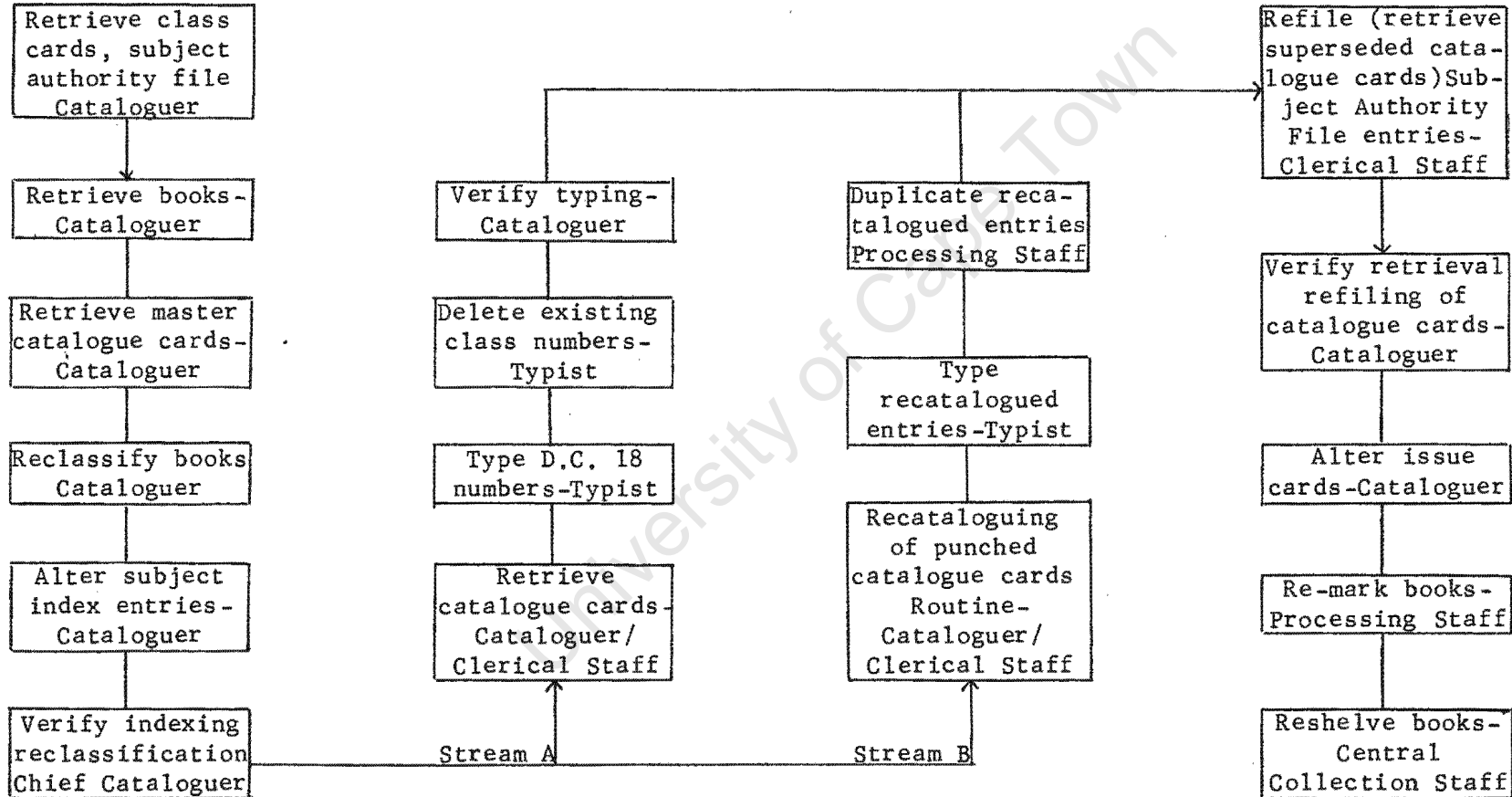
Certain Cataloguing staff were delegated to work exclusively on the reclassification project for the duration of the task. The reclassification project was undertaken in conjunction with the recataloguing project currently in progress at the library. Working with the relevant Classified Catalogue cards and the entries from the Subject Authority File, the cataloguer fetched the titles concerned from the Central Collection. The master catalogue cards or master punched catalogue cards with the tracings on the reverse, were retrieved from the sequence maintained in the Cataloguing Section. The titles were reclassified, the new classification number written in pencil on the extracted master catalogue cards by the cataloguer. The class number in the Subject Authority File was corrected by hand on the existing cards by the cataloguer, without extracting the cards from the sequence. New subject index entries were made by the cataloguer if the previous index entries

were no longer relevant to the altered classification number. A note was written on the subject index cards indicating that the D.D.C. number had been altered according to a revised edition. The work described above was performed by a cataloguer. The Chief Cataloguer verified the reclassification and subject indexing.

At this stage, the routine separated into two different methods.

Firstly (hereafter called Stream A, Routine 1), if the titles concerned had been catalogued according to the cataloguing system currently in use, the catalogue cards and added entries were retrieved either by a cataloguer or by clerical staff (if available) from the Central Catalogue using the information contained in the tracings on the reverse of the master catalogue cards. The typist typed the new class number on the existing printed catalogue cards and deleted the previous class number with typists' eraser fluid if copies of the titles had been acquired for the Central Collection but not for the Regional Libraries. If, however, copies were allocated to Regional Libraries, the new classification number was typed in brackets above the previous location number which remains as the call number indicating the location of the bookstock at the Regional and affiliated libraries. Staff at the Head Office are informed that the Central Collection copies have been re-marked according to the D.D.C. number given in brackets above the previous location number. The catalogue cards and Subject Authority File cards were refiled by a clerical staff member immediately after the typing had been verified by a cataloguer. Cataloguing staff verified the refileing of the catalogue entries and withdrew the previous subject index cards if new entries had been made for the subject by the reclassifier. The catalogue cards were removed from the Central Catalogue for a very short period of time resulting in temporary catalogue cards being unnecessary. The cataloguer using a black pen wrote the altered D.D.C. notation on

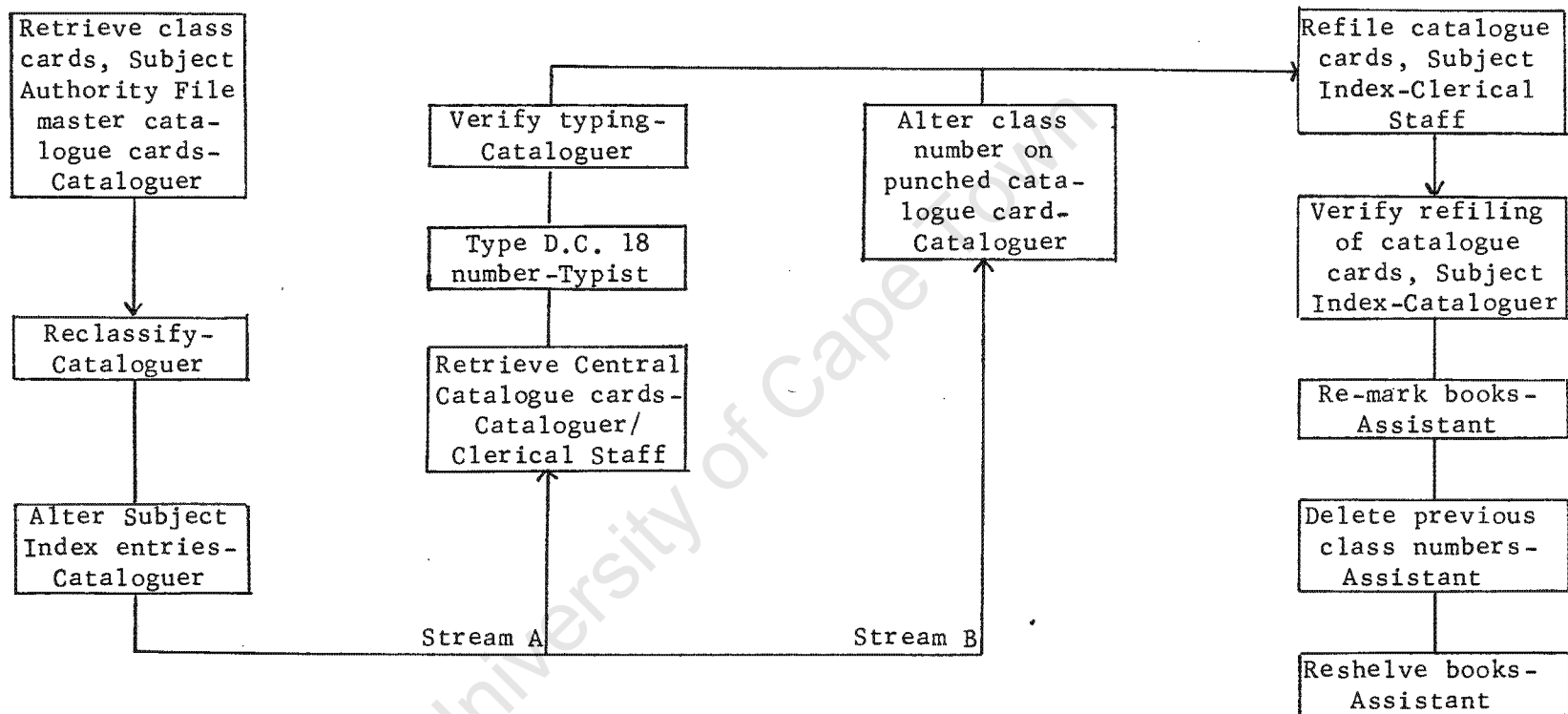
CAPE PROVINCIAL LIBRARY SERVICE
 Reclassification Method: Workflow Chart
 Routine One



the issue card. The altered notation was written on self-adhesive labels by staff in the Processing Section if the alteration to the classification was required for six or fewer volumes. If the reclassification involved alteration to more than six copies of the classification number, the relevant number of altered numbers were printed on self-adhesive labels by Processing staff using a "Tickopres" machine. The Processing staff fixed these labels over the previous location number on the spines and on the inside of the title pages of the volumes. The volumes were returned to the Central Collection for reshelving by the staff in the Section.

Secondly (hereafter called Stream B, Routine 1), if the title concerned was catalogued according to the punched card system, recataloguing was carried out simultaneously with reclassification. The master punched catalogue card had been retrieved previously from the sequence maintained in the Cataloguing Section. Titles were recatalogued as described in Chapter 4 of this study with new catalogue cards being typed by the typist. The new D.D.C. notation was typed on the catalogue cards, the previous number being omitted if copies of the title being reclassified were allocated to the Central Collection but not to the Regional Libraries. However, the new D.D.C. notation was typed in brackets above the previous D.D.C. classification number if copies of the titles being reclassified were allocated to Regional Libraries. The typing was verified by a cataloguer. The remainder of the routine was as described for Stream A, Routine 1, with the exception that the relevant punched catalogue cards were withdrawn by the filing clerk when interfiling the new catalogue cards in the Central Catalogue. The cataloguer concerned with the reclassification of the particular subject verified the refiling of the recatalogued cards and the withdrawal of the previous punched catalogue cards.

CAPE PROVINCIAL LIBRARY SERVICE
Reclassification Method: Workflow Chart
Routine Two



The reclassification unit during Routine 1 is stationary, the book-stock being brought to the reclassifier.

The second routine was implemented in order to reclassify subject areas affected by alterations in the current edition of the D.D.C. not altered during Routine 1. The Chief Cataloguer, during the examination of the current edition, records all the alterations in the D.D.C. accepted in classification at the library, the use of which will result in conflict in future and retrospective classification at the library. Working systematically through 000 to 999, each cataloguer was allocated on a daily basis a certain number of retrospective titles requiring reclassification according to the current edition. The first step in the routine was the retrieval by the cataloguer of the entries from the Classified Sequence of the catalogue and the Subject Authority File, in which reductions and expansions to and complete or partial relocations of D.D.C. numbers are indicated by the specific subject index entries. The master catalogue cards were retrieved by the cataloguer, who reclassified the titles according to title and indexing information provided by the national bibliographies and recorded on the reverse of the master catalogue cards during current cataloguing. The D.D.C. numbers on the subject index cards in the alphabetical sequences were altered by hand by the cataloguer without extracting the cards from the sequence. A note was written on the subject index card indicating that the class number had been altered according to a revised edition of the D.D.C.

At this stage the routine separated into two different methods.

Firstly (hereafter called Stream A, Routine 2), if the title concerned had been catalogued according to the system currently in use, the catalogue entries were retrieved using the information contained in the tracings on the reverse of the master catalogue cards. A cataloguer verified the typing by a typist of the new D.D.C. number provided in

brackets above the previous notation. The catalogue cards were immediately refiled in the Central Catalogue by a clerical assistant, the filing being verified by the cataloguer concerned with the reclassification of that particular subject.

Secondly (hereafter called Stream B, Routine 2), if the title concerned was catalogued according to the punched card system, the new D.D.C. number was written by a cataloguer on the catalogue entries for the relevant titles without retrieving them from the catalogue. The relevant entries in the catalogue were traced through the information provided in the tracings on the reverse of the master catalogue cards. The entries in the Classified Sequence of the catalogue and in the Subject Authority File were refiled by the filing clerk, the refileing being verified by a cataloguer.

The Cataloguing Assistant, working through 000 to 999 in conjunction with the Classified Sequence of the catalogue, re-marked the reclassified volumes in the Central Collection. Taking one tray at a time from the Classified Sequence to the Central Collection, she was able to remark the volumes without extracting cards from the catalogue. The new D.D.C. number was written on a self-adhesive label which was then fixed over the previous location number on the spine of the volume. The previous D.D.C. number was deleted from the catalogue card using typists' eraser fluid if copies of the title concerned were allocated to the Central Collection but not to the Regional Libraries. The previous D.D.C. number remained on the card if copies of the title were allocated to the Regional Libraries in order to serve as a location mark for the bookstock distributed to the libraries affiliated with the Cape Provincial Library Service. The Cataloguing Assistant reshelfed the remarked volumes.

This method has proved to be accurate as no major classification

error has as yet been detected by the cataloguing staff. No statistics are available of the number of titles reclassified according to this method but the reclassification of the 392 subject areas affected by the conversion of the classification of the bookstock to Dewey 17 was completed in 310 hours and of the 255 subject areas affected by Dewey 18 in 75 hours.⁺ The elimination of the retrieval of most of the volumes is a time-saving factor. Volumes in the Central Collection were consulted very occasionally when the obscurity of the title concerned prevented the reclassification by using title and subject index information.

In Routine 2, the reclassification unit is mobile as staff go to the bookshelves in order to attend to the physical alteration of the bookstock.

The Chief Cataloguer estimates that reclassification is carried out more rapidly than the classification of current acquisitions, but that the mechanical side of the routines are more time-consuming than the act of reclassifying the title.

The Dewey 18 numbers provided by the B.N.B. in 1971 were used in the classification of titles by the cataloguing staff as it was decided that failure to use this facility would increase the number of titles requiring reclassification after the publication of Dewey 18. Various measures have been introduced in an attempt to reduce and facilitate future reclassification. The copies of Dewey 18 used in the Cataloguing Section are kept up-to-date by the use of Dewey Decimal Classification Additions, Notes and Decisions. The edition used to classify the titles, the name and date of the national bibliography in which the title was located, and the subject indexing or subject heading provided by that reference source, are recorded on the reverse of the master catalogue card.

⁺ Statistics, Chief Cataloguer, Cape Provincial Library Service

The staff keep-up-to-date the Subject Authority File, which has proved a valuable aid in reclassification.

Cape Education Library Service

The staff at the Cape Education Library Service are in the process of reclassifying the bookstock according to Dewey 18 in conjunction with the major recataloguing project currently in progress. The locally developed classification system previously in use proved to be inadequate in the performance of services to readers at the library. Books were arranged by broad subject areas but location symbols were not provided on the spines of the volumes or on the catalogue cards. The resulting disadvantage was the difficulty experienced by staff in tracing the relevant volumes on the bookshelves, especially for titles written on inter-related disciplines, such as Psychology and Sociology.

The decision was made that the D.D.C. would be the system most suitable for use at the Cape Education Library Service and the provisions of Dewey 17, and later Dewey 18, were accepted, with a few exceptions, for the classification of the library's collection. The expansion to the D.D.C. Section 968 (South African History and Geography) as developed by the staff of the South African Library is in use at the Cape Education Library Service. However, 968.1 is used for the History of the Cape of Good Hope and 968.7 for the History of Botswana.

The staff have deviated from the usual D.D.C. practice in that the teaching of a subject is classified with the subject and not in 370(Education), with the exception of the subjects Reading and Handwriting which are classified within the Division. 430 is used for the classification of Afrikaans Language and 830 for the classification of Afrikaans Literature, with German Language at 439.4 and German Literature at 839.4. These practices were implemented in order to establish uniformity with

the classification practices of the School Library Services of the Cape Provincial Administration. Folk Tales and Legends are classified at 808.9. The Divisions 810 and 410 are not used as American Literature and Language are classified at 820 and 420 (English Literature and Language).

The reclassification project was planned before the start of the task. An initial project to provide each volume with a preliminary classification number was initiated in 1970 and completed in approximately one year. Classification numbers were adopted from the Transvaal Education Library catalogue and from national bibliographies, such as the B.N.B. and the Library of Congress catalogues. This classification number was written in pencil on the existing author catalogue card, behind the title page and in ink on the self-adhesive label, which was fixed subsequently on the spine of the relevant volume. (The current Dewey 18 number is written in ink on the page behind the title page. Therefore, the pencilled number indicates that the title remains to be reclassified according to Dewey 18). These titles, therefore, were classified according to a combination of Dewey 16 and Dewey 17. Titles acquired from 1970 to early 1972 and titles recatalogued in 1971 were classified according to Dewey 17. The typing of the catalogue cards was delayed deliberately from the start of the recataloguing project until the receipt of Dewey 18 in 1972 in order that Dewey 18 numbers would be provided on all catalogue cards. The staff verify that the classification of titles classified from 1970 to early 1972 conforms to Dewey 18 before sending the catalogue entries for typing.

The staff at the Cape Education Library Service assumed the responsibility for the classification of the bookstock of the seven teacher training college libraries in the Cape Province. The staff at these libraries were requested to send a single author catalogue card for each title in their bookstock to the Cape Education

Library, where they were interfiled in one alphabetical sequence. The bookstock of the teacher training college libraries consists of titles not necessarily duplicated in the stock of the Cape Education Library Service.

The initial working order was the same as for the recataloguing of the bookstock of the Cape Education Library Service and the teacher training college libraries. The decision was made to reclassify titles common to the Cape Education Library Service and the teacher training college libraries simultaneously, working through 000 to 999 of the notation of the Cape Education Library Services' bookstock. However, after reclassifying titles from 000 to 140, the position proved unsatisfactory because of the delay in the receipt of the recatalogued entries by the teacher training college libraries. This delay was due to the fact that the major portion of the titles being reclassified pertained to the stock of the Cape Education Library Service and not to the teacher training college libraries' collections. The decision was made to alter the working order of the reclassification project and titles would be reclassified alphabetically through the A to Z sequence of the catalogue cards sent to the Cape Education Library Service by the teacher training college libraries. Systematic reclassification according to the D.D.C. notation of the Cape Education Library's bookstock will recommence once this phase of the project has been completed. The staff reported that it had been essential to reclassify Psychology (150), Mathematics (510) and Printing and Related Activities (655).

The reorganization project started in 1971 but progressed more rapidly in 1972 after the receipt of Dewey 18.

No definite statistics are available of the number of titles reclassified by the staff of the library. The Chief Librarian estimates

that approximately a quarter of the estimated 62 334⁺ titles requiring reclassification had been reclassified by the 15 August 1973.

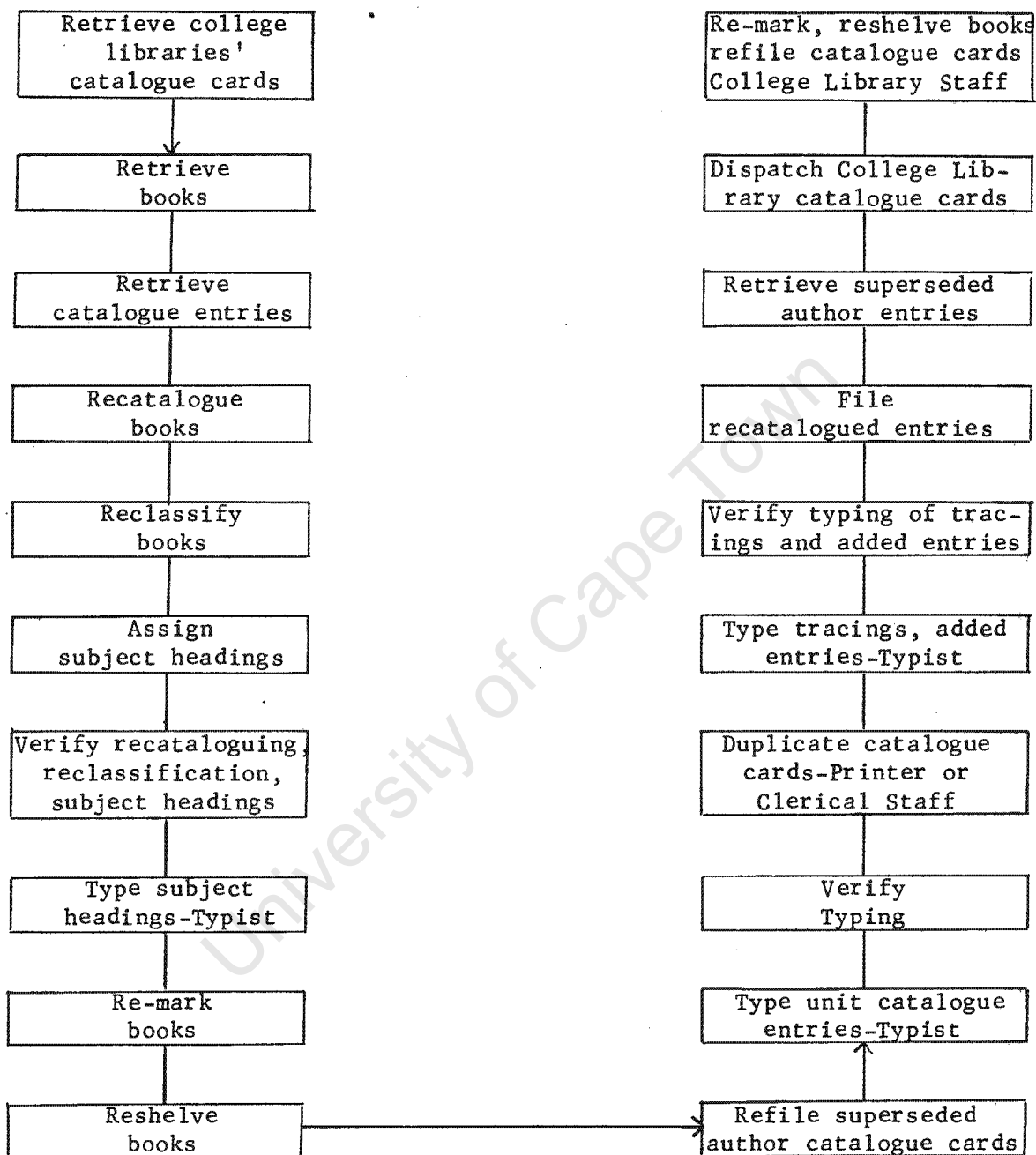
Three temporary posts, initially for three years, extended by a further five years, were allocated to the library for the completion of the reorganization project.

Although the bookstock is weeded during reclassification, titles are reclassified after weeding regardless of the amount of use made of them.

The staff work according to a set routine for each subject reclassified. Cards pertaining to titles owned by the teacher training college libraries are extracted from the alphabetical sequence in which they are filed. The relevant volumes are fetched from the bookshelves at the Cape Education Library Service, brought to the classifier and the existing author catalogue cards extracted from the Cape Education Library Service's catalogue. Titles are recatalogued as described in Chapter 4 of this study. The national bibliographies are consulted and the information gained used for guidance in reclassification by the classifier, who also assigns subject headings in both official languages. The accuracy of the classification and of the subject headings is verified by a professional staff member. Subject headings are typed at the Head Office of the Cape Provincial Administration. It is unnecessary to alter issue cards in connection with reclassification as the location number is not provided on the card. Self-adhesive labels carrying the Dewey 18 notation are fixed over the previous location marks on the spine of the volumes, which are then reshelfed by a staff member. Reshelfing frequently proves difficult especially where relocations have occurred from one D.D.C. class to another, such as the relocation of

* Statistics received from Chief Librarian, Cape Education Library Service

CAPE EDUCATION LIBRARY SERVICE
 Reclassification Method: Workflow Chart



Each stage in the Reclassification Routine is carried out by professionally qualified staff, unless otherwise specified.

Publishing from 655 to 070.5. The new classification number is written in ink on the existing author catalogue cards, which are then refiled in the catalogue. The typing, duplication and filing of catalogue cards is as described during the recataloguing project. The new catalogue cards are sent at monthly intervals to the teacher training college libraries. The previous teacher training college library catalogue card is attached to the relevant set of recatalogued cards. The teacher training college libraries staff re-mark the volumes according to Dewey 18, reshelve the books and file the catalogue cards at their libraries. (Please see Workflow Chart).

The reclassification of titles according to the A to Z sequence of the teacher training college libraries' catalogue was almost complete by 15 August 1973. Once this phase of the project has been completed, the staff will continue to reclassify titles in the 000 to 999 sequence of the bookstock of the Cape Education Library Service. The same routine will be implemented as in the reclassification through A to Z of the teacher training college libraries' sequence, except that there will be no reference to the bookstock of the teacher training college libraries. The final task in the reorganization project will be the reclassification of those titles belonging to teacher training college libraries, which are not stocked by the Cape Education Library Service. No decision had been made by the 15 August 1973 whether the relevant titles would be recalled to the Cape Education Library Service or whether the staff of the library service would travel to the teacher training college libraries in order to reclassify books.

Each stage of the reclassification routine is carried out by professional staff, with the exception of the typing and printing.

The typing backlog reported by the staff delays the final completion of the reclassification routine because, although the re-marking of the

bookstock is not delayed at the Cape Education Library Service, it is at the teacher training college libraries. A disadvantage is that for a considerable period the Dewey 18 number is reflected only on the early catalogue cards in the Cape Education Library Service's catalogue.

The reclassification of books in circulation is delayed until they are returned by the borrower. This delay may be of a lengthy duration as books are circulated with long loan periods throughout the Cape Province.

The reclassification unit, working with the titles held by the Cape Education Library Service, is stationary as the books are brought to the staff.

The staff estimate that reclassification is as time-consuming as the classification of current titles. The time taken to complete clerical routines is estimated as approximately equal to the time taken to reclassify the title. Factors reducing the time spent on the project are that the issue card does not have to be altered for reclassification purposes and only one card has to be retrieved from the existing catalogue at the Cape Education Library Service.

The provision of subject headings in the tracings on the reverse of the shelf-list card will facilitate future reclassification. The retention of the flexowriter ribbon facilitates subsequent corrections to the catalogue entry. Dewey Decimal Classification Additions, Notes and Decisions is not received by the library.

John Garlick Library

The bookstock of the John Garlick Library was classified according to Dewey 15 until 1968 when Dewey 16 was adopted for the classification of titles at the library. In 1973, it was decided that Dewey 16 was no longer adequate and Dewey 18 was accepted on the recommendation of the

Chief Cataloguer at the University of Cape Town Libraries. Although the reclassification of the bookstock from the provisions of Dewey 15 to Dewey 16 had only recently been completed when this decision was made, it was considered that the work involved in the task was justified as the users would benefit from the conversion of the classification to the provisions of Dewey 18.

The majority of the provisions of Dewey 18 have been accepted in the classification of titles at the library although no systematic comparison of Dewey 16 and Dewey 18 was made in order to ascertain the exact differences between the two editions. Broad classification numbers with infrequent use of Standard Subdivisions are assigned to titles bearing in mind the interests of the readers.

The staff decided that it would be impossible to reclassify systematically from 000 to 999 but to reclassify titles when the classification of a current acquisition conflicts with earlier classification practices. The staff record the titles requiring reclassification and reclassify the subject at a later date, if staff time is not available for the immediate reclassification of the affected titles.

A record has not been kept of the number of titles reclassified. The librarian estimates that approximately 400 titles, mainly in the rebuilt schedules of Dewey 17 and Dewey 18 for 150 (Psychology), 340 (Law) and 510 (Mathematics), have been reclassified from January 1973 to 8 July 1973.⁺ (Please see Appendix 7/9). The majority of the titles in stock are classified according to Dewey 16 and remain to be reclassified according to Dewey 18.

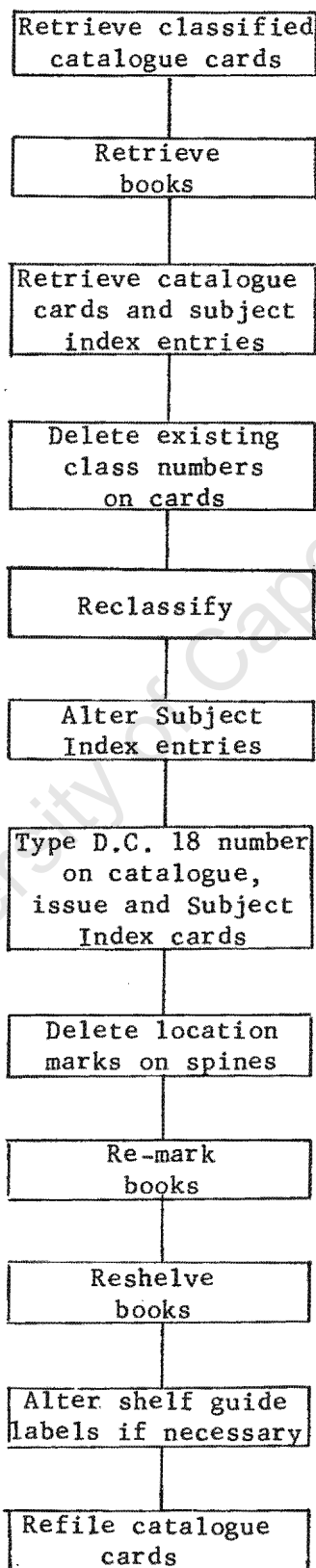
Extra staff have not been employed at the library to reclassify bookstock.

+ Statistics received from the Librarian, John Garlick Library

The bookstock is weeded by the teaching staff annually, non-fiction and fiction titles being discarded in alternate years. All titles are reclassified regardless of the amount of use made of them by borrowers.

A routine has been developed in order to reclassify titles within each subject. Catalogue entries are extracted from the Classified Sequence of the catalogue, thereby determining which titles require reclassification according to Dewey 18. The relevant volumes are fetched from the bookshelves and the related Subject Index, catalogue and added entries extracted, using the information contained in the tracings on the reverse of the Classified Sequence cards. The existing classification numbers on the Catalogue and Subject Index cards are deleted using a blade. The Dewey 18 number is typed on the catalogue and issue cards and the Subject Index cards after the titles have been reclassified. The new classification number is written on the spine of the volumes using an electric stylus, after the previous location marks have been removed using a blade. An alternative re-marking method using self-adhesive "Stickatag" labels is implemented when dust jackets cover volumes. The previous location marks are deleted by the reclassifier, who writes the new number on labels and fixes them over the previous location marks on the spines of the volumes. The books are reshelfed and the shelf guide card is altered if necessary as a result of the altered D.D.C. notation. A considerable amount of adjusting the arrangement of books on the shelves according to Dewey 18 notation occurs in certain subject areas, such as the reclassification of Computer titles at 001.6. The catalogue cards are refiled in the relevant sequences of the catalogue. Titles being circulated at the time of reclassification, are reserved for consultation on return to the library. The title is reclassified immediately on return before

JOHN GARLICK LIBRARY
Reclassification Method: Workflow Chart



Each stage in the Reclassification Routine is carried out by professionally qualified librarians

being reshelved, implementing the same routines as described above.
(Please see Workflow Chart).

The reclassification work is performed by two professional staff as no clerical staff are available for these duties.

The problem of recalling volumes from the Clareinch Branch Library does not arise as it has been stocked completely with titles acquired and classified after the introduction of Dewey 18 at the John Garlick Library.

The reclassification unit is stationary as the bookstock is brought to the librarian's office for reclassification purposes.

A limited use is made of national bibliographies for guidance in classification as the B.N.B. has been subscribed to only from 1971.

The Librarian reported that the reclassification of a title is less time-consuming than the classification of a currently acquired title. The act of reclassification is reported by the staff to be less time-consuming than the clerical routines of the operation, especially when reclassifying titles according to an expanded schedule, such as Ball Games. The exception to this was the reclassification of Law titles, which was reported to be time-consuming.

The information provided in Dewey Decimal Classification Additions, Notes and Decisions is used by the staff in order to keep up-to-date the copies of Dewey 18 which are used for the classification of acquisitions. Use was not made of the Dewey 18 numbers published in the B.N.B. in 1971 as at that time Dewey 16 was in use at the library. The subject index entries included in the tracings on the reverse of the Classified Catalogue cards will be useful in any future reclassification which may be undertaken at the library.

General Comments on Adaptation to New Editions of the D.D.C.

Five local libraries have adopted the majority of the provisions of Dewey 18 and are reclassifying retrospective titles according to its specifications in order to benefit services to users. Public libraries have found it necessary to adopt the current editions of the D.D.C. as they provide notation for vogue subjects for which titles are acquired rapidly, such as Astronautics in Dewey 17 and the Vietnamese War in Dewey 18. Staff at each of the five local libraries, after consideration, decided that it was not to their practical advantage to adopt every alteration in the revised edition of the D.D.C.

The Chief Cataloguers at the University of Cape Town Libraries, Cape Provincial Library Service and the Cape Town City Libraries reported that it was necessary, despite the provision of table of relocations in Dewey 18, to make a number by number comparison between the provisions of Dewey 18 and the superseded edition, working in conjunction with the classified sequence of the catalogue. This is not a new problem at libraries with established catalogues nor is it unique to local libraries. Evans writes concerning Dewey 17 "Thus the cataloging departments of "perhaps 90 per cent of all libraries" are faced with the prospect of examining the old and new editions, number by number, to discover what and where the 746 differences are".^[41] He continues by saying that "It takes no stretch of the imagination to realize that this is an extremely tedious and expensive task. The head of technical processes or chief cataloger must decide whether to involve the entire cataloging staff in the examination or to assume the chore as his sole responsibility".^[41]

Major problems, apart from ascertaining the alterations in each new

[41] Evans, p.4038, p.4039

edition, were encountered by the staff at the four Cape Town libraries in adjusting the classification of their bookstock to the provisions of Dewey 18. It was necessary to study the retrospective classification of the library, to assess the number of titles involved in each D.D.C. alteration and to decide how many, if any, would be reclassified.

Either the classified catalogue or the shelf list had to be examined carefully in order to ascertain these answers.

New numbers in the D.D.C.

During the course of this study, it appeared that new numbers were usually accepted by local libraries in converting the retrospective classification according to the provisions of Dewey 18 and that this did not result in a classification problem at the libraries.

Expansions and reductions

Custer, concerning expansions, considers that "Most libraries adopt each new expansion that is expected to serve a special need, and assign the lengthened number to works received after the date of adoption. Not often, however, do they reclassify older material into a more specific number. There is no great loss in this omission, because the older works in the shorter number will remain either adjacent to or near the new works in the longer number and will be grouped with works on the broader subject of which their specific topics form a part".^[33]

However, the shelf order and resultant browsing facilities may deteriorate seriously at libraries with large collections implementing this policy. Local libraries, adapting the classification of their bookstock to Dewey 18, made use of expansions provided in the edition but, contrary to Custer's expectation, found it necessary to reclassify the affected subject areas and to re-mark the volumes accordingly. The exception

(33) Custer(in Dewey 18,p.53)

to this was the bookstock at the libraries affiliated with the Cape Provincial Library Service where browsing facilities are not impaired through the omission of re-marking volumes according to the provisions of Dewey 18. Several expansions have benefited classification at local libraries, especially 621.3 (Electrical, Electronic, Electromagnetic Engineering), 629.4 (Astronautics) and 796 (Athletics and Outdoor Sports and Games).

Custer wrote, concerning reductions, that "Libraries are somewhat less likely to adopt a new reduction, tho in cases where there are no numbers intervening between the longer and shorter numbers, there is little reasons for not doing so. It should be kept in mind that an editorial reduction does not necessarily reflect merely a lessening amount of publication on the subject, but may be introduced in anticipation of future development of a new and better expansion".⁽³³⁾

Classification problems could occur in the future at a library where reductions are not introduced in the classification. This is indicated in the reuse of certain Dewey 14 and Dewey 15 numbers in Dewey 17 with different meanings, such as 576.1-4

576.1	Abiogenesis (D.C. 14)	Microbiology: General Principles (D.C. 17)
576.2	Protoplasm (D.C. 14 & 15)	Microorganisms and immunity (D.C. 17)
576.4	Beginnings of motion and sensation (D.C. 14)	Microorganisms and pathogenicity (D.C. 17)

In Dewey 16 these numbers were vacant. The retention of the use of these Dewey 14 and Dewey 15 numbers at a library until the time of the publication of Dewey 17 would have increased the number of titles which would have to be reclassified according to the revised edition. It is very difficult for the classifier to foresee the future development of

(33) Custer(in Dewey 18,p.53)

reduced D.D.C. numbers and thus to make decisions concerning them. A further problem is that not all the reductions are indicated in the editions of the D.D.C.⁽⁴¹⁾

Generally, though, the experience at local libraries indicated that the expanded and reduced numbers are not a major reclassification problem. Custer writes that "Lengthening or shortening a number is relatively less difficult and expensive than changing a number; and adoption of an expansion or reduction without immediately (or ever) correcting work previously done does not create the chaos which results from adoption of a changed number without correcting earlier work".⁽²¹⁾

Relocations

Custer on relocations maintains that "It is good policy for a library to adopt each relocation as soon as it can...Failure to adopt it for future use means loss of the benefits of centralized classification service and the courting of future conflict. Failure to reclassify older material means separation of works on a given subject".⁽³³⁾ Adoption of relocations in classification may result in much reclassification of titles being undertaken by staff at libraries. The Chief Cataloguers at the four local libraries adjusting the classification of their bookstock to Dewey 18, had to decide whether the relocation constituted such an improvement that it would justify the resulting reclassification. Practical considerations had to be borne in mind constantly while making these decisions and not all the relocations specified in Dewey 18 from the provisions of superseded editions of the D.D.C., were adopted in classification at local libraries. The relocations in the Standard Subdivisions and Area Table caused classification problems.

(41) Evans, p.4040-4041

(21) Custer, p.171

(33) Custer(in Dewey 18, p.53)

During this study, it became apparent that relocations present the greatest classification problem to the local libraries.

Reused numbers

Custer, concerning reused numbers, maintains that the "Assignment of new topics to vacated numbers is held...to an absolute minimum..., because such reuse is a potential source of very great confusion. Unlike relocations, which may separate like materials, reuse of numbers results in unlike materials sharing the same number... It is strongly recommended that old material be removed from them and placed in appropriate new locations when each number is first used with its new meaning".⁽³³⁾ Reclassification is the inevitable result of the introduction of reused numbers in classification at libraries.

Rebuilt schedules

Custer's advice about rebuilt schedules is that "In order to avoid chaos in the collections, reclassification...should proceed as rapidly as possible".⁽³³⁾ The staff at the local libraries adjusting their classification to Dewey 18 have adopted most of the rebuilt schedules of Dewey 17 and Dewey 18 and have reclassified many titles according to their provisions.

General Comments on Reclassification Organization

The success of any reclassification project depends upon its organization and administration. Careful and efficient planning is of the utmost importance but once reclassification becomes essential, an immediate start should be made on the project as delay increases the number of titles to be reclassified at a later date.

The alternative to reclassification should be considered before

(33) Custer(in Dewey 18,p.53,p.54)

initating the project. The decision could be made not to reclassifiy titles which were classified according to an obsolete classification system or edition of a classification system. The disadvantage here is that the unity of the subject collection is destroyed and browsing facilities may be impaired at a library. Difficulties result in the classification of additional copies of the same titles, continuous titles and serials classified according to the superseded system. The staff at five local libraries undertaking reclassification considered that the disadvantages of not reclassifying the titles justified the work resulting from undertaking the task.

Several factors should be considered before adopting a new classification system and reclassifying a bookstock according to it. How adequate is the present system or edition of the classification system? Would the adoption of a new system, or of a new edition of the system, be an improvement to services performed to readers at the library? How long will the task take to complete? Will there be sufficient staff and funds available to complete the project?

The extent to which reclassification should be undertaken should be decided before starting a reclassification project as a practical solution to the problem of obsolete classification is that of reclassifying sections of the collection, especially if staff and funds are limited at the library.

A date should be set for classification to begin according to the new system. Tauber considers that all current material should be classified according to the new classification scheme. "The consensus, based on experience, holds that if reclassification is once decided upon it is less costly and, in the long run, more convenient to most users of the library to place all new acquisitions in the new classification immediately upon receipt, than it is to place them with old materials in each class

until the entire class is changed. The re-marking of books and the withdrawal and retyping of cards are thus eliminated. By judicious arrangement of the newly classified materials they may be made accessible without serious trouble to the clientele using the stacks".⁽¹⁰⁷⁾ This has been implemented when possible at local libraries.

Detailed plans should be drawn up before starting to reclassify titles. A careful study should be made of the different reclassification methods available in order to ascertain the one most suitable for implementation at the library. Literature written on reclassification methods should be studied and reclassification projects in progress at other libraries investigated in order to detect mistakes which should be avoided in a reclassification project. The reclassification system chosen should be flexible and at all times the staff should be prepared to introduce more efficient methods, if available. A pilot scheme eliminates errors as well as providing training opportunities for staff in the use of the new classification system, or edition of the classification system, adopted at the library.

Adequate staff and funds are essential, especially in the reclassification of a collection from one classification system to another. Cape Town libraries visited during the course of this study did not have reclassification units separate from the staff classifying current acquisitions. The advantage of a separate unit is that reclassification is performed rapidly although the employment of such may result in inconsistencies between the reclassification of retrospective titles and the classification of current acquisitions, unless constant communication is maintained between the reclassifiers and the classifiers of current acquisitions. The amount of staff time available determines the speed at which the re-

(107) Tauber, p.343-344

classification project is completed at the library. Staff frequently underestimate the extent of the work involved in a reclassification project. Planning the project should include a margin of time to allow for delays caused by such factors as staff turnover. Reclassification should never be done at a library which has a backlog in the cataloguing and classification of current acquisitions unless extra staff are employed to undertake the task.

Reclassification should not be performed in isolation by the Cataloguing Section but should be planned in co-operation with sections in the library affected by it. The circulation staff should be consulted and informed about the project as they may be able to suggest means by which delays may be obviated and quicker methods instituted in retrieving books. They will be able to advise the reclassifiers about subject areas which are causing the greatest problems to users, and, therefore, requiring immediate reclassification to the new system. Finally, as the circulation staff are responsible for the reshelving of the bookstock after reclassification has been performed by the cataloguing staff, notice should be sent to them informing them about the impending arrival of large groups of reclassified volumes for reshelving, especially in a crowded library where this is a major problem. The staff at the University of Cape Town Libraries have instituted a system informing circulation staff if more than ten titles have been reclassified simultaneously.

A preliminary decision which must be made, is which subject areas should be given preference in reclassification and in which order titles should be reclassified. The functions of each library determine the order of progress. Subjects may be reclassified according to the classes consulted most frequently by readers. This requires adequate staffing reclassifying rapidly in order that services to users may not be disrupted on account of the reclassification project. Preference may be given to

inadequately classified sections of the bookstock, which was the order implemented at the Cape Town City Libraries. The staff at the five local libraries undertaking reclassification gave priority to reclassifying titles included in the rebuilt schedules of the D.D.C. Subjects may be reclassified systematically according to the notational sequence of the classification system, which results in little confusion to services to readers and was the order chosen by the staff at the Cape Provincial Library Service and the Cape Education Library Service. Alternative orders in which reclassification can be performed at libraries are: alphabetically through A to Z of the catalogue, which was one course implemented at the Cape Education Library Service; chronologically; by location, such as departmental branch libraries; by the fastest growing class in the library's collection; or, by the acquisition of current acquisitions, which was the course implemented by the staff at the University of Cape Town Libraries and the John Garlick Library. Evans considers that "If,...., a library prefers not to embark on a comprehensive treatment of the new edition, it can wait for each individual need for a decision before dealing with the requisite changes. While no comparative statistics are available, it seems likely that this case-by-case approach would generate more duplicated effort and more professional time in the long run than would a reasonable short-term, systematic approach".⁽⁴¹⁾

The library users should be considered in major reclassification projects and should be informed about the reasons for the disruption to services. Guides should be supplied in areas of open access in order to indicate where reclassification is in progress. The number of volumes removed from the shelves simultaneously should never be more than can be

(41) Evans, p.4043

reclassified in one day. Books should be made available to users if requested during the reclassification process.

The bookstock should be weeded before the start of the reclassification project in order to eliminate any unnecessary work. This has been done at local libraries reclassifying bookstock. A decision has to be made whether little-used books should be reclassified as this is usually unnecessary, especially for scientific and technological titles which rapidly become obsolete. An alternative is to segregate little-used material without reclassifying it, as is practised at the University of Cape Town Libraries and the Cape Provincial Library Service.

A procedure should be introduced in order to reserve books which are in circulation at the time of reclassification. The staff at the University of Cape Town Libraries, the John Garlick Library and the Cape Education Library Service have devised methods to solve this problem. Books reported as being missing during the reclassification project should be withdrawn from the records of the library.

A decision should be made whether titles should be reclassified by a stationary or mobile unit. Reclassification is facilitated through the use of mobile reclassification units, but insufficient space amongst the bookshelves may preclude the possibility of introducing this practice.

The standards required in reclassification should be agreed upon in the preliminary planning period as this affects the time taken and costs resulting from the reclassification project. Acceptance of subject indexing information and classification numbers provided by the national bibliographies is a measure of economy as a great amount of original reclassification increases the cost of the project.

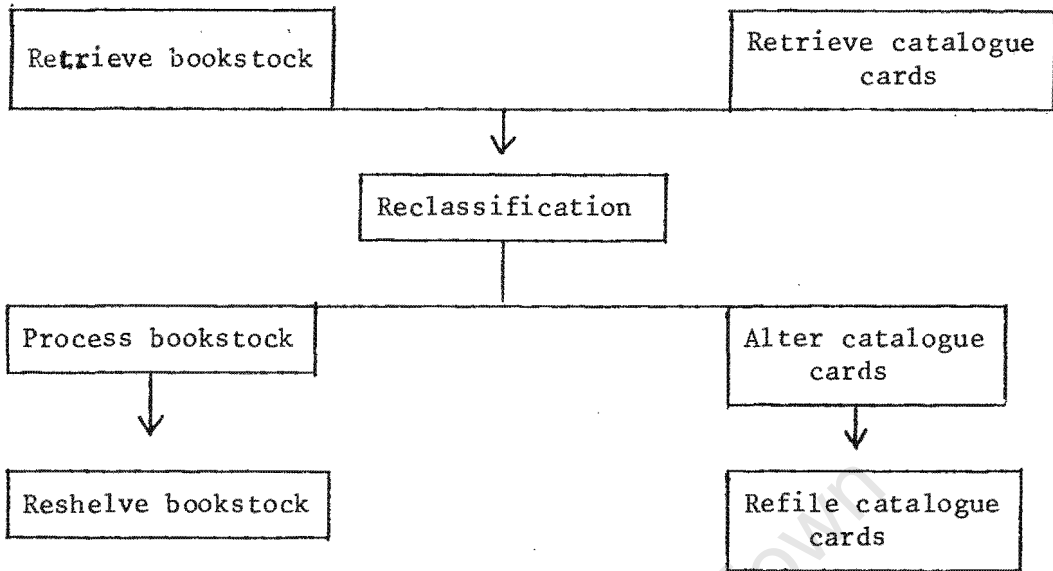
The reclassification staff should be trained in the use of the new classification scheme or edition of the system being adopted by using methods, such as pilot reclassification routines. This is not a

problem at local libraries as the staff are all trained in the use of the D.D.C. However, the Chief Cataloguer should inform the cataloguing and other staff members affected by the reclassification project about the alterations in the current edition by means of training sessions, or memoranda to staff members, or articles in the library's house journal.

General Comments on Reclassification Routines

Reclassification can begin once the planning of the project has been completed. Examination of the reclassification methods used at local libraries suggest that improvements could be made to reduce the time spent and costs involved in reclassification projects. However, the type and function of the library and its bookstock, the type of building, and the complexity of the library's organization, make it hazardous to generalize in this matter. Six local libraries reported that the mechanical side of the routine is more time-consuming than the actual act of reclassifying. The mechanical side of the routine is the area where most of all lack of attention to planning and mechanical aids can greatly increase the costs and the total time taken to complete the project.

A comparison of the reclassification workflow charts at the libraries visited in Cape Town during this study, indicate that there are four stages in reclassification methods: retrieval, reclassification, alteration and processing, and refiling and reshelving. A chart may be constructed depicting the workflow common to all libraries.



The great detail required in reclassification projects demands a careful differentiation of duties. Retrieval, alteration, refileing and reshelving of catalogue cards and books should be done by clerical staff as a measure of economy while the professional staff should be concerned with the reclassification of the title and with supervisory duties. Tauber reported that during reclassification projects investigated, he had noticed that "Available evidence suggests that professional workers have been doing many tasks, such as withdrawing cards and erasing call numbers from cards and books, which should be delegated to untrained or clerical help".⁽¹⁰⁹⁾ The provision of a reclassification manual or worksheet at each library would reduce clerical errors and assist in the training of clerical staff in the performance of the mechanical side of the routine. Clerical routines can be very monotonous and it is important to vary the duties of the clerical staff regularly in order to reduce the error factor.

Methods more efficient than those in use at the libraries can be

(109) Tauber, p.270

introduced in each stage of the reclassification routine.

Retrieval of bookstock

The time spent on reclassification can be reduced greatly if the classifier is mobile rather than stationary. Reclassification could be performed by the classifier working at or near the bookshelves as much time and effort is expended in the physical action of fetching many volumes and bringing them to the Cataloguing Section. The possibility of introducing this method is dependent on sufficient space being available at or near the bookshelves.

Time is saved if books are not recalled for processing. The cataloguing staff at the Cape Town City Libraries travel to the Central Information Branch Library in order to reclassify and process the books. A Library Assistant at the Cape Provincial Library Service goes to the Central Collection in order to re-mark the books. A procedure could be introduced at libraries with branches whereby self-adhesive labels, bearing the altered D.D.C. notation could be sent with an instruction note to the staff at the branch library concerned. The staff at the branch library could alter the location mark on the spine of the relevant volume and the issue card of the book according to the instructions provided in the note; this would save the cataloguing staff either having to travel to the branch library or for the bookstock to be brought to the Cataloguing Section for alteration purposes. The cataloguing staff at the Cape Town City Libraries instruct the staff at the Central Information Branch Library about the physical alteration of bookstock during Routine 3 of the reclassification project. The problem reported at the two local public library systems about the reclassification of relocated subjects well-represented in their collections, such as Flower Arranging, will have to be solved if the vacated notation is reused in a later edition. A possible solution could be to send to the branch libraries

several labels carrying the altered location numbers but with no author marks. The branch library staff could be requested to use these labels to correct the location marks on the spine of the books, catalogue cards and issue cards and the notation inside the books. The author mark should not be obscured but should remain as provided in the previous location mark. The Regional Library catalogue and issue cards at the Cape Provincial Library Service could be altered by the staff at the Regional Library in a similar manner through the provision of self-adhesive labels carrying the relocated D.D.C. classification number. The catalogue cards at the Head Offices at the Cape Provincial Library Service and at the Cape Town City Libraries could be altered according to routine methods.

The amount of information provided on cards recalling books should be reduced to a minimum and should be written by clerical staff, if the recalling of books is necessary. A comprehensive recall card should be devised covering all titles located at the D.D.C. number being reclassified as this is a more rapid method of retrieving volumes than writing individual recall cards for each title being reclassified.

An alternative method is to make provision during the classification of current acquisitions to reduce the retrieval of bookstock during the reclassification project. The provision of subject index entries or subject headings in the tracings on the reverse of the master catalogue cards can be of great assistance in reclassification. The staff at the South African Library, the University of Cape Town Libraries, the John Garlick Library and the Cape Provincial Library Service provide subject heading or subject indexing information on the reverse of the master catalogue card. Staff at the Cape Provincial Library Service, where the retrieval of books is a major problem, report that the combined use of the Subject Authority File and the indexing information provided on

SAMPLE	
025.39	MCE
025.49	GER
346.680482	RAB
616.8553042	CLO
621.381792	TEG
823.30872	WHI

University of Cape Town

the reverse of the master catalogue cards reduces to a minimum the amount of books which have to be consulted for reclassification purposes.

Retrieval of catalogue cards

The retrieval of catalogue cards can be reduced to a minimum in the reclassification routine as the only record that is essential to the project and that has to be retrieved from the catalogue is the master catalogue card containing the tracing. After the title has been reclassified, the master catalogue card could be sent to the typist, who could be instructed to type the required number of altered location numbers on self-adhesive labels measuring 33mm x 5mm, providing space for ten digits, the decimal point, one space and three letters. (Please see sample). Alternatively, these tables can be printed by the staff in the Processing Section. The classifier would verify that the location numbers have been correctly typed or printed and clerical staff, by means of information provided in the tracing on the reverse of the master catalogue card, could fix the labels over the previous classification numbers on the relevant catalogue cards without retrieving them from the catalogue. Several routines in a reclassification project are eliminated using this method, including the retrieval of the catalogue cards, the subsequent filing and verification of the filing of the cards, the need to erase the previous classification number and the need for temporary catalogue cards. Using this method, the classification number for a title catalogued with author, title, classified and three added entries is altered in 4 minutes, 25 seconds. The time taken using an alternative method of deleting the classification notation by means of typist eraser fluid or by fixing self-adhesive labels over the previous number, followed by the retyping of the class number, is 8 minutes, 40 seconds, for the same title. Thus a considerable amount of time can be

saved during the reclassification routine if this suggested method is implemented at a library. If this method is unacceptable at a library, the catalogue cards should be extracted during the final stages of the reclassification routine as the retrieval, altering and refiling of catalogue cards in rapid succession of each other saves time because the temporary catalogue card becomes unnecessary.

Processing of bookstock

Rapid and efficient methods should be implemented in the physical alteration of the bookstock. The staff of libraries which provide bookplates inside the book should fix the new bookplate over the previous one in the volume as this is done more rapidly than the laborious process of removing the previous bookplate through soaking before fixing the new one in the volume. Alternatively, the D.D.C. number could be altered on the bookplate by fixing a self-adhesive label carrying the new number over the previous classification number provided on the bookplate. Another method is to erase the previous notation and to write the new number on the bookplate, as is practised at the University of Cape Town Libraries. Again, the method implemented will be determined by the standards imposed at the library.

There are many different methods for re-marking the spines of books. Chemical preparations, such as acetone, may be used to remove spine location marks made by means of an electric stylus. The use of blades for this purpose is more time-consuming than the use of chemical preparations and blades may damage the spine of the volumes. Although labels can be removed easily by moistening them and then by using a knife, this is usually unnecessary and the most rapid method is to fix the new label carrying the altered notation over the previous location mark on the spine of the volume. This method can be used also in order to alter spine location marks made by means of an electric stylus and is practised

successfully at several local libraries. Relettering of volumes is not always considered necessary, especially in the use of a notation provided for expanded subjects in revised editions of the D.D.C. In this case browsing facilities usually will not be impaired if the volumes are not re-marked as titles on the same subject will be adjacent to each other on the shelves. The size of the library collection will determine whether re-marking of books is necessary at a library. The staff at the Cape Provincial Library Service have not re-marked books allocated to affiliated libraries although it has been necessary to reletter the volumes housed in the Central Collection at the Head Office. The re-marking of large collections is necessary as titles on the same subject will be separated widely from each other on the shelves if the volumes are not re-marked.

As mentioned previously, the processing of books at the bookshelves eliminates the need to transport volumes.

Issue cards can be altered easily and rapidly by fixing a self-adhesive label carrying the altered D.D.C. number over the previous location mark on the card. A slower method than this is to erase the previous number and to type the altered number on the issue card. An alternative method is to write the altered classification number on the issue card, as is done at the Cape Provincial Library Service.

Alteration of catalogue cards

The possibility of using self-adhesive labels carrying the new D.D.C. number to alter the location number on the catalogue card has been discussed earlier in this chapter. Other methods of deleting the previous number are available if this method is not considered suitable. The staff at the Cape Provincial Library Service use typists' eraser fluid to delete the previous classification number. Electric erasers, as used at the University of Cape Town Libraries, can delete two to five numbers

each minute.⁽¹⁰⁷⁾ The use of ink erasers or blades is time-consuming, taking 1 2/3 to 3 minutes to erase a number,⁽⁸⁾ with the added disadvantage that the surface of the board is damaged during the process of erasing and dirt is retained in the damaged places during the subsequent use of the catalogue cards. It is not always considered necessary to alter the catalogue cards. At the Clark University Library, the location numbers were not altered in the catalogue when the Belle Lettre Collection was reclassified, relying on blanket references provided at the catalogue and in the storage section to call attention to the new arrangement.⁽⁴⁶⁾

Reshelving of bookstock

The circulation staff should be informed about the number of volumes which have been reclassified and require reshelving. The distance to the bookshelves adds to the time taken in the reshelving of bookstock and, therefore, the processing staff should be stationed near the volumes concerned. Book wagons are essential if many volumes are involved in the reclassification project although the staff at the local libraries were not reclassifying titles at such a speed as to justify the purchase of a motorised book wagon.

Refiling of catalogue cards

The refiling of catalogue cards should be reduced to a minimum. The alteration of the classification number on the catalogue card by fixing self-adhesive labels carrying the altered classification number on the existing card without removing it from the catalogue, reduces the amount of refiling necessary during a reclassification project.

(107) Tauber, p.345

(8) Bentz, p.261

(46) Gerould, p.42

Reclassification

There is little that can be suggested to speed up the process of reclassifying a title as the amount of time required to reclassify a work depends upon the type and function of the library and the complexity of the materials acquired by it. Classification in academic libraries is more time-consuming than in public libraries on account of the subject matter required for use by readers.

At all times the cataloguing staff should classify current acquisitions with the knowledge that reclassification may be essential at a later date. Records made on the reverse of the master catalogue card which prove useful in reclassification are: information about the bibliography in which the title is listed; the subject headings or subject index entries supplied by the national bibliographies; and the D. D.C. number assigned by the reference source. Another useful practice, especially in reclassification of titles according to a random order of progress, is to indicate by means of a device which edition of the D.D.C. was used for the classification of the title. This will save repeated checking of the D.D.C. Tables and Schedules in order to ascertain whether titles are classified according to the current edition or whether reclassification is necessary. The staff of the University of Tasmania Library while reclassifying bookstock, made use of cards with rounded edges to indicate that the titles concerned were classified according to the Bibliographic Classification devised by H.E. Bliss.⁽¹¹⁾ The staff at the Cape Provincial Library Service record on the reverse of the master catalogue card which edition of the D.D.C. was used for classification of the title.

The retention of easily alterable flexowriter ribbons for titles

(11) Borchardt, p.50

catalogued at the Cape Education Library Service will ease any future reclassification undertaken at the library.

National bibliographies are valuable aids in reducing the amount of time spent reclassifying a title and should be shelved in the cataloguing offices. Full use should be made, as guides in reclassifying, of the classification number and subject headings or subject index entries provided by the national bibliographies. The cataloguing staff should be situated as near the catalogue as possible as the distance of the staff from the catalogue increases the time and cost of the reclassification project. The layout of the building may preclude this possibility but the classifiers are fortunate at the Cape Town City Libraries, the Cape Education Library Service, the John Garlick Library and the Cape Provincial Library Service in being situated near the catalogues.

The situation should be analysed and measures taken to reduce the amount of reclassification made necessary by the adoption of a new classification scheme or edition of the scheme. In this study the classification system being examined is the D.D.C. as all the libraries visited have their bookstock arranged according to its specifications. The fact that staff at certain local libraries experienced difficulty in completing the reclassification of titles from an earlier edition of the D.D.C. to a later edition before the publication of the following edition, emphasizes the importance of attempting to reduce the amount of reclassification necessitated by the adoption of a new edition of the D.D.C.

It is important that any library which has a rapidly expanding bookstock should adopt each current edition of the D.D.C. unless that edition is unsatisfactory and unacceptable to the library concerned. Omitting an edition increases the volume of titles which will have to be reclassified at a later date. The project is increased to such an

extent that the cataloguing staff experience difficulty in carrying out the necessary reclassification without an increase in the number of staff. The current edition should be acquired as soon as possible after publication and classification of current acquisitions according to its specifications should begin immediately the edition has been studied and accepted by the library. Delaying classification of current acquisitions according to the new edition increases the number of titles which will have been classified according to the superseded schedules. Current acquisitions at a library with a rapidly expanding collection should be classified according to improved rebuilt schedules. The cataloguing staff should provide the latest D.D.C. number on the reverse of the master catalogue card if they are unable to adopt improved rebuilt schedules immediately in the classification of current acquisitions as this will facilitate future reclassification at the library. The staff at the University of Cape Town Libraries practise this when classifying Dutch, Flemish and Afrikaans Literature and Psychology titles and the Cape Town City Libraries for the classification of Art titles.

Cataloguing staff at a library classifying according to an obsolete edition should, if they decide to adopt a later edition, accept the current edition in print, even if this results in the omission of one or more editions of the D.D.C. as reclassifying from one superseded edition to another is uneconomical. The Chief Cataloguers at the larger libraries should be prepared to assist staff at the smaller libraries about reclassification problems as the staff at larger libraries usually have more literature available which they can consult on the subject of technical services in libraries.

Full advantage should be taken of the publication Dewey Decimal Classification Additions, Notes and Decisions, which is published bi-annually by the Editors of the D.D.C. Punctual adoption of the announced

alterations and corrections to the current edition of the D.D.C. will reduce the amount of reclassification which will be necessary at the Cape Town libraries when they adopt the nineteenth edition of the system.

Notice should be taken of announcements by the Editors of the D.D.C. about the proposed rebuilding of schedules. The Editors of the D.D.C. announced in Dewey 17 that they planned to rebuilt 340 (Law) and 510 (Mathematics).^[32] A total revision is planned in Dewey 19 for Life Sciences (560 to 590). 611 (Human Anatomy) and 612 (Human Physiology) will be relocated to 591.⁽⁹⁰⁾ The rebuilding of Life Sciences will involve many titles at local libraries, especially the University, Education, Technical College and Public Libraries, all of which stock works on Botany and Zoology in great numbers. As much reclassification will result from this change, staff at libraries should start to prepare now for the adoption of the rebuilt schedule in 1976 and titles acquired currently by the libraries on these subjects should be classified with the knowledge that they will have to be reclassified at a later date. Exact details about the subject matter of the titles concerned should be provided with each title classified, thereby facilitating future reclassification at the library. The information should be easily available to the reclassifier, such as on the reverse of the master catalogue card, in order to limit the number of volumes which will have to be fetched for reclassification purposes. The Chief Cataloguer should spend some time assessing the extent of the titles which will be affected by the change in order to make a decision about the possibility of introducing a reclassification project. The staff position should be assessed and efficient reclassification routines planned. Cataloguing staff should be informed of the proposed changes and should be asked to

[32] Dewey 17,p.49

[90] Proposed revision of schedules for the life sciences,p.7-8

co-operate in assisting in the preparation for the introduction of the rebuilt schedule. The revised provisions for the Local Administrative Divisions of the United Kingdom of Great Britain were planned to come into effect in April 1974. (26) Generally, the emphasis in Dewey 19 is on Life Sciences, Sociology, History and Civilization and Music.(26)

Advantage should be taken of any other information published about the new edition prior to its publication. The BNB and the Library of Congress provided Dewey 18 numbers in 1971. The BNB also provided a pull out denoting the major differences between its classification practices before 1971 and that of Dewey 18. The use of this information by the staff of libraries during the classification of titles acquired in 1971 could have reduced a certain amount of reclassification in 1972 after the acceptance of Dewey 18 at the libraries. The standards in classification imposed at a library would determine whether the use of the D.D.C. numbers provided by the BNB or the Library of Congress would be acceptable in the classification of current acquisitions. The success reported by the staff at the Cape Provincial Library Service in accepting the Dewey 18 numbers provided by the BNB in 1971 indicates that it would be an economical measure for local libraries to accept Dewey 19 numbers, if these two national cataloguing agencies decide to supply them before the publication of the edition.

An improvement would be the provision in Dewey 19 of an effective table, arranged numerically, of all new numbers, expansions, reductions, relocations, and re-used numbers supplied in the schedules and tables. This would eliminate the need for chief cataloguers at every library having to examine number by number the schedules and tables of both the current and superseded editions. The chief cataloguer would be able to compare this table of alterations with the classified sequence of the catalogue or with the shelf-list. A great amount of duplicated work is

is being performed at libraries throughout the world as a result of an ineffective list of relocations.

Conclusion

Several improvements result from reclassification projects although they are not the primary reasons for undertaking the task. A greater uniformity in cataloguing often results from reclassification as recataloguing is frequently performed for inaccurate headings. Missing volumes and catalogue cards may be found during the project. Weaknesses in subject coverage can be ascertained, weeding performed, and little-used bookstock allocated to storage areas, thereby providing more space in open access areas for heavily used material. The necessity for binding and mending can be ascertained and done if necessary. An opportunity is presented for the critical reappraisal of technical processes at the library, with the implementation of resulting improvements.

In conclusion it can be said that some reclassification of bookstock in libraries will probably continue to be essential as knowledge continues to develop and alter. It is uneconomic for any library with an increasing collection to retain an obsolete classification scheme as services to library users will deteriorate. Every effort should be made by the cataloguing staff to classify according to current editions of the classification system used at their libraries. However, the volume of reclassification undertaken at a library should be limited to economical proportions. Reclassification should be organized efficiently, using labour saving methods, limiting the retrieval and reshelving of books and the extraction and refileing of catalogue cards. The reclassification of incidental titles should be avoided at libraries as it can develop into an expensive habit. The reclassification of sections of the library's bookstock is often a practical solution to the problem of

obsolescence in classification. It is uneconomical to reclassify little-used bookstock. Frequent warnings are issued against the reclassification of a complete collection, which should be avoided if possible and should be undertaken only if the classification system in use at the library has proved completely inadequate. Tauber advises that "It is not possible to answer definitively the question of whether a particular library should reclassify or recatalog. If its present status is such as to interfere greatly with the proper functioning of the library in its service to scholarship, then a change is indicated; otherwise, changes should be made with considerable caution. Only as greatly improved service can be seen to result from reorganization may the tremendous costs be justified".⁽¹⁰⁵⁾ "The most important thing that can be said about reclassification of a library is "Don't do it unless there is really some compelling reason". No classification scheme is perfect and all have quite serious failings in various branches of knowledge, so if you are not satisfied with your present classification, you may be sure a new one will not bring complete relief".⁽¹⁰⁹⁾ And finally, Talmadge discussing reclassification, writes that "...there can hardly be a more absurd way to waste library money than to use it changing from one good classification system to another good classification system..."⁽⁸⁹⁾

(105) Tauber, p. 845

(109) Tauber, p. 264

(89) Talmadge, (in Problems in library classification, p. 79)

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University of Cape Town

CHAPTER EIGHT

Alterations to Subject Headings and Subject Index Entries

The staff of the average library is unable to afford to spend much time on alterations to subject headings and, therefore, several factors should be considered carefully before cataloguers become involved in the task of correcting a mass of references and records. An assessment should be made of the number of catalogue entries bearing the subject headings that require alteration, the effect that this change would have on related subjects, the number of references to be changed and the number of titles the library is likely to acquire in the future on the subject. Subject headings should be altered only after all these factors have been assessed and if the advantages resulting from the change are considered sufficient to justify the work and expense involved in undertaking the task.

South African Library

The divided catalogue at the South African Library consists of two alphabetical sequences - the Author and Name Sequence and the synthetic Subject Sequence. The majority of subject headings in the Subject Catalogue are based on the entries provided in the Subject-Index of the London Library. However, since approximately 1966, Subject Headings used in the Dictionary Catalogs of the Library of Congress, seventh edition and supplements, have been assigned at irregular intervals but with increasing frequency to entries in the Subject Catalogue. Currently, conversion of the entire Subject Catalogue to conform to the Library of Congress Subject Headings is not envisaged by the staff. Subject headings, covering certain subjects pertaining specifically to

South Africa, are constructed using colloquial terminology for local use.

A conservative approach has been adopted at the library concerning the alteration of subject headings. The number of titles affected by a proposed alteration is assessed before a new heading is adopted. A subject heading is altered if it has become inadequate for modern knowledge or if it has become too general and terms covering more specific aspects of the subject have become necessary in the catalogue, applying in particular to subject headings with multiconcepts. An example of this is the alteration of the previous subject heading RUSSIA.Land & Serfdom, which subject is currently covered by four related subject headings - LAND.Russia; PEASANTRY.Russia; RUSSIA.Economic conditions; RUSSIA.Social conditions. The subject headings on retrospective entries have been altered. See references are altered when a subject heading is changed in the catalogue. However, a common practice is to allow see also references to remain unaltered when new subject headings are adopted for use at the library. This does not result in a problem at the library as see also references were seldom provided in the past.

A system has been devised to reduce the number of subject entries requiring alteration. Cross references are made from currently accepted terms to subject headings constructed at an earlier date, such as the subject heading POTTERY & PORCELAIN. A see reference is made from CERAMICS to POTTERY & PORCELAIN. The staff continue to enter the subject under the heading consisting of the terms used less frequently by readers than the currently accepted term.

The cataloguer follows a set routine in altering subject headings. All entries at the previous subject heading are extracted from the Subject Catalogue and the cards sorted according to subject, using information contained in the titles of the books. If the title does not indicate the subject of the work, the cataloguer consults the printed

Library of Congress catalogues. The subject headings assigned by the Library of Congress may be assigned to the entries in the catalogue of the South African Library. If the information cannot be obtained from either the title of the book or from the printed Library of Congress catalogues, the book is recalled for consultation although this is avoided if possible as recall cards have to be written for each title, thereby increasing the time spent on the task. After the subject heading has been assigned, the cataloguer alters the subject heading information provided in the tracings on the reverse of the stock cards. The cataloguer deletes the previous heading using a blade or an eraser and types the new subject heading on the existing catalogue cards. New catalogue cards are typed if the previous entries are soiled or worn. Early handwritten catalogue cards, carrying entries for more than one title on each card, are retyped with single entries on separate cards. The cataloguer refiles the subject catalogue cards.

Complete retyping of the subject heading is not always necessary and minor alterations to the existing subject headings may be sufficient. The previous subject heading UNITED STATES.Economics was altered to UNITED STATES.Economic conditions by erasing the "s" of Economics and by adding conditions.

The Chief Librarian reported that the alteration of subject headings is time-consuming on account of the intricate network of references and cross-references throughout the Subject Catalogue and that the alterations to these references were more complicated than the changing of subject headings. However, currently alterations to subject headings are occurring less frequently than they did in the past.

University of Cape Town Libraries

The divided catalogue at the University of Cape Town Libraries consists of two alphabetical sequences, the Author and Title Sequence and the syndetic Subject Sequence. The seventh edition and supplements of the Subject Headings used in the Dictionary Catalogs of the Library of Congress are used to assign subject headings to titles acquired by the library. The Library of Congress Subject Headings are augmented by terms supplied in the Thesaurus of Engineering and Scientific Terms: A List of Engineering and Related Scientific Terms and Their Relationships, and the British Technology Index (1969 annual volume) which are used as vocabulary reference sources in indexing technical information. The Index Medicus is used to assign subject headings to titles acquired on medical subjects, which, however, are filed separately in the catalogue at the Medical Branch Library and not in the catalogue at the Jagger Library.

Decisions made about subject headings are recorded in the copy of the seventh edition of Library of Congress Subject Headings, which is maintained as an authority file in the Cataloguing Section. The supplements to the seventh Edition are not examined upon receipt as the library does not adhere rigidly to the use of the Library of Congress Subject Headings. The general policy is conservative concerning the alteration of subject headings, limiting this to subjects where there has been a major change in classification or where the terminology has become obsolete, such as the subject headings Mohammedans and Mohammedanism. In the July 1964 to December 1965 supplement to the Subject Headings used in the Dictionary Catalogs of the Library of Congress, the subject headings Mohammedans and Mohammedanism were cancelled and were replaced by Muslims and Islam respectively, with references made from the cancelled subject headings to the new subject headings. The cataloguing staff

altered many entries on this subject according to the new provisions of the Library of Congress Subject Headings list. The cataloguing staff also alter headings provided in the Library of Congress Subject Headings list which they consider to be obsolete, such as the subject heading European War, 1914-1918. The locally developed subject heading currently provided in the Subject Catalogue is World War, 1914-1918.

Until December 1973, the alteration of subject headings followed a set routine. All entries at the previous subject heading were retrieved from the catalogue by a cataloguer, who assigned a new subject heading from the information gained from the title. The subject heading information provided in the tracings lists was not altered. A note indicating the altered subject heading, was attached to the batch of cards requiring alteration and sent to the typist who blocked out the previous subject heading using the upper case letter "X" on the typewriter. The typing was verified and the cards refiled in the catalogue. See references and see also references were altered according to the new subject heading.

Since December 1973, this method has been superseded by a more rapid method using cross references. The new subject heading is assigned to currently acquired titles, the catalogue entries under the previous heading remaining unaltered in the catalogue. A cross reference is made as follows:-

USE OF THIS SUBJECT HEADING WAS BEGUN JAN. 1974.

FOR EARLIER MATERIAL SEE:-

THE USE OF THIS SUBJECT HEADING WAS DISCONTINUED

DEC. 1973. FOR LATER MATERIAL SEE:-

A cross reference has been provided to correlate previous entries made under the subject heading European War, 1914-1918 with the current subject heading World War, 1914-1918. The previous entries under

European War, 1914-1918 remain unaltered in the catalogue.

The Chief Cataloguer reports that the new method provides a more rapid solution to the problem of replacing obsolete subject headings than did the superseded method, which had proved to be very time-consuming.

Cape Education Library Service

No alterations to subject headings have been necessary as the compilation of the Subject Sequence dates from as recently as 1970.

Methods of altering subject headings

The process of altering subject headings is time-consuming as it requires the retrieval and refileing of catalogue entries. Reference alterations frequently require extensive checking and rechecking in the subject catalogue in order to ensure that no "blind" or "chain" references are admitted.

Efficient planning and supervision are necessary in order to ensure that the routine is performed economically and accurately. A study should be made by staff at libraries with subject catalogues about the methods used by other libraries in changing subject headings by either visiting libraries working on this problem or by reading literature written on the subject. The supervising librarian should be conversant with the routine duties of the operation. Librarians should limit themselves to assigning new subject headings and exercising supervisory functions. Much of the routine is mechanical and if well organized could be delegated to clerical staff, who could be employed to retrieve catalogue entries and books, erase previous subject headings, type new subject headings on existing cards, correct tracings, refile the catalogue cards and reshelve the books.

Mann advises that as the Library of Congress Subject Headings were

not selected with consideration to the needs of other libraries, that the subject cataloguer should make use of the subject headings which best suit the functions of that particular library.⁽²⁸⁾ Although it is not necessary for a library to adopt every alteration in subject headings as specified by the Library of Congress, the decision to deviate is complicated by the current emphasis on international standardization in cataloguing practices and, therefore, careful consideration is necessary before rejecting alterations made to subject headings by the Library of Congress.

White suggests that the alteration of discarded subject headings is unnecessary, maintaining that books pertaining to a subject which has parameters in time, should continue to carry subject headings consistent with the climate of knowledge at that time. He suggests that a note card should be placed at the beginning of the subject heading being discarded, which would read as follows:-

Note: The use of this subject heading was discontinued June 1971. For later material see

A similar note provided under the new subject headings would read:-

Note: the use of this subject headings was begun June 1971.

For earlier material see⁽⁵⁰⁾

These proposed references are similar to those provided in the catalogue at the University of Cape Town Libraries. The use of cross references eliminates the need to alter subject entries in the catalogue and to retrieve and refile the catalogue cards. Tauber mentions that cross references may be made from previous subject headings to new subject headings, without altering the previous subject entries in the catalogue but maintains that this method will not solve the problem permanently as

(28) Mann, p.158

(50) White, p.466

the reference structure becomes very complicated. The complexity of the reference structure increases according to the number of additional cross references provided in the catalogue.⁽⁴⁹⁾

Tauber suggests that it is not always necessary to consult the book-stock in order to alter subject headings, thereby reducing the time spent in retrieving and reshelving the books.⁽⁴⁹⁾ The staff at both the South African Library and the University of Cape Town Libraries have attempted to reduce the consultation of books to a minimum. A useful practice during current cataloguing is to record on the master catalogue cards, the subject headings supplied in the printed catalogues of the Library of Congress as this eliminates any need to consult the printed catalogues during the alteration of subject headings.

The amount of information should be kept to a minimum on recall cards, if they are considered essential.

Rapid methods should be used to delete the previous subject headings. The use of electric erasers, typists' eraser fluid and self-adhesive labels are more rapid methods of deleting the previous entry than the use of erasers or blades. The staff at the University of Cape Town Libraries report that the blocking out of the subject heading by means of the upper case letter "X" on the typewriter was a rapid method of deleting the previous subject heading. Another possible method is that the required number of subject headings could be typed on self-adhesive labels, which could subsequently be fixed on the relevant existing catalogue cards which could then be refiled in the subject catalogue.

Several methods have been suggested which would reduce the amount of work involved in the erasing and retyping of altered subject headings. Daily mentions that several libraries have started the practice of typing

(49) Tauber, p.255, p.256

the subject heading not over the entry line on the unit catalogue card but on a guide card behind which the catalogue cards are filed.⁽¹⁰⁾

The disadvantage here is that the cataloguing procedure is complicated as special processes are required to ensure that the subject headings are apparent to the filer of the subject catalogue cards. Tauber suggests that if guide cards are used, the subject headings could be written on the reverse of the subject catalogue cards.⁽⁴⁹⁾ A further complication is that guide cards could obscure subject cards awaiting filing. Guide cards tend to proliferate in the catalogue, thereby reducing the amount of space in the catalogue cabinets. The question arises whether subdivisions of a subject with less representation in the catalogue would require guide cards. The omission of guide cards for subjects with single or little representation in the catalogue results in inaccurate filing and reader dissatisfaction. The proliferation of guide cards using this method was demonstrated at the Air University Library, Maxwell Air Force Base, Alabama, where it was reported that on an average there were two hundred and seventy-five guide cards in a catalogue tray containing six hundred and thirty-one cards, every third card being a guide card.⁽¹²⁾ Castles suggests that subject headings could be typed on single cards of standard size.⁽⁵⁾ A blank space could be guillotined from the top of all subject cards thus automatically heading subject entries when filed in front of a subject heading. This method is similar to the guide card method, resulting in the same disadvantages. However, despite the disadvantages, both these guide card methods would greatly facilitate the alteration of subject headings as only the guide

(10) Daily, p.3962

(49) Tauber, p.122

(12) Field, p.417

(5) Castles, p.17

card and not the catalogue entries would require alteration when a subject heading is changed.

The use of rubber stamps made up of commonly represented subject headings, can reduce the amount of time spent typing altered subject headings. This method was implemented with success at the Air University Library, Maxwell Air Force Base, Alabama. ⁽¹²⁾

Tauber mentions that certain libraries have dispensed with the alteration of the subject heading in the tracing especially if the new subject heading resembles the previous heading. He also mentions that the practice of cross references, correlating the previous subject heading and the new subject heading, has been introduced in libraries in order to eliminate the need to alter the subject heading information in the tracing for the catalogue entry. ⁽⁴⁹⁾ The staff at the University of Cape Town Libraries do not alter subject headings in the tracing on the reverse of the Classified Catalogue card. As the alteration of subject headings is expensive and time-consuming, labour saving methods should be introduced wherever possible in order to reduce the costs of the operation. The time spent on altering subject headings depends upon the size and age of the catalogue and the volume of subject headings requiring change.

Alterations to Subject Index Entries

The subject index, the key to the classification of the library's collection, is usually compiled by means of chain indexing, listing entries constructed in natural language terminology and arranging them alphabetically with a lead to the classification number qualifying that subject.

(12) Field, p.418

(49) Tauber, p.255

LIBRARY OF PARLIAMENT
Subject Index Entries: Samples

Subject Index Entry

TRADE			
free			
international economic	a	338.91	
planning			
tariff policy	a	337	
internal	a	381	
international general	a	382	
economic planning	a	338.91	
licences local adminis-	a	352.8	
tration			
marks & names	a	608	
law	a	608	
restrictive production	a	338.8	
combines			
law	a	338.8	

Subject Authority Entry

352.8			
Licences/local government	a		
Entertainment/licences/local	a		
government			
Trade/licences/local	a		
administration			
Business/licences/local	a		
administration			
Licensing/authorities/	a		
local administration			

Library of Parliament

The staff at the Library of Parliament have developed an English Subject Index to the classification of the library's bookstock. Subject index entries are typed on 75mm x 125mm cards filed in one alphabetical sequence, with several subheadings arranged alphabetically, listed under the subject entry to which they are related. Space is provided between subheadings to allow the interlocation of additional aspects to that subject entry at a later date. Subject index cards are retyped when space is no longer available for the addition of further subheadings to the subject entry. The terminology in the D.D.C. the Sears' List of Subject Headings, 9th edition and the title concerned are used as guides in the formation of subject index entries. Nouns are indexed in the plural, with a centimetre of space separating the elements in the entry. Synonyms are usually indexed under all variations of the term, with both the popular and scientific term for a subject being indexed. See references, which are rarely made, are provided in the subject index for terms which would usually not be consulted by readers. General references are made to guide readers. (Please see sample).

A Subject Authority File, arranged by D.D.C. notation, lists subject index entries under the qualifying classification number.

A routine has been developed in order to alter subject index entries, which are changed when an entry is incorrect or when a subject is reclassified. The cataloguer extracts the relevant Subject Index and Subject Authority File entries and inserts temporary entries on yellow cards in the sequences. An instruction note indicating the alterations required, is sent with the relevant cards to the typist. New entries are typed if major alterations have occurred. The typist erases the previous classification number or subject index entry and types the

CAPE TOWN CITY LIBRARIES
Subject Index Entries: Sample

Subject Index Entries as listed in the Printed Subject
Index

FRANCE	
art (general)	709.44
castles	728.810944
church history	274.4
colonies and colonial policy	325.344
constitution	342.44
crime	364.944
economic history	330.944
foreign policy	327.44
geography	914.4
government	
executive branch	354.4403
history	944
World War II	940.5344

corrections on the existing catalogue cards, if minor alterations only have been indicated by the cataloguer. The typing is verified by a cataloguer, the cards refiled in the Subject Index and the Subject Authority File and the temporary entries retrieved.

The staff report that the maintenance of the Subject Index is not time-consuming or a cataloguing problem.

Cape Town City Libraries

An alphabetical English Subject Index has been developed to the classification of the bookstock at the Cape Town City Libraries. Three copies of the Subject Index exist on 75mm x 125mm cards, at the Head Office and at the Central Information and Wynberg Branch Libraries. The subject index entries are typed on cards, with several subheadings listed alphabetically under the subject index entry to which they are related. Space is provided between subheadings for the interlocation at a later date of additional aspects of the subject entry. Subject index cards are retyped when space is no longer available for the addition of further subheadings on a particular card. The staff rely upon common sense when constructing subject index entries and do not consult any published guides. Nouns are usually indexed in the plural. The popular term for a subject is preferred to the scientific term, with references made to synonyms. General references are made to guide the reader, such as PRIME ministers of a specific country see the country. (Please see sample).

A printed version of the Subject Index has been distributed to the branch libraries. Fifty-five sets of three volumes each, were bound in ring-binders, each page being encased in a plastic envelope. Forty single volume bound copies were distributed for use mainly in the children's libraries of the Cape Town City Libraries. Approximately

23 000 entries are listed in each printed Subject Index.

Subject index entries are altered when the term previously used has either become obsolete or is no longer relevant to the classification number after reclassification of the particular subject has occurred. A reference is made from the previous entry to the new entry, such as BASUTOLAND see LESOTHO.

Classification numbers are altered in the Subject Index when a subject area is reclassified according to altered provisions in the current edition of the D.D.C. (A subject index entry may provide leads only to two D.D.C. numbers. Titles classified according to Dewey 15 and Dewey 17 may not receive a third D.D.C. number, where the provisions of Dewey 18 differ from those of Dewey 17. When this occurs, titles classified according to Dewey 17 are reclassified according to Dewey 18. Books may be shelved at both D.D.C. numbers provided in the Subject Index). During the reclassification project, a cataloguer makes draft subject index entries for the altered classification numbers. The Chief Cataloguer verifies the subject index entries. The Subject index entries for the altered terminology or classification numbers are accumulated until several entries have been collected into one batch. A cataloguer working with the accumulated subject index entries, retrieves the previous subject index entries and inserts temporary entries on green board in the sequence. The alterations are noted in pencil on the previous subject index cards. The altered entries are sent to the typist, who types three copies of each corrected entry. The new classification number is typed adjacent to the previous classification number. The completed work is verified by the Chief Cataloguer. A cataloguer retrieves the previous subject index cards from the Central Information Branch Library Subject Index and files the newly typed cards. The Chief Cataloguer files the entries in the Subject Index housed at Head

Office and retrieves the temporary cards. The staff at the Wynberg Branch Library withdraw and refile the entries in the Subject Index maintained there.

The aim of the publication of the printed Subject Index with a ring-back binder was to facilitate the maintenance of currency in the Subject Indexes provided at branch libraries. Frequent revision of the printed Subject Index is envisaged by the staff. The subject index entries maintained on cards at Head Office would have to be compared to the entries in the printed Subject Index in order to ascertain the alterations and additions to the Subject Index since its publication. The pages requiring alteration could be retyped and additional pages inserted where necessary in the ring-back binder. The Chief Cataloguer reported that a problem which had arisen was that the page size had altered since the publication of the printed Subject Index due to the introduction of metrication.

The Chief Cataloguer reports that the maintenance of the Subject Index and attending to alterations to the entries is not difficult or time-consuming.

Cape Provincial Library Service

A Subject Index in separate sequences arranged alphabetically in the English and Afrikaans languages has been constructed to the classification of books and special materials at the Cape Provincial Library Service. Each subject index entry is written on separate 75mm x 125mm cards. The string of subject descriptors provided by the B.N.B. for each title catalogued by the agency is used as a guide by the cataloguing staff in the construction of subject index entries. The Shorter Oxford English Dictionary is accepted as an authority on word usage and spelling. Nouns contained in the subject index entry are indexed in the

CAPE PROVINCIAL LIBRARY SERVICE
Subject Index Entries: Sample

Subject Index Entries as listed in the Printed Subject
Index

DIAMONDS

Br. Secret Service:W.W. 2	940.548642
Econ. geol.	553.82
Gems:Cutting	736.2028
Illicit operations:	338.2782
Tanganyika:Mining econs.	
Industrial applications:	621.9
Tools	
Industry:Econs.	338.2782
Mining:Econs.	338.2782
Mining engin.	622.382
Prospecting:Mining	622.1882
Smuggling:Criminology	364.133

plural, with colons to separate the elements in the heading. Popular terminology is preferred to scientific terms for the same subject. The preferred method is to enter synonyms in the Subject Index under all versions of the term, with synonyms developing subsequently being added to the Subject Index. However, occasionally references are made to relate synonyms as an economy measure, such as R.A.F...see Royal Air Force. General references are provided to guide the reader to related subjects, such as POETRY...see also Specific literatures. (Please see sample).

A Subject Authority File arranged by classification number is maintained with English and Afrikaans versions of the same entry being written on one card.

One thousand bound printed copies of the Subject Index have been distributed to all libraries affiliated with the Cape Provincial Library Service. The English and Afrikaans sequences were printed in separate volumes, each volume containing approximately 36 000 entries.

Obsolete subject terms are altered by hand by a cataloguer in the alphabetical Subject Index and in the Subject Authority File. The cataloguer refiles the cards in the Alphabetical Subject Index. The cards in the Subject Authority File are altered without being withdrawn.

Classification numbers were altered by hand on the existing cards in the Subject Index during the reclassification project. A clerical assistant filed the cards in the Subject Authority File. The cards in the alphabetical Subject index are altered without being extracted. A note is written on the cards indicating that the alteration has been made after the publication of the printed Subject Index.

The staff at the Cape Provincial Library Service do not propose to publish frequent supplements or revisions of the printed Subject Index because the majority of subject index entries being made during the class-

JOHN GARLICK LIBRARY
Subject Index Entries: Sample

Subject Index Entry

Anthropogeography	
South Africa	572.968
British South Africa	572.9689
Northern Rhodesia	572.9689

University of Cape Town

ification of current acquisitions are concerned with minor subjects, such as entries made for the criticisms of individual works by authors or for biographies of individuals. Subject entries added to the Subject Index are written on a different coloured board to those contained in the published index. This provision will facilitate the publication of supplements or of a revised edition of the printed Subject Index, if considered essential.

The Chief Cataloguer reports that the maintenance of the Subject Index requires very little staff time and is not a problem at the library.

John Garlick Library

The Subject Index to the classification of the bookstock of the John Garlick Library consists of entries in English arranged in alphabetical order, usually typed on separate cards. Occasionally, several subheadings are listed alphabetically on one card under the subject index entry to which they are related with space provided between the subheadings for the addition of further aspects at a later date. These entries are retyped when space is no longer available for the addition of further subheadings. The Ninth Edition of Sears' List of Subject Headings is used as a guide in the construction of subject index entries. Nouns are given the singular and a dash is used to separate the different elements in the entry. Cross references are made to synonyms but general references are not made in the index. (Please see sample).

A routine has been established to alter obsolete terminology in the subject index entries and to correct classification numbers during the reclassification process. The relevant entries are retrieved from the Subject Index, the obsolete terms or classification numbers deleted

using a blade and the current terms or numbers typed on the cards. New cards are typed only if the existing cards are very soiled. The cards are refiled in the Subject Index.

General comments

The Subject Index to a classified catalogue is easier to construct and maintain than the alphabetical Subject Catalogue. The development of new terms for a subject is easily accommodated by the addition of new index entries. The subject index entry only has to be altered when semantic changes occur, the entries in the classified file remaining unaltered. The provision of separate cards for each subject index entry facilitates the provision of additional entries in the index, with the added advantage that the retrieval for alteration purposes of a card containing one index entry only results in less dislocation of the Subject Index than the retrieval of a card containing many entries. The disadvantage here is that more cabinet space and cards are required than would be necessary for the alternative method of many subheadings under an entry on one card.

It is economical to classify and index or reclassify and index titles simultaneously as the same thought processes are required. The greatest problem concerning the Subject Index is the alteration of classification numbers during the reclassification project although this is a minor part of the reclassification routine. The provision of a Subject Authority File assists in tracing and retrieving subject index entries requiring alteration.

The staff at libraries with printed Subject Indexes should use a device in the current Subject Index to indicate an entry added or altered after the publication of the printed Subject Index. This would facilitate the subsequent publication of a supplement or revised edition of

the Subject Index.

The construction and maintenance of the Subject Index at libraries with classified catalogues is not time-consuming nor a cataloguing problem. The changing of subject headings in a Subject Catalogue, involving the correction of many entries is more time-consuming and expensive than alterations to a Subject Index. Efficient and economical methods should be introduced in order to maintain currency in subject heading terminology.

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CHAPTER NINE

The Costs of Recataloguing and Reclassification

Insufficient data was available at the Cape Town libraries to allow for the costing of recataloguing and reclassification, except at the Cape Provincial Library Service. Sample statistics have been maintained by several staff members at the Cape Provincial Library Service over a considerable period of the time taken and number of titles recatalogued and reclassified in order to assess the costs of the operation. The cost figures for the recataloguing and reclassification undertaken at the Cape Provincial Library Service are relevant only to that library as they reflect conditions unique to the institution. The costing has been assessed for each title and not for each volume recatalogued and reclassified as this would have no significance as frequently hundreds of copies are acquired of a single title by the Cape Provincial Library Service. This costing does not include the cost of materials used during the project as the payment of these is inextricably bound up with the cost of the cataloguing and classification of current acquisitions.

The cost figures provided in this chapter may be used as a guide to estimating costs at other libraries. However, salaries differ at each library visited during this study. It should be remembered that cataloguing and classification at public libraries is less time-consuming than at academic libraries due to the difference in complexity of material acquired by the different types of libraries. Chief Cataloguers at the libraries provided the following estimated times for the cataloguing and classification of single titles currently acquired: forty minutes at the University of Cape Town Libraries, thirty minutes at the Library of Parliament and the Cape Education Library Service, and twenty

minutes at the Cape Town City Libraries, the John Garlick Library and the Cape Provincial Library Service. No estimate was available at the South African Library where the times taken to catalogue and classify vary greatly between titles. The variation in the time factor in the cataloguing and classification at the different libraries would result in higher recataloguing and reclassification costs at the academic libraries than at the public library systems. However, the qualitative act of recataloguing and reclassification is less time-consuming than that of the cataloguing and classification of current acquisitions, especially in reclassification as several titles on the same subject are reclassified simultaneously. The age of the collection increases the cost of recataloguing and reclassification as fewer titles will be listed in national bibliographies. A decentralized collection increases the cost resulting from problems incurred in the retrieval and reshelving of books. The total cost of recataloguing and reclassification relates to the size of the collection. The nature of the building affects the costs of the operation. The staff at the University of Cape Town Libraries, the Cape Town City Libraries and Cape Provincial Library Service are required to use lifts or staircases in order to fetch books. The proximity of the Cataloguing staff to the catalogue affects the cost of recataloguing and reclassification in proportion to the distance travelled by the staff to consult the catalogue. The cataloguing staff at the John Garlick Library, the Cape Education Library Service, and Cape Town City Libraries, the Library of Parliament and the Cape Provincial Library Service are situated near the catalogue.

Several procedures common to both the recataloguing and reclassification routines affect the cost of the projects at the Cape Provincial Library Service. Clerical staff are used in many routines at the Cape Provincial Library Service as a measure of economy during recataloguing and reclassification. The number of catalogue cards provided for each title affects

the cost of the recataloguing and reclassification routine. The staff at the Cape Provincial Library Service provide an average of four cards for each title catalogued, the staff at the University of Cape Town Libraries six to seven cards for each title catalogued and the staff at the Cape Town City Libraries provide two cards for each title catalogued. This factor affects the cost of retrieving and refiling of catalogue entries. Temporary catalogue cards are not provided during the recataloguing and reclassification routine at the Cape Provincial Library Service.

The catalogue entry provided by the national bibliographies is accepted as being authoritative at the Cape Provincial Library Service, thereby eliminating certain routines in the recataloguing project. Approximately only 5% of the titles recatalogued are retrieved and reshelfed. The staff do not write recall cards. The acceptance of cataloguing copy reduces the costs of the recataloguing project at the Cape Provincial Library Service in comparison with other libraries. A factor increasing the costs of the recataloguing routine at the Cape Provincial Library Service is the numerous accession numbers, which are written on each draft recatalogued entry by the clerical staff. The recording by clerical staff of copies withdrawn from stock is an added expense.

Certain factors reduce the costs of reclassification at the Cape Provincial Library Service. The bookstock is not retrieved from the libraries affiliated with the service and is not re-marked. Books are re-marked in the Central Collection and are not brought to the Cataloguing Section. Issue cards are altered by hand in the volumes shelved in the Central Collection. Bookplates are not provided in the volumes. The construction of a subject index has eliminated the problem of altering subject headings and the maintenance of currency in

the subject index is a minor aspect of the reclassification routine. The cost of Routine One in the reclassification project is high as it includes the cost of recataloguing titles previously catalogued according to the punched card system. The cost of Routine Two is low in comparison to the reclassification costs at the other libraries visited as reliance is placed on the subject information provided by the national bibliographies and on the information in the subject authority file, thereby eliminating the retrieval and reshelving of books. The catalogue cards for titles catalogued on the punched card system are not retrieved or refiled during Routine Two of the reclassification project.

The working year consists of 219 days (365 days minus 32 days leave, 10 days public holidays and 52 weekends). The working day consists of 465 minutes. Salary costs per minute are calculated on a median salary for each scale. Costing has been calculated to the nearest five. The salary scales on which the costing was based were current in June 1974 but were due for upgrading in the immediate future.

A Note for the Examiner

The salary scales have not been included in the text of this thesis as they are regarded as confidential.

The salary scales attached to each post are as follows:

Librarians, Senior Librarians R 3150-4200-5400 + 15%

Median salary R 4196 p.a., 5c per minute

Cataloguing Assistant R 2280-3150 + 15%

Median salary R3122 p.a., 3c per minute

Clerical staff R 1110-2280 + 15%

Median salary R 1949 p.a., 2c per minute

Machine operators R 900-1620 + 17½%

Median salary R 1903 p.a., 2c per minute

Recataloguing Task	Staff member	Sample	Total time	Salary cost per minute	Time per title	Cost per title
Consult accessions register)))						
Retrieve master punched catalogue card)))						
Recatalogue)	Cataloguer	450	2629 min.	5c.	5 min. 48 sec.	R0,29
Retrieve books if necessary)))						
Verify classification))						
Verify recataloguing and classification	Chief Cataloguer	741	384 min.	5c.	30 sec.	R0,02½
Record accessions numbers	Clerical Staff	595	1280 min.	2c.	2 min. 1 sec.	R0,04
Type unit catalogue cards	Typist	160	382 min.	2c.	2 min. 30 sec.	R0,05
Verify typing	Cataloguer	459	580 min.	5c.	1 min. 15 sec.	R0,06
Duplicate unit catalogue cards	Processing Staff	191	280 min.	2c.	1 min. 27 sec.	R0,03
Type added entries	Typist	80	46 min.	2c.	30 sec.	R0,01
Verify typing of added entries	Cataloguer	700	700 min.	5c.	1 min.	R0,05
Record withdrawals	Clerical Staff	733	3580 min.	2c.	4 min. 54 sec.	R0,10
File recatalogued cards)))	Clerical Staff	631	5225 min.	2c.	8 min. 16 sec.	R0,16½
Retrieve superseded catalogue cards)))						
Verify filing & retrieval of catalogue cards	Cataloguer	631	1105 min.	5c.	1 min. 45 sec.	R0,09
Physical alteration of books if necessary	Cataloguing Assistant	30	45 min.	3c.	1 min. 30 sec.	R0,04½
TOTAL					31 min. 26 sec.	R0,95½

Reclassification: Routine One

65 Antarctica titles, including 20 punched catalogue cards requiring recataloguing (Stream B) and 45 titles not requiring recataloguing (Stream A).

Stream A, Routine 1

<u>Task</u>	<u>Staff member</u>	<u>Sample</u>	<u>Total time</u>	<u>Salary cost per minute</u>	<u>Time per title</u>	<u>Cost per title</u>
Retrieve class cards, subject authority file	Cataloguer	65	49 min.	5c.	45 sec.	RO,04
Retrieve books	Cataloguer	65	195 min.	5c.	3 min.	RO,15
Retrieve master catalogue cards	Cataloguer	65	25 min.	5c.	23 sec.	RO,02
Reclassify books	Cataloguer	65	130 min.	5c.	2 min.	RO,10
Alter subject index entries	Cataloguer	65	98 min.	5c.	1 min. 30 sec.	RO,07½
Verify classification and subject index entries	Chief Cataloguer	65	43 min.	5c.	40 sec.	RO,03
Retrieve catalogue cards	Cataloguer	45	84 min.	5c.	1 min. 52 sec.	RO,09
Type DC 18 number	Typist	45	128 min.	2c.	2 min. 50 sec.	RO,06
Delete previous class numbers	Typist	45	262 min.	2c.	5 min. 49 sec.	RO,12
Verify typing	Cataloguer	45	41 min.	5c.	55 sec.	RO,04½
Refile catalogue cards	Clerical Staff	45	180 min.	2c.	4 min.	RO,08
Verify refiling of catalogue cards	Cataloguer	45	68 min.	5c.	1 min. 30 sec.	RO,07½
Alter issue cards	Cataloguer	65	38 min.	5c.	35 sec.	RO,03
Re-mark books	Processing Staff	65	97 min.	2c.	1 min. 30 sec.	RO,03
Reshelve books	Clerical Staff	65	54 min.	2c.	50 sec.	RO,02
TOTAL					28 min. 09 sec.	RO,96½

Stream B, Routine 1

<u>Task</u>	<u>Staff member</u>	<u>Sample</u>	<u>Total time</u>	<u>Salary cost per minute</u>	<u>Time per title</u>	<u>Cost per title</u>
Retrieve class cards, subject authority file	Cataloguer	65	49 min.	5c.	45 sec.	R0,04
Retrieve books	Cataloguer	65	195 min.	5c.	3 min.	R0,15
Retrieve master catalogue cards	Cataloguer	65	25 min.	5c.	23 sec.	R0,02
Reclassify books	Cataloguer	65	130 min.	5c.	2 min.	R0,10
Alter subject index entries	Cataloguer	65	98 min.	5c.	1 min. 30 sec.	R0,07½
Verify classification and subject index entries	Chief Cataloguer	65	43 min.	5c.	40 sec.	R0,03
Recatalogue	Cataloguer	20	104 min.	5c.	5 min. 12 sec.	R0,26
Verify recataloguing and reclassification	Chief Cataloguer	20	10 min.	5c.	30 sec.	R0,02½
Record accession numbers	Clerical Staff	20	40 min.	2c.	2 min.	R0,04
Type unit catalogue cards	Typist	20	50 min.	2c.	2 min. 30 sec.	R0,05
Verify typing	Cataloguer	20	25 min.	5c.	1 min. 15 sec.	R0,06
Duplicate unit catalogue cards	Processing Staff	20	29 min.	2c.	1 min. 27 sec.	R0,03
Type added entries	Typist	20	10 min.	2c.	30 sec.	R0,01
Verify typing of added entries	Cataloguer	20	20 min.	5c.	1 min.	R0,05
Record withdrawals	Clerical Staff	20	98 min.	2c.	4 min. 54 sec.	R0,10
Refile, retrieve catalogue cards	Clerical Staff	20	165 min.	2c.	8 min. 15 sec.	R0,16½
Verify refiling of catalogue cards	Cataloguer	20	35 min.	5c.	1 min. 45 sec.	R0,09
Alter issue cards	Cataloguer	65	38 min.	5c.	35 sec.	R0,03
Re-mark books	Processing Staff	65	97 min.	2c.	1 min. 30 sec.	R0,03
Reshelve books	Clerical Staff	65	54 min.	2c.	50 sec.	R0,02
TOTAL					40 min. 31 sec.	R1,37½

Reclassification: Routine Two

Reclassification according to Dewey 18 using Routine Two had been completed before the start of this study. This sample, which is small, is for titles reclassified according to the specifications of Dewey Decimal Classification Additions, Notes and Decisions. 40 titles were reclassified, including 25 catalogued according to the current system (Stream A) and 15 on the punched card system (Stream B).

Stream A, Routine 2

<u>Task</u>	<u>Staff member</u>	<u>Sample</u>	<u>Total time</u>	<u>Salary cost per minute</u>	<u>Time per title</u>	<u>Cost per title</u>
Retrieve class cards, subject authority file	Cataloguer	40	31 min.	5c.	46 sec.	R0,04
Reclassify	Cataloguer	40	80 min.	5c.	2 min.	R0,10
Alter subject index cards	Cataloguer	40	60 min.	5c.	1 min. 30 sec.	R0,07½
Retrieve Central Catalogue cards	Cataloguer	25	46 min.	5c.	1 min. 50 sec.	R0,09
Type D.C. 18 number	Typist	25	71 min.	2c.	2 min. 46 sec.	R0,06
Verify typing	Cataloguer	25	23 min.	5c.	55 sec.	R0,04½
Refile catalogue cards, subject index	Clerical Staff	25	100 min.	2c.	4 min.	R0,08
Verify refiling	Cataloguer	25	42 min.	5c.	1 min. 40 sec.	R0,09
Re-mark books	Assistant	40	60 min.	3c.	1 min. 30 sec.	R0,04½
Delete previous class numbers	Assistant	25	145 min.	3c.	5 min. 48 sec.	R0,18
TOTAL					22 min. 45 sec.	R0,80½

Stream B, Routine 2

<u>Task</u>	<u>Staff member</u>	<u>Sample</u>	<u>Total time</u>	<u>Salary cost per minute</u>	<u>Time per title</u>	<u>Cost per title</u>
Retrieve class cards, subject authority file	Cataloguer	40	31 min.	5c.	46 sec.	R0,04
Reclassify	Cataloguer	40	80 min.	5c.	2 min.	R0,10
Alter subject index entries	Cataloguer	40	60 min.	5c.	1 min. 30 sec.	R0,07½
Alter class number on punched cards	Cataloguer	15	56 min.	5c.	3 min. 44 sec.	R0,19
Refile catalogue cards	Clerical Staff	15	15 min.	2c.	1 min.	R0,02
Verify refiling of catalogue cards	Cataloguer	15	7 min.	5c.	28 sec.	R0,02½
Re-mark books	Assistant	40	60 min.	3c.	1 min. 30 sec.	R0,04½
TOTAL					10 min. 58 sec.	R0,49½

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CHAPTER TEN

Conclusion

The maintenance of a catalogue and classification system at a library frequently results in the recataloguing and reclassification of retrospective titles. The problem of recataloguing and reclassification at libraries will increase in the future as a result of continued rapid developments in both modern knowledge and in the fields of cataloguing and classification.

The history of librarianship indicates that recataloguing is a constant feature at libraries although little attention has been paid to this common technical problem. The problem of recataloguing is greater at academic libraries where there is frequent consultation of retrospective material than at public libraries where the emphasis is on current material. The age of the library, the complexity of the material acquired by it and the size of the organization relate proportionately to the problems involved in the recataloguing of retrospective titles. Recataloguing of the complete collection should be avoided if possible at a library and should be undertaken only if the catalogue is completely inadequate, thereby obstructing the performance of the functions of the library. If a recataloguing project becomes necessary, efficient organization, planning, methods and equipment are essential in order to ensure economy in operation. Sufficient budgeting and adequate staffing should be provided as the speed of the operation depends upon the availability of staff. It is important that professional duties should be differentiated from clerical duties. Alternative measures should be considered before the complete collection is recatalogued. The extent to which recataloguing should be undertaken should be determined before the start of the project

as it is uneconomical to recatalogue titles which are seldom consulted by readers. Incidental titles should not be recatalogued unless essential as this can develop into an expensive habit. The situation individual to each library determines the solution to the problem of catalogue maintenance, resulting in different courses being implemented at each library.

Economic considerations and user convenience determine the decisions made by the staff at different libraries about the implementation of new cataloguing codes. Major recataloguing projects were not necessary nor was it essential to close the retrospective catalogue in order to adapt the established catalogue at a library to the specifications of the A.A.C.R. or the I.S.B.D. An attempt should be made at libraries to introduce new improved cataloguing codes, using labour saving measures in order to reduce the amount of recataloguing resulting from the adoption of the rules. The function and growth rate of each library determine which provisions in a new cataloguing code are adopted by a library and there is no need for a library to adopt every altered rule in the code. However, cataloguing rules should not be rejected without serious consideration as the use of cataloguing copy as provided by national bibliographies is reduced in proportion to the number of rules rejected by a library. The failure to accept a standardized form of catalogue entry increases the cost of the cataloguing operation proportionately with the reduction of use made of cataloguing copy supplied by national agencies. The decisions made by national bibliographies influence the decisions made by staff at libraries and the need to standardize is being realised as an essential aspect of library economy. The problem of accepting standardized cataloguing at libraries will increase in the future concurrently with increased emphasis on the necessity of the implementation of internationally accepted cataloguing procedures at libraries.

The primary deterrent to the conversion of the retrospective catalogue to machine-readable form is the cost of the operation. Alternative solutions to the conversion of the retrospective catalogue are either closing the retrospective catalogue or the use of RECON, if the format chosen is compatible with MARC. The need for the conversion of the retrospective catalogue is greater at academic libraries than at public libraries as readers constantly consult retrospective material at scholarly libraries.

The changing concepts of modern knowledge results inevitably in a certain amount of reclassification being necessary at libraries. However, reclassification should be limited and should be undertaken only for valid reasons with the certainty of improving services to readers. As with recataloguing, the problem of reclassification increases proportionately with the size, age and complexity of the library. The reclassification of a complete collection is controversial and should be avoided unless the library's classification has become totally inadequate. If a reclassification project becomes necessary at a library, efficient planning and methods should be introduced and every effort should be made to reduce the retrieval, refiling and reshelving of catalogue cards and books. Increased use of clerical staff to carry out routine duties reduces the costs of the operation. Adequate staffing and funding is essential in order to ensure the completion of the project. It is essential that the reclassification project should be completed as rapidly as possible in order to cause little disruption to services to readers. A practical solution to obsolescence in classification is often the reclassification of sections of the collection, where the need for reclassification is greater than in other subject areas. It is not necessary to reclassify titles that are seldom consulted by readers. Reclassification of incidental titles should be avoided if possible in

in order to prevent this from becoming a habit.

The revised editions of the D.D.C. include many alterations, the implementation of which is a problem at the local libraries visited during this study. The decision made by the staff at each library about the alterations in each edition of the D.D.C. relate to the growth rate and the functions of each library. It is not necessary for a library to adopt every alteration in the current edition of the D.D.C. and practical solutions should be implemented wherever possible although every effort should be made to classify as fully as possible according to the latest edition of the scheme. The staff at public libraries should attempt to keep up-to-date with the revised editions of the D.D.C. as their current acquisitions and the current editions of the scheme reflect popular trends in interests. New libraries should retain the advantage of being up-to-date with the editions of the D.D.C. The improved rebuilt schedules should be introduced at libraries in order to benefit services to readers. Measures should be introduced during current classification to facilitate any future reclassification that may be undertaken according to a revised edition of the D.D.C. and attention should be paid to any announcements of impending changes to the schedules and tables of the classification system.

Semantic change and the constant growth of knowledge is a major problem at libraries with syndetic alphabetical subject catalogues. The alteration of subject headings should be limited at libraries and each proposed change should be assessed as being justified because the task is time-consuming, involving the retrieval and refileing of catalogue cards. Efficient methods should be implemented and labour saving measures introduced where possible in order to reduce the costs of the operation. The maintenance of subject indexes is not a problem at local libraries and is a minor part of the reclassification routine.

Sample statistics kept during the course of this study provide an estimate of the costs of recataloguing and reclassification, indicating that limiting the retrieval and reshelving of books and the withdrawal and refiling of catalogue cards reduces considerably the costs of the operation. Any library classified according to the D.D.C. is required to undertake reclassification regularly every five years if it aims at maintaining currency and uniformity in classification. This further emphasizes the importance of attempting to maintain low costs by eliminating any inessential stages of the reclassification routine. The benefits resulting from recataloguing and reclassification should be assessed against the costs in order to judge whether the task is justified.

The problem of recataloguing and reclassification will increase in the future on account of the importance of international standardization in cataloguing and classification. More attention should be paid to the problem and new improved methods should be introduced when they become available in order to ensure efficient procedures at libraries. Co-operation between the cataloguing staff at the Cape Town libraries could result in improved methods and reduced costs. Experiments should not be introduced in isolation but the information gained should be shared between the libraries. A useful measure could be the formation of a committee of practising cataloguers, representing interested local libraries, who could discuss developments in the cataloguing and classification fields, the effectiveness of newly introduced methods and possible solutions to problems encountered in their work.

APPENDIX 2/1

A SELECT LIST OF NATIONAL BIBLIOGRAPHIES AND CATALOGUES AVAILABLE FOR
CONSULTATION BY CATALOGUERS AT CAPE TOWN LIBRARIES

This is not a complete list of reference sources available at local libraries but is a select list of national bibliographies and catalogues housed in the Cataloguing Sections at the libraries.

CELS = Cape Education Library Service

CL = Cape Town City Libraries

CPLS = Cape Provincial Library Service

JGL = John Garlick Library

LP = Library of Parliament

SAL = South African Library

UCTL = University of Cape Town Libraries

A.L.A. Catalog UCTL, 1921-1941

Africana Nova CL, 1958-1968 CPLS, 1958-1969 LP, 1958-1969

UCTL, 1958-1969

Alphabetische Naamlist van Boeken, Plaat-en Kaartwerken UCTL, 1850-1862, 1863-1878

American Book Publishing Record CELS, 1970+ CPLS, 1960+ LP, 1960+

American Catalogue, 1884-1890: Books recorded (including Reprints and Importations) July 1, 1884-June 30, 1890 SAL

American Catalogue: Author and Title Entries of Books in Print and for Sale (including Reprints and Importations), July 1, 1876 SAL

American Catalogue, cumulated 1900-1903: containing a Record, under Author, Title, Subject and Series of the Books published in the United States, recorded from January 1, 1900, to December 31, 1903... SAL

Annual catalogue, 1736-1737. -Reprint SAL

- Annual Catalogue of Australian Publications UCTL, 1937-1951
- Australian Books UCTL, 1949, 1957-1970
- Australian National Bibliography UCTL, 1961+
- Avrenberg, R. Naamregister van de bekendste en meest in gebruik zynde
Nederduitsche Boeken UCTL, 1600-1849
- Biblio SAL, 1934+ UCTL, 1934+
- Bibliografia Nazionale Italiana UCTL, 1958-1970
- Bibliografie van in Nederland verschenen Officiële en Semi-
Officiële Uitgaven UCTL, 1967-1968
- Bibliographie Africaine UCTL, 1970+
- Bibliographie Annuelle de Madagascar UCTL, 1956-1969
- Bibliographie de Belgique UCTL, 1969+
- Bibliographie der Bibliographien UCTL, 1971+
- Bibliographie der deutschen Bibliographien UCTL, 1956+
- Bibliographie der deutschen Bibliothek UCTL, 1951-1952
- Bibliographie du Quebec UCTL, 1972+
- Bibliotheca Belgica UCTL, v.1-6
- Bibliothèque Africaine: Bibliographie Courante UCTL, 1968
- Bibliothèque Africaine: Catalogue de Acquisitions UCTL, 1969
- Bibliothèque Nationale. Département des Imprimés ...Catalogue
Generale des Livres Imprimés de la Bibliothèque Nationale:
Auteurs, 1924 UCTL, v.1-213
- Boek in Vlaanderen UCTL, 1935-1939 1946, 1948, 1963-1965
- Boletim Bibliográfico de Biblioteca Nacional UCTL, 1964-1967, 1973
- Books from Finland UCTL, 1969+
- Books from Hungary UCTL, 1971, no.2
- Books in English CL, 1971+ CPLS, 1970+
- Books in Print CPLS, current issue LP, 1968, 1971 UCTL, 1965, 1966,
1968, 1970, current issue

- Brinkman's Cumulatieve Catalogus van Boeken...in Nederland en Vlaanderen
zijn uitgegeven of herdrukt CELS, 1967+ CPLS, 1846-1888, 1901-1915,
1926-1930, 1936-1949, 1951-1960, 1962+ SAL, 1833+ UCTL, 1850+
- British Books in Print CELS, 1971+ CL, 1966+ CPLS, current issue
LP, 1968, 1971 SAL, 1965, 1967+ UCTL, 1965+
- British Museum Catalogue of Books printed in the XVth Century now in
the British Museum UCTL, v.1-8
- British Museum Catalogue of Printed Maps, Charts and Plans.-
Photolithographic edition complete to 1964 SAL, v.1-15
- British Museum Catalogue of the Books, Manuscripts, Maps and Drawings
in the British Museum (Natural History), 1903.-Reprint, 1964 SAL,
v.1-5, + suppl. v.6-8 UCTL, v.1-5, + suppl. v.6-8
- British Museum General Catalogue of Printed Books.-Photolithographic
edition to 1955 SAL, v.1-263 UCTL, v.1-263
- British Museum General Catalogue of Printed Books: five year supple-
ment, 1966-1970 SAL, v.1-26
- British Museum General Catalogue of Printed Books: ten year supple-
ment, 1956-1965 SAL, v.1-50 UCTL, v.1-50
- British Museum A Subject Index of the Modern Works added to the
Library of the British Museum... SAL, 1880-1885, 1881-1900, 1901-
1905, 1906-1910, 1911-1915, 1914-1920, 1916-1920, 1921-1925, 1926-
1930, 1931-1935, 1936-1940, 1941-1945, 1946-1950, 1956-1960
UCTL, 1880-1885, 1881-1900, 1901-1905, 1906-1910, 1911-1915, 1916-
1920, 1921-1925, 1926-1930, 1931-1935, 1936-1940, 1941-1945, 1946-
1950, 1956-1960
- British National Bibliography CELS, 1950+ CL, 1950+ CPLS, 1950+
JGL, 1971+ LP, 1950+ SAL, 1950+ UCTL, 1950+
- Canadiana CPLS, 1963-1969 LP, 1968+
- Catalogue de l'edition Francaise SAL, 1970, 1973 UCTL, 1970

Catalogue General de la Librairie française SAL, 1840-1865, 1840-1875,
1876-1885, 1886-1890, 1891-1899, 1900-1905, 1906-1909, 1910-1912,
1913-1915, 1916-1918, 1919-1921, 1922-1925

Catalogue of Books: books printed in Ceylon UCTL, 1961-1966

Catálogo Bibliográfico da Agência Geral das Colonias UCTL, 1943

Catalogo dei Libri Italiani in commercio UCTL, Ap, Jl, Ag 1960,
Mr 1961, My, Je 1966, Ja-F, Mr, 1970

Catalogus van Boeken in Noord-Nederland verschenen van den vroegsten tijd
tot op heden (Juni-Augustus 1910) UCTL

Checklist of Kentucky State Publications UCTL, 1962-1971

City of Westminster. Public Libraries Classified Catalogue of Non-
Fiction Books added to Stock CPLS, 1957-1961, 1963-1964

Clavel, R., comp. A Catalogue of Books printed in England since the
dreadful fire of London, 1666 to end of Michaelmas Term, 1695.
-Reprint of 4th edition SAL

Clavel, R., comp. The General Catalogue of Books printed in England
since the dreadful fire of London, 1666, to the end Trinity Term,
1674. -Reprint of 1675 edition SAL

Clavel, R., comp. The General Catalogue of Books printed in England
since the dreadful fire of London, 1666, to the end of Trinity Term,
1680. -Reprint of 1680 edition SAL

Commonwealth National Library, Canberra Annual Catalogue of Australian
Publications UCTL, 1952-1960

Commonwealth National Library, Canberra Select List of Representative
Works dealing with Australia UCTL, 1934-1960

Cosemans, A., and Heyse, T. Contribution a la Bibliographie Dynastique
et Nationale UCTL, 1955-1957, 1959, 1961

Cumulative Book Index.-Earlier editions titled United States Catalogue
CELS, 1949+ CL, 1928+ CPLS, 1921-1923, 1928-1931, 1933+ LP, 1912+

- SAL, 1925+ UCTL, 1928+
- Dania Polyglotta: literature on Denmark in languages other than Danish
UCTL, 1901+
- Deutsche Bibliographie UCTL, 1951+
- Deutsches Bucherverzeichnis SAL, 1941-1950, 1951-1955 UCTL, 1936-1940
- English Catalogue of Books LP, 1801-1950 SAL, 1835-1960 UCTL, 1835-
1863, 1889, 1893, 1894, 1899-1907, 1925-1968
- Fondscatalogus van Martinus Nijhoff UCTL, 1853-1953
- Heyse, T. Documentation Générale sur le Congo et le Ruanda-Urundi
UCTL, 1958, 1960
- Hinrich's funfjahriger Büchercatalog SAL, 1871-1938
- Index to the British Catalogue of Books, published during the years
1837-1857 SAL
- Index to the English Catalogue of Books SAL, v.2, 1856-Ja 1876, v.3,
Ja 1874-D 1880, v.4, Ja 1881-D 1889
- Indian National Bibliography, 1958 SAL
- Italian Books and Periodicals UCTL, 1970
- Jahresverzeichnis des deutschen Schrifttums UCTL, 1945-1950
- Kirjath sepher: Bibliographic Quarterly of the Jewish National and
University Library, Jerusalem UCTL, 1973
- Kronenberg, M.D. Nederlandsche Bibliographie van 1500 tot 1540.-3rde
deel UCTL, v. 1-3
- Library of Congress Catalog: Books: Subjects SAL, 1950+
UCTL, 1950-1953
- Library of Congress Catalog: Motion Pictures and Filmstrips UCTL,
1963-1967, 1966-1972
- Library of Congress A Catalog of Books represented by the Library of
Congress Printed Catalog Cards CELS, Cumulation, 1942-1947, 1948-
1952 CPLS, Cumulation, 1942-1947, 1948-1952 SAL, Cumulation, 1942-

- 1947, 1948-1952 UCTL, Cumulation, 1942-1947, 1948-1952
- Library of Congress National Register of Microform Masters SAL,
1965-1971 UCTL, 1966-1971
- London Catalogue of Books SAL, 1799, 1800-1827, 1814-1834, 1816-1851
- London Library Catalogue SAL, 1903, 1913 (revised edition of 1902),
suppls. 1914-1915, 1920-1928 UCTL, 1913 (revised edition of 1902),
1913-1920, 1914-1915, 1920-1928, 1928-1950
- London Library Subject-Index of the London Library SAL, v.1-4
- Library of the Corporation of the City of London A Catalogue
UCTL, 1824, 1860, 1867
- London. University College. General Library Catalogue of Books in the
General Library and in the South Library, 1879 UCTL,
- London. University. Library Catalogue of the Library of the University
of London UCTL, 1876
- Maskew, F. A General Catalogue of Books in the South African Public
Library..., 1881 UCTL
- Mendelssohn, S. South African Bibliography CPLS LP UCTL
- Monthly Catalogue SAL, 1714-1717, 1723-1730
- National Bibliography of Botswana CPLS, 1974+ LP, 1969+
- National Library, Czechoslovakia A Magyar Bibliográfiák. Biblio-
gráfiája SAL, 1961-1964, 1967-1968
- National Union Catalog: a Cumulative Author List representing Library
of Congress Printed Cards and Titles reported by other American
Libraries: Author List CELS, 1953-1957, 1958-1962, / CL, 1953-1956,
1958-1962, 1968+ CPLS, 1953-1957, 1958-1962 SAL, 1953-1957, 1958-
1962, 1963+ UCTL, 1953-1957, 1958-1962, 1963-1967, 1968+
- National Union Catalog: a Cumulative Author List representing Library
of Congress Printed Cards and Titles reported by other American
Libraries...Register of Additional Locations SAL, 1963-1967, v.60-67,

- 1969, 1970 UCTL, 1963-1967, v.60-67
- Nederlandsche Boek UCTL, 1924-1940
- Nienaber, P.J. Bibliografie van Afrikaanse Boeke CLES, 1861+
CPLS, 1861+ LP, 1861+ UCTL, 1861+
- Nieuwe Uitgaven in Nederland UCTL, 1940-1966
- Oxford University Press General Catalogue UCTL, 8th edition to
31 July, 1935, 1946, 1962+
- Paperbacks in Print UCTL, current edition
- Paperbound Books in Print CPLS, current edition UCTL, current edition
- Reference Catalogue of Current Literature SAL, 1961 UCTL, 1936, 1940,
1951, 1957, 1961
- Repertorium op Brinkman's Catalogus SAL, 1882-1891, 1888-1900, 1911-
1915, 1916-1920, 1921-1925, 1926-1930, 1931-1935, 1936-1940, 1946-
1950, 1951-1955, 1956-1960
- Rhodesia National Bibliography CPLS, 1962+ LP, 1962+ UCTL, 1961+
- SA Catalogue: half-century edition.-4th edition CL CPLS UCTL
- South African National Bibliography CELS, 1959+ CL, 1959+ CPLS, 1959+
LP, 1959+ UCTL, 1959+
- Schweizer Buch le Livre Suisse il Libro Svizzero UCTL, 1961+
- State Library, Pretoria Publications received in terms of Copyright
Act No.9 of 1916 during the calender year LP, 1933-1958
- Subject Guide to Books in Print SAL, 1965
- University of Edinburgh Catalogue of the Printed Books...
SAL, v.1-3 UCTL, v.1-3
- Watt, R. Bibliotheca Britannica SAL, v.1-4
- Whitaker's Cumulative Book List UCTL, 1928, 1930+

APPENDIX 3/1

SOME LIBRARIES WHICH HAVE RECATALOGUED THEIR BOOKSTOCKS

Authors referred to are listed in the Bibliography provided after Chapter 3 of this study.

- Air University Library, Maxwell Air Force, Alabama (9 -Field)
- Army Medical Library, United States (38 -Wright)
- Bury (28 -Redmond)
- Colby College Library (30 -Rush)
- Custer Naylor Library, Southern College of Pharmacy, Atlanta, Georgia
(39 -Zachert)
- Enoch Pratt Free Library (31 -Sanner)
- Luther College, Decorah, Iowa (16 -Jacobsen)
- National Library of Medicine, United States (19 -MacDonald, p.247)
- Peter White Library, Marquette, Michigan (11 -A.O.Hanson)
- Potchefstroom University Library (22 -Malan, p.51; 23 -Musiker, p.144)
- Providence Public Library (8 -Danielson)
- Public Library of the District of Columbia (25 -Pearson)
- Stone and Webster Library, Boston (17 -Lee)
- Tower Hamlet Libraries, London (3 -Bennett)
- University of Michigan Library (5 -Bishop)
- University of Tasmania Library (6 -Borchardt)
- University of the Orange Free State Library (23 -Musiker, p.144)
- University of Toronto Library (10 -Fraser)
- Western Australia State Reference Library (27)

APPENDIX 4/1: DIFFERENCES BETWEEN THE A.A.C.R. AND THE 1908 L.A.

AND A.L.A. CATALOGUING RULES

1908 CATALOGUING RULES

A.A.C.R.

Rule 2-JOINT author entry.
Enter a work written jointly by two authors under the name of the one first mentioned on the title-page followed by the name of the second...

When there are more than two authors use the form Doe, John, and others in the title if there are no more than three... Make added entries or references for the second and following authors.

Rule 3-Works of shared authorship

3A-Principal author indicated

Enter a work of shared authorship under the person or corporate body, if any, to whom principal responsibility is attributed...

Make added entries under the other authors involved if there are not more than two. Always make an added entry under an author, other than the principal author, whose name appears first on the title page.

3B-Principal author not indicated

3B1-If no one is represented as principal author and if there are not more than three authors, enter under the one that is named first and make added entries under the others.

3B1b-If names of the authors appear in different order on the title page of a later edition of the work, enter it under the author named in the first edition unless the later edition is stated to be revised or

updated. In this case enter the later edition under the one named first on its title page.

3B2-If no one is represented as principal author and there are more than three authors, enter the work under its title unless the work is produced under the direction of an editor named on the title page. In this case apply rule 4. Make an added entry under the author named first on the title page.

Rule 121-PERIODICALS

Enter a periodical under the first word of the title not an article

...If a periodical has changed its name enter it under the earliest form with brief entries under later forms...

Rule 6-SERIALS

6D1-If the title of a serial changes, if the corporate body under which it is entered changes or undergoes a change of name, or if the person under whom it is entered ceases to be its author, make a separate entry for the issues appearing after the change.

6D2-If the corporate body accorded an added entry for a serial changes or undergoes a change of name, make an added entry also under the new body or the new name of the body.

Rule 17-EPITOMES

Enter an epitome under the original author, with added entry under the epitomizer

Rule 7-ADAPTER or original author

7A-Enter an adaptation or other re-writing of a work in a different literary style, or in a different literary form...under the person who did the adapting or rewriting, if known, otherwise under its title. Make the appropriate added entry for the original work....

Rule 20-TABLE-TALK, interviews

Enter table-talk under the name of the talker, interviews under the name of the person interviewed.

Rule 13-REPORTER or person reported

13A-Enter a report of an interview, or of a discussion, conversation or similar exchange, under the reporter if he is a participant or if the report is to a considerable extent in his own words. Make added entries under the other persons that are involved if there are not more than three. Make an added entry under the one named first in any case.

13B-If the reporter is not a participant and if the report is essentially confined to the words of the person or persons interviewed or participating in the exchange, enter the report under the principal participant, or the title according to the provisions of Rule 3. Make an added entry under the principal

participant, the first named participant, or the title according to the provisions of Rule 3. Make an added entry under the reporter if he is openly named in the work.

Rule 70-CHARTERS

Enter charters under the name of the country, state, city or corporate body for whose benefit they are granted with subheading Charters...

Rule 22-CONSTITUTIONS and charters

22A-Political jurisdictions

22A1-Enter a constitution or a charter of a political jurisdiction under that jurisdiction, followed by the subheading Constitution or Charter, as appropriate...

22B-Other bodies

Catalogue the constitution, charter, or other fundamental law of a governmental body...or a private body according to the rules that would apply if it did not have this special character, e.g. if the document is a treaty...a statute, or a work of the body itself, catalogue it as such...

Rule 64-LAW reports

Enter reports of a single court under its name with added entry under the name of the reporter, editor, or collector, as the

Rule 23-COURT rules

23A-Enter rules governing a particular court under the heading for the court... followed by the subheading Rules. Make an added entry under the prom-

case may be...

ulgating body if it is other than
the court governed by the rules.

Rule 71-TREATIES

1-Single treaties.

Enter treaties under the party
named first on the title-page,
with subheading Treaties, and make
an added entry under the other
party or parties. Refer from
the name of the place when the
treaty is commonly called by that
name, and from any other usual
appellation...

Rule 25-TREATIES, intergovernmental
agreements, etc

25A1-Bipartite and tripartite treaties

Enter a treaty between two or three
countries according to the following
order of preference:

- a) under the home country if it is
a signatory;
- b) under the home country on one side
of a treaty of which the signatories
form two sides, if it is the only
party on that side and there are two
parties on the other side;
- c) under the party whose catalogue
heading is first in alphabet order.

Add the subheading Treaties etc.

after the name of the country. If
the treaty is between two sides and
there is only one party on the other
side, add also the name of that party.

Add the date of signing as the final
element in all cases. If there is
more than one date of signing, use
the earliest.

Make added entries, under headings
corresponding in form to that of the

main entry, under the other parties to the treaty. In the case of a treaty between two countries entered under the home country, make a general reference instead of an added entry, under the name of the other country, followed by the subheading Treaties, etc. and the name of the home country, to serve for all instances of treaties between the two countries entered under the home country.

25B -Agreements contracted by inter-governmental bodies

25B1-Agreements with countries and other intergovernmental bodies

Enter a formal agreement contracted between an intergovernmental body and a country or between two intergovernmental bodies according to the provisions for bipartite treaties...

25C-Concordats, etc.

Enter a concordat, treaty, modus vivendi, convention, or other formal agreement between the Holy See and a secular power under the heading for the Catholic Church, with the subheading Treaties, etc., the name of the secular power, and the year of signing...

Rule 66-OPINIONS, decisions,
charges

Enter a single opinion, decision,
or charge under the name of the
court...

Rule 67-PLEAS

Enter a plea printed separately
under the lawyer who makes it.

Rule 26-COURT decisions, cases, etc.

26A-Law reports

26A1-Reports of one court.

Enter law reports of a particular
court under the court as author...

26A2-Reports of more than one court

Enter reports of two or three courts
under the first one named and make
added entries under the others. Enter
reports of more than three courts
under title...

26C-Particular cases

26C1d-Charges to juries

Enter...under the court...

26C1e-Judicial opinions.

Enter a judgement or other decision
of a court in a particular case...
under the court...

26C1f-Judicial opinions

Enter an opinion of a particular judge
under his name as author...

26C2-Records of one party

26C2a-Enter a brief, plea or other
formal record of one party to a case,
under the party...

26C2b- Enter a court-room argument
presented by a particular attorney
under the attorney...

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HEADINGS FOR PERSONS

Rule 24-General rule

In general, enter persons of modern times under the family name followed by the forenames...

Rule 39-SOBRIQUETS, nicknames, etc.

In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question

Rule 40-CHANGE of name-general rule

In the case of authors who change their name, or add to it a second after having begun to publish under the first, the heading is to consist of the original name followed by the word afterwards and the name subsequently adopted.

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Rule 40-Basic rule

Enter a person under the name by which he is commonly identified, whether it is his real name, or an assumed name, nickname, title of nobility, or other appellation...

If his name appears in his works in the form of initials only, however, the names for which the initials stand are used...

Rule 41-CHOICE among different names-General rule

Enter an author who is not commonly identified in his works by one particular name according to the following order of preference:

1) under the name by which he is generally identified in reference sources: 2) under the name by which he is most frequently identified in his works: 3) under the latest name he has used. If, however, a person changes his name...enter him under

Rule 41-MARRIED women

Enter a married woman under the earliest name which she has used as an author.

Rule 38-PSEUDONYMS

Enter under the pseudonym of a writer when the real name is not known, and add...pseud. in the heading...

Rule 27-FORM of forenames

Give forenames in the form most common in the author's native or adopted language, or in doubtful cases in the form proper to the

the latest name or form of name...

unless there is reason to believe that an earlier one will persist as the one by which he will be better known.

Rule 42-PSEUDONYMS

42A-If all the works of an author appear only under a single pseudonym, enter him under the pseudonym.

42B-If the works of an author appear under several pseudonyms or under his real name and one or more pseudonyms, enter him under the name by which he is primarily identified in modern editions...In case of doubt prefer the real name.

42B-Alternative rule

If the works of an author appear under several pseudonyms or under his real name and one or more pseudonyms, enter each work under the name he used for it...

Rule 43-FULLNESS

43A-If the forms of name appearing in the works of an author vary in fullness, use the fullest form that has appeared in a prominent position...

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language in which he has written most of his works...

Rule 28-UNUSED forenames

Omit forenames not used by the author and not represented by initials on the title pages of his works.

Rule 37-DATES and designations

Distinguish persons of the same name by adding in the heading the dates of birth and death or designations denoting profession, occupation, etc. When the years of birth and death are easily ascertainable they should be added in the heading even if not necessary at the time for distinguishing persons of the same name.

Rule 45-POPES

Give names of popes in Latin and refer from the vernacular...

Rule 48-SAINTS

Give the name of saints...in Latin

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except that a rarely used initial of an unused or non-existent name... is normally ignored.

43B-If the fullest form of name...

includes one or more forenames represented only by initials, spell out the forenames if necessary to distinguish two or more persons. Always spell out first forenames represented by an initial if the surname is a common one...

43C-If further differentiation is required, add the person's dates of birth and death, or if necessary, other forenames not customarily used by the author.

Rule 44-LANGUAGES

44A-Names in the Roman alphabet.

If a name is found in different language-forms, prefer the one that has become most firmly established in reference sources. If no one term

unless better known under the vernacular or some other form.

Rule 49-ANCIENT Greek writers
Enter...under the Latin form of their names...and refer from the English and occasionally from the Greek form.

Rule 50-BYZANTINE writers
Enter...under the personal or baptismal name in the Latin form.

Rule 51-CLASSIC Latin writers
Enter...in accordance with the practice of the classical dictionaries...The original Latin form of the name is to be adopted, with reference from the English form whenever the latter differs from the original.

Rule 46-SOVEREIGNS
Give names...in the vernacular and refer from the English form.

is firmly established in reference sources, follow the instructions below.

1) Author writing in Latin.

Prefer the Latin form of name for authors who wrote in Latin and who flourished before, or principally before, 1400.

2) Authors writing in more than one language...prefer the form corresponding to the usage in the language most of his major works...

3) Persons with names established in an English form

a) Prefer the English form of name for a person entered under given name or byname...or for a Roman of classical times, whose name has become firmly established in an English form through common usage in English-speaking countries...

b) Use an English form of name for sovereigns and ruling princes that are in a numerical series...of the same name in the same country only if that form is well established for all rulers in the series.

Rule 25-COMPOUND surnames

Enter...under the first part of
of the name and refer from the
other parts...

Rule 26-SURNAMES with prefixes

Enter...under the part following
the prefix...

Results in changes in entry for
Afrikaans, German, Italian,
Dutch and Flemish surnames.

Rule 46-ENTRY under surnames

46B-COMPOUND surnames

46B1-Preferred or established form
known. Enter a person with a com-
pound surname under the element of
his surname by which he prefers to
be entered, or if this is unknown,
under the element by which he is
listed in reference sources...

46B3-...In other cases the entry
element is determined by normal
usage in the language of the person
involved...

46B4-Nature of surname uncertain.

If it is not certain that a surname
with the appearance of a compound
surname is one in fact, do not
treat it as one if the bearer's
language is English or a Scandinavian
language. Enter under the last of
the names...In all other cases treat
the name as constituting a compound
surname...

46E-SURNAMES with separately written
prefixes.

46E1-Articles and prepositions.

Enter a surname that includes a
separately written prefix consisting
of an article, a preposition, or a

combination of the two, under the element most commonly used as entry element in alphabetical listing in the person's language, as shown in the following list of languages and language groups...This results in the following changes.

Afrikaans-Enter under the prefix regardless of origin.

Dutch and Flemish...Enter under the part of the name following the prefix except that if the prefix is ver, enter under the prefix...

German-If the prefix consists of an article or of a contraction of a preposition and an article, enter under the prefix...

If it consists of a preposition or a preposition followed by an article, enter under the part of the name following the prefix.

Italian-In general, enter under the prefix...

Spanish-Enter under the part of the name following the prefix except that the prefix consists of an article only, enter under the article.

46G3-Terms of address of married women. Include the term of address of a married woman when she is identified only by her husband's name.

Rule 33-NOBELMAN

Enter a nobleman under his family name and refer from his titles.

Rule 47-Entry under title of nobility.

47A-Enter under the proper name in the title of nobility...

1) an author who uses his title rather than his surname in his works and 2) any other person who is so listed in those reference sources that do not list noblemen either all under title or all under surname...

47B-If the proper name in the title is the same as the surname, however, or if it is uncertain how the name is, or will be, generally listed in reference sources, enter under the surname followed by the forenames and title.

47C-If the bearers of a title of nobility are sequentially numbered, include the English abbreviation of the ordinal number when two or more bearers also have the same name and are represented in the catalogue.

HEADINGS FOR CORPORATE BODIES

A major change is that the distinction between societies and institutions has been dropped.

Rule 77-GILDS

Enter guilds under the name of the city, with the name of the company as subheading.

Rule 86-PUBLIC schools

Enter all schools supported by taxation under the name of the place...

Rule 87-PRIVATE Schools

- a) Enter American and British private schools under the name when this begins with a proper noun or adjective, otherwise under place...
- b) Enter foreign private schools under the place where located...

Rule 90-National institutions

Rule 91-American State Institutions, Rule 92-Agricultural Experiment Stations (U.S.),

Rule 93-Universities, galleries,

Rule 60-BASIC rule

Enter a corporate body directly under its name...

Rule 62-VARIANT forms in the publications.

If variant forms of the names are found in the body's own publications, use the name as it appears in formal presentations of the name, choose a form according to the following order of preference.

62A-Brief form. If one of the variant forms found in formal presentations is a brief form that provides adequate identification for cataloguing purposes, use the brief form.

62A1-Initial letters of the name.

If the body has used a brief form consisting of the initial letters of its name, use this form only if it has been written in capital and lower case letters, or, in languages that do not use capitals, if it is

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etc., called Imperial, Royal, etc.,
Rule 94-Observatories, Rule 95-
Botanical and Zoological gardens,
Rule 97-Monasteries, abbeys,
convents, etc., Rule 98-National
banks, Rule 99-Carnegie and
similar public libraries, are all
covered by A.A.C.R. rules
60 and 65.

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so listed in reference sources.
62A2-Syllables of the name. If
the body has used a brief form
consisting of syllables of the words
or principal words of its name or
of a combination of syllables and
initial letters, use this form.

Rule 63-CONVENTIONAL name

63A-When a body is frequently iden-
tified by a conventional form
name in the reference source in its
own language, prefer this conven-
tional name to the official name and
other forms of name used in its
publications.

63B-When the name of a body of ancient
origin or one that is international
in character has become firmly
established in English language
usage in an English form, enter it
under this form, regardless of the
forms that it may appear on its
publications...

Rule 65-ADDITIONS to names

65A-Local place names

Add the name of the place in which

the body is located if the same name has been used by another body in a different location.

Rule 58-GENERAL rule

Enter under names of countries, states, cities, towns, etc, official publications issued by them or under their auspices. The names of the departments, bureaus, etc. from which the publications emanate are to be given as subheadings...

Rule 59-BUREAUS or offices subordinate to a department

Enter government bureaus or offices subordinate to a department directly under the country, not as subheadings under the department...
Minor divisions and offices are usually to be subordinated to the bureaus or departments of which they form part.

Rule 75-GOVERNMENTS: General rule

Use the conventional (ie. geographic) name of a country, province, state, county, municipality, or other political jurisdiction as the heading for its government, unless the official name of the government is in more common use.

Rule 78-GENERAL rule

78A-Enter a corporate body created and controlled by a government under the general rules for corporate bodies (ie. under its name)... regardless of its official nature... or of whether or not it is a subordinate to an agency of government, if it is one of the following types:
Type 1, Organisations engaged in commercial, cultural or scientific activities...; Type 2, Institutions; Type 3, Installations and parks; Type 4, Bodies created by inter-governmental agreements; Type 5, Authorities and trusts for the

operation of utilities and industries; Type 6, Banks, corporations, manufacturing plants, farms and similar specific enterprises; Type 7, Established churches.

Exceptions:...1) bodies that are designated as ministries, or a foreign equivalent...

78B-If a government is not one of the types listed in A above... enter it as subheading under the heading for the government...

Rule 100-DIPLOMATIC congresses
Enter...under the name of the
place of meeting...

Rule 87-CONFERENCES, congresses, meetings, etc: general rule
Enter a conference, congress, or other meeting under its name...
For unnamed diplomatic conferences see 63B footnote 3)...to establish a heading for a diplomatic conference that has no formal name and that has not yet acquired a firmly established conventional name, use the name found most commonly in periodical articles and newspaper accounts in English.

Rule 104-ECCLESIASTICAL councils
Enter...of the Catholic church,

Rule 92-CHURCH councils
92A-Enter under their names, accord-

both general and special, under the name of the place of meeting. Treat in like manner councils, conferences, and synods of other religious bodies...

ing to the general rules, church councils, synods, conferences, etc...

UNIFORM TITLES

Rule 120-EPICS, national folk tales, etc.
Enter...and the like under the English name by which they are known and refer from the vernacular. If, however, the vernacular is decidedly better known, enter under that and refer from the English form...

Rule 100 to 119
...Provide the means for bringing together catalogue entries for all editions of a given work when its editions, translations, etc., have appeared under various titles, and for properly identifying a work when its title is obscured by the wording on the title page...

SPECIAL MATERIALS...are not covered by the 1908 L.A. and A.L.A.

Cataloguing Rules except for Rule 6 (Cartographers), which differs from A.A.C.R. Rule 210 (General rule) and Rule 211 (Non-subject maps, atlases, etc.).

APPENDIX 4/2

DRAFT OF AN APPENDIX TO THE A.A. CATALOGUING RULES (BRITISH EDITION 1967)
TO RECOMMEND SOUTH AFRICAN USAGE: SOUTH AFRICAN LIBRARY ASSOCIATION,
SUB-COMMITTEE ON THE A.A.C.R.

Rule 3B1: Add after "named first" in 2nd line: even if there is an editor.

Rule 3B2: Alter this rule to read as follows:

If no one is represented as principal author and there are more than three authors, enter the work under the author first named on the title page, unless the work is produced under the direction of an editor named on the title page. In this case apply rule 4. Make an added entry under title.

Rule 4A: Add after "work" in 1st line: with more than three authors
Add the following proviso: 4) the work is not of such a nature that it is unlikely to be completed within a foreseeable time.

Rule 5A: Delete the last two sentences and substitute: Make author and title analytical entries for works included, as required in your library.

Rule 5B: Delete the second last sentence and substitute the sentence given under Rule 5A above.

Rule 7A: Delete "if known; otherwise under ITS TITLE" in 3rd and 4th lines and substitute: If the name of the person concerned cannot be traced, enter the work under the author of the original.

Rule 8B: Add at the end of this rule: and if it is the policy of the library to make such added entries.

Rule 11: Alter this rule to read: When a commentary on a work contains the full text of such work, enter under the original author of that work, unless such text is printed in a fragmentary form, or is distributed

throughout the commentary, or is presented as a supplement occupying less space than the commentary.

Librettos (p.37) Substitute the following: Enter a libretto for a musical work under the composer if published with the music and make an added entry for the librettist. If the libretto is published without music, enter under librettist with added entry for composer.

Rule 26A2: Delete the 2nd and 3rd sentences and substitute: Enter reports of more than three courts under the one first named.

Rule 33P: Cataloguers are urged to apply this rule so that catalogues are not flooded with useless title entries.

Rule 46E1: Cataloguers should note and apply this rule. See also Names of persons: national usages for entry in catalogues; comp. by A.H. Chaplin.

IFLA, International manuals no.2 Definitive ed. 1967.

Rules 60-103: In these rules the problems of bilingualism have to be faced. The following recommendations are made.

- (1) Enter a bilingual work under a heading in the official languages of the catalogue with cross references from the other language.
- (2) Official names as used in works should not be translated.
- (3) As far as geographical names are concerned the usage of reliable reference works such as IFLA: International list of the approved forms for the names of States by Suzanne Honoré and Official Place Names in the Union of South West Africa, 1952, should be followed.
- (4) In cases where "English" occurs in these rules "Afrikaans" could be substituted when the language of the catalogue is Afrikaans.

Introductory note preceding Rule 78: Add after "own names" in fifth line: Names of independent bodies and subheadings are given in the vernacular.

Rule 78A: Add to the rule as printed: In cases where doubt may exist the name of the country may be added to the name of the corporate body, e.g. Medical Research Council (Great Britain); National Agricultural Library (U.S.A.)

Rule 109E1: Alter this rule to read: Enter a passage from a book of the Bible under its citation as part of the Bible and refer from its popular title.

DESCRIPTIVE CATALOGUING

Rule 132A1: The following explanation is offered: Elements of the edition statement, imprint and series statement may be taken from the rest of the book without using square brackets. Any other matter added to the catalogue entry taken from the rest of the book or from exterior sources, is to be given in square brackets.

Rule 139B: Delete lines 8, 9 and 10 and substitute: If a publisher and/or town in South Africa is named in a secondary position on a title page containing a foreign imprint, it is included in addition to the foreign imprint.

Plates (p.170, footnote 5): Explanation: Plates are regarded as matter not recorded in the pagination and are therefore counted separately to account for all the pages of a work.

Rule 142G: Explanation: Copyright date is only used as imprint or edition date without superior c when no other date is given in the book. If, however, copyright date is given in the entry in addition to a title page date, it should be designated as such. It is suggested that a

superior c be used for this purpose and not copyright in square brackets, which seems to be contrary to the instructions in rule 132A1.

NOTE: Many of the difficulties which arise in the application of the Code are matters of style, e.g. layout of analytical entries, position on a card of notation, accession number and tracing. It is beyond the scope of this draft to make recommendations for these issues, and it is left to individual libraries and to teaching departments of librarianship to make whatever recommendations are thought best.

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APPENDIX 7/1

SOME LIBRARIES WHICH HAVE RECLASSIFIED THEIR BOOKSTOCKS

Authors referred to are listed in the Bibliography provided after Chapter 7 of this study.

- Carnegie Library, University of Stellenbosch-from Library of Congress to D.D.C. (73-Malan, p.51) (74-Malan, p.22)
- Chemist's Club Library, New York - to Library of Congress (4-Baer)
- Colby College Library-from D.D.C. to Library of Congress (95-Rush)
- Cornell Harris-to Library of Congress (93-Reichman)
- Custer Naylor Library, Southern College of Pharmacy, Atlanta, Georgia-from D.D.C. to Library of Congress (117-Zachert)
- Dean B. Ellis Library, Arkansas State University-from D.D.C. to Library of Congress (111-Taylor)
- Enoch Pratt Free Library-from a modified form of Library of Congress to Library of Congress (96-Sanner)
- George Avery Bunting Library, Washington College, Chesterton, Maryland-to an abbreviated form of Library of Congress (10-Boisen)
- Great Lakes Colleges Association-to Library of Congress (45-Gaines)
- Indianapolis Public Library (8-Bentz, p.256)
- Massey University of Manawatu-Bliss to D.D.C. and U.D.C. (13-Chandler, p. 14)
- Melbourne University Library-D.D.C. 14 to D.D.C. 15 (77-Marshall, p.64)
- Providence Public Library-to modified D.D.C. (24-Danielson)
- Public Library of the District of Columbia-Cutter to D.D.C. (88-Pearson)
- Southern Research Institute, Birmingham, Alabama-from D.D.C. to Library of Congress (17-Collins)
- State University of Iowa-from D.D.C. to Library of Congress (66-Kilpatrick) (8-Bentz, p.250)

University of Maryland Libraries, College Park-from D.D.C. to Library
of Congress (19-Connors)

University of Miami Library-to Library of Congress (8-Bentz, p.250)
(109-Tauber, p.261)

University of Michigan Library-from D.D.C. to Library of Congress
(9-Bishop)

University of Mississippi-to Library of Congress (8-Bentz, p.250)
(109-Tauber, p.261)

University of South Carolina Library-from Cutter Expansive to D.D.C.
(49-Ham)

University of Tasmania-to Bliss (11-Borchardt)

University of Tennessee Library-from D.D.C. to Library of Congress
(8-Bentz, p.250)

University of Toronto-from a locally developed classification system
to Library of Congress (44-Fraser)

Washburn University of Topeka-partial reclassification (42-Fisher)

Washington State University Library-from D.D.C. to Library of Congress
(94-Roberts, p.297)

Washington University, St. Louis-from D.D.C. to Library of Congress
(8-Bentz, p.250)

APPENDIX 7/2

SOME EXPANSIONS, RELOCATIONS, NEW NUMBERS, REDUCTIONS IN DEWEY 16

AS FROM PROVISIONS OF DEWEY 15

+	=	Indicates important alterations
E	=	Expansion
R	=	Relocation
N	=	New Number
RD	=	Reduction
E	-01	Philosophy and theory
E	-02	Handbooks and outlines
N	-059	Almanacs
E	-061	Government organisations
E	-071	Schools
N	-075	Collecting
N	-076	Problems and questions
E	-08 ⁺	Collections and polygraphy
N	-0822	Collections of extracts, quotations, abstracts
N	-0838	Lists and inventories
E	-084	Audio-visual aids
E	-09	History and local treatment
N	010.78 ⁺	Information storage and retrieval
N	013.9	Writings of foreign residents in a specific country
R	016 to 017	Classified catalogues
R	011 to 018	Author catalogues
R	011 to 019	Dictionary catalogues
E	020	Library science
N	020.711	Library Schools

E	060	General societies
E	069	Museums
E	070	Journalism
N	070.11	Ethics of the press
E	098	Various works remarkable for the nature of their content
E	100-180 ⁺	Philosophy
E	211	Theories concerning knowledge of God
E	212	Pantheism
N	213.5	Creation of life
E	220	Bible
E	230 ⁺	Doctrinal theology
E	234	Soteriology
E	236	Eschatology
E	240	Devotional and practical theology
R	244	Religious stories, allegories, satires to 800
E	250	Pastoral theology
E	260 ⁺	Christian church
N	261.5	Christianity and growth of knowledge
N	261.63 ⁺	Christianity and war
R	261.73 ⁺	Church and religious freedom (under Christian social theology) to 261.72
N	261.75	Church and modernism
N	261.83	Church and social problems
R	269	Evangelistic writings (under Public spiritual renewal) to 243 (under Devotional and practical theology)
E	271	Religious congregations and orders
E	281	Primitive and oriental churches
E	286	Baptist churches

E	287	Methodism
R	289.92	Church of the Brethren, Dunkins (under other Christian sects) to 286.5 (under Baptist churches)
E	290 ⁺	Other religions
E	301	Sociology
R	301.12 ⁺	Socialization and personality to 301.15
R	301.84	Communist state (under Sociology) to 321.642 (under Forms of state)
R	301.85	Fascist state (under Sociology) to 321.644 (under Forms of state)
N	309.26	City planning
E	310	Statistics
E	320 ⁺	Political science
E	330 ⁺	Economics
E	340	Law
E	350 ⁺	Public administration
E	360 ⁺	Social welfare
E	364	Criminology
E	369 ⁺	Other associations
E	370	Education
E	380 ⁺	Public services, public utilities
E	390 ⁺	Customs and folklore
R	392 ⁺	Burial customs to 393
N	408.93	Interlingua
E	419	Nonverbal communication
N	421.42	Spelling reform
R	421.5	Accent to 421.6
E	422	Etymology
R	437.9	Yiddish to 492.49 (under Semitic languages)
R	439.82	Landsmaal to 439.83

RD	447.03	Modern French
RD	457.03	Modern Italian
RD	467.03	Modern Spanish
RD	469.701- 703	Old, Middle and Modern Portuguese
RD	477.02	Classical Latin
R	477.05	Vulgar Latin to 477.1
N	479.3	Medieval and Modern Latin
N	479.9	Other Italic languages
RD	487.01	Classical Greek
R	487.03-04	Biblical Greek to 487.3
N	487.2-9	Greek dialects
R	489	Modern Greek to 489.3
E	491	Other Indo-European Languages
R	496.1	Bushman languages to 469.2
N	508.3	General scientific travels and surveys
N	508.4-9	General scientific travels in specific countries
E	510 ⁺	Mathematics
E	510.78 ⁺	Computation instruments and machines
R	518	Special functions to 517.5 (under Calculus)
E	520 ⁺	Astronomy and allied sciences
E	530 ⁺	Physics
R	535.65	Luminiscence (under Optics) to 535.35
R	535.66	X-rays (under optics) to 537.535 (under Electricity and electronics)
R	539.2	Properties of solids (under Modern physics) to 531.7 (under Mechanics of solids)
E	540 ⁺	Chemistry
R	541	Numerous relocations
R	541.23	Radiation chemistry, isotopes, tracer chemistry to 541.38

E	542	Chemical laboratories, apparatus, equipment
E	544	Qualitative analysis
Rebuilt	546	Inorganic chemistry
Rebuilt	547	Organic chemistry
E	550	Earth sciences
E	560	Paleontology
E	570	Anthropological and biological sciences
E	574 ⁺	Biology
R	574.01	Philosophy of biology to 577
E	580	Botanical sciences
E	581 ⁺	Botany
E	590 ⁺	Zoological sciences
E	610	Medical Sciences
R	616	Formerly also subdivisions of 616 to 613 Hygiene
E	620 ⁺	Engineering
E	621.3 ⁺	Electrical engineering
R	629.1 ⁺	Aeronautics to 629.13
E	630 ⁺	Agriculture
E	640	Home economics
E	650	Business and business methods
E	660	Chemical technology
E	670-680	Manufacture
E	690	Building construction
E	700	The arts
E	704.914 ⁺	(Specific subjects in art)
E	710	Landscape and civic art
E	720 ⁺	Architecture

R	720.93	Ancient architecture to 722
E	730	Sculpture
E	740	Drawing and decorative art
E	750	Painting
E	760	Prints and print making
E	770	Photography
E	780 ⁺	Music
E	790	Recreation
E	792 ⁺	Theatre
R	792.92	Stage show production to 792.02 (Theatre handbooks)
R	792.93-95	Motion pictures, radio and television to 791.4
E	796 ⁺	Athletics and sports
E	796.3	Ball games
E	900 ⁺	History
N	901.9 ⁺	Civilisation
N	910.453 ⁺	Voyages of adventure
E	920	Biography
E	930	Ancient history
E	940	Europe
E	940.34 ⁺	World War 1
E	940.53 ⁺	World War 2
E	950	Asia
E	960	Africa
E	970	North America
E	980	South America
E	990	Pacific Ocean Islands
R	992.5	Andaman and Nicobar Islands to 954.88
N	996.5	Micronesia

R	997.2	Wake Island to 996.5
R	997.2	Midway to 996.99
R	997.2	Easter Island to 996.18
R	997.21	Pitcairn to 996.18

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APPENDIX 7/3

ALTERATIONS IN DEWEY 17 MOST AFFECTING CLASSIFICATION AT CAPE TOWN

LIBRARIES

New Numbers

001.5	-Communication
323.43	-Rights of personal security
323.442	-Freedom of conscience and religion
573.21	-Human genetics
628.92	-Fire-fighting technology
637.5	-Eggs (as a sub-division of Dairy and related industries)
641.6153	-Cooking of frozen foods
658.4	-Executive management
659.2	-Public relations

Although 510.78 remained the comprehensive number for Computers, additional numbers were supplied at:-

621.38195	-Computer engineering
651.269	-Computer office services
651.59	-Records management by computers
651.8	-Data processing

Expansions

215	-Religion and science
232.9	-Doctrine on Family and Life of Jesus
241	-Moral theology
248	-Personal religion
301.452	-Socio-religious groups

- 320 -Political science
- 350 -Public administration
- 351 -Central governments
- 352 -Local units of governments
- 364.12-17 -Specific kinds of offences: Criminology
- 382 -International commerce
- 398 -Folklore
- 616.858 -Disorders of personality, character and intellect
- 620 -Engineering
- 621.3 -Electric, electronic and electromagnetic engineering
- 621.381 -Electronic engineering
- 629.4 -Astronautics
- 641.4-8 -Preservation and preparation of food
- 649.1 -Child care
- 658 -Management
- 796 -Ball games
- 800 -Literature
- 900 -History
- 950 -Asia: History
- 960 -Africa: History

Reductions

- 252 -Sermons
- 321.6 -Monarchical absolutism
- 658.85 -Personal selling
- 712.6 -Landscaping: Private Parks and gardens
- 726.1 -Temples and shrines: Architecture

Relocations

+ indicates a relocation provided in order to eliminate classification by subject attraction

006 (Communication theories and cybernetics) and 007 (Research)
to 001 (Knowledge)

010 (Documentation) under Bibliographies and catalogs to 029.7
(Indexing and documentation)

022.3⁺ (Library architecture) under Physical plant of libraries to
727.8 (Buildings for educational and research purposes)

296⁺ (Sociology of Jews) under Judaism to 301.451-452 (Ethnic and socio-
economic groups)

333.78⁺ (Wild life conservation practices) under Recreational lands
to 639.9 (under Agriculture)

383.22⁺ (Stamp collecting) under Postal communication to 769.56
(under Prints)

396⁺ (Woman) under Customs and folklore to 301.412 (under The sexes
in Sociology)

571⁺ (Prehistoric archaeology) under Anthropological and biological
sciences to 913.031 (under Geography of the Ancient world)

635.9663⁺ (Flower arranging) under Horticulture to 745.92 (under
Design and crafts)

Reused numbers

	<u>Dewey 16</u>	<u>Dewey 17</u>
-017	Systems of units and measures	Professional occupational ethics
-549	Hyderabad	Pakistan
321.9	Anarchism as a political system	Totalitarian states
363	Political societies	Other services

Dewey 16

373.1 Private education
373,11

Dewey 17

Secondary schools
Teaching and teaching
personnel

Dewey 14

551.6 Metamorfism
576.1 Abiogenesis
576.2 Protoplasm (+Dewey 15)
576.4 Beginnings of motions and
sensation

Climatology and weather
Microbiology: general
principles
Microorganisms and immunity
Microorganisms and
pathogenicity

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APPENDIX 7/4

ALTERATIONS IN DEWEY 18 MOST AFFECTING CLASSIFICATION AT CAPE TOWN

LIBRARIES

New Numbers

- 0285 -Data processing (Standard subdivision)
- 001.56 -Communication through non-verbal languages
- 001.6 -Data processing
- 220.5606 -New English Bible
- 301.11 -Social interaction
- 301.6 -Social conflict and accommodation
- 320.56 -Racism under Political science
- 336.249 -Social security taxes

Expansions

- 803 -Collections dealing with specific themes and subjects (Table 3)
- 093 -Literature dealing with specific themes and subjects (Table 3)
- 029.7 -Mechanized storage, search and information retrieval
- 261.8 -Christianity and socio-economic problems
- 301 -New developments in Social problems are provided for under Sociology
- 330 -Economics, especially Financial investment at 332.6 and Communism as an economy at 335.4
- 360 -Social pathology, social services, association, especially 364 (Criminology)
- 620 -Engineering, especially at 621.3 (Electrical, electronic, electromagnetic engineering)
- 956 -Middle East is expanded by time period provisions for the Israeli-Arab wars and 959.7 (Vietnam)

Reductions

- 311 -Statistical method and organization
621.1 -Steam engineering
621.317 -Control devices in Electrical engineering

Relocations

- 4391 (Hungary) to -439 (Area Table)
-91 and -92 (Indonesia and Sunda Islands) to -598 (Area Table)
-99 (Antarctic) to -989 (Area Table)
Computers have been relocated to 621.381952 (Fundamentals of computers in general: Electrical engineering), 629.895 (Computer control: Engineering) and 658.05 (Data processing: General management)
Publishing is relocated from 655 to 070.5. 686 (Printing and related activities) includes Book arts at 686.2, Bookbinding at 686.31 and Xerography at 686.44 (all previously in 655)
744 (Technical drawing) has been relocated to 604.2 under Technology; Architectural drawing to 720.28; Map drawing to 526.86 (all previously in 744)

Reused numbers

Dewey 18

-04	General Special	DC 16	Essays
-598	Indonesia and Sunda Islands		
-599	Philippines Islands		
-99	Extraterrestrial worlds	DC 17	Antarctic
070.5	Publishing	DC 16	Periodicals on journalism
336.271	Excise and related taxes	DC 17	Indirect taxes

Dewey 18

338.01	Factors of production	DC 17	Production: general principles and theory
539.2	Radiations	DC 15	Physics of solids
581.17	Histogenesis	DC 17	Regeneration
583.89	Plantaginales	DC 17	Labiatae: Mint family
595.13	Ancothocephala	DC 17	Nematoidea
621.46	Electric propulsion: Technology	DC 14	Animal motors
744	Holography	DC 14	Photomechanical processes in general

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APPENDIX 7/5

CAPE TOWN CITY LIBRARIES: CLASSIFICATION NUMBERS CONVERTED TO DEWEY 17

131.3 Clinical psychology 157.9
131.32 Logotherapy 616.8916
131.34 Freudian psychology 150.1952
132 Hysteria 157.3
136 Development psychology 155.4
136.7 Child psychology 155.4
150.72 Experimental psychology 152
157 Emotions 152.4

248 Witnessing 248.5
292 Atlantis mythology 398.23
297 Koran 297.122

320.1 Political philosophy 320.01
332.4 Inflation 332.414
364.13 Espionage 364.131
364.3 Juvenile delinquency 364.36
372.24 Primary education 372.241

530.72 Experimental physics 530.0724
535.8 Microscopy 578
537 Magnetism 538
541.36 Thermodynamics 541.369
574.191 Radiation biology 574.1915

612.017 Human radiation 612.01448
615 Herb medicine 615.32
615.5 Homeopathy 615.532
616.86 Drug addiction 616.863
633.6 Sugar cane 633.61
636.59 Pigeons 636.596
641.4 Home preservation of foods 641.453
641.57 Shipboard cookery 641.5753
641.59 Italian cookery 641.5945
641.6 Herb cookery 641.638
646.01 Fashion 391
655.25 Typography 655.2
657.4 Administrative accounting principles and procedures
658.3 Personnel management
663.4 Wine 641.872
664.8 Food preservation and technology 641.4
683 Gunsmithing 683.4
688.7 Dolls dressmaking 688.722
693.2 Bricklaying 693.21
695 Floor covering 698.9

778.3 Photogrammetry 526.982
796.4 Weightlifting 796.41
796.4 Running 796.426
796.4 Sprinting 796.426
796.4 Track athletics 796.42
796.4 Hurdling 796.426
796.4 Jumping 796.43
796.4 Vaulting 796.43

796.52 Mountaineering 796.522

796.84 Judo 796.8152

797.1 Rowing 797.123

799.1 Scuba diving 797.23

799.2 Guns: Hunting 799.20283

914.1 Edinburgh 914.1445

941 Edinburgh 941.445

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APPENDIX 7/6

CAPE TOWN CITY LIBRARIES: CLASSIFICATION NUMBERS AFFECTED BY
CONVERSION TO DEWEY 18

001.43	Research
001.6	Data processing
003	Systems
021.2	Libraries as educational forces
069	Museums
070.5	Publishing
155.937	Imminence or approach of death
212.52	Theosophy
220.5206	New English Bible
241.6	Specific moral issues: Moral theology
261.1	Role of Christian Church in society
261.83	Social problems: Christianity and socio-economic problems
301.155	Social control through leadership
301.2	Includes Social and Cultural anthropology
301.21	Elements of culture
301.3	Ecology
301.4	Social structure
311	Change in connection with Mathematics
320.54	Nationalism
320.56	Racism
322.42	Revolutionary and subversive groups
331	Labour economics

332	Financial economics
338	Production
340	Law
361.75	Parochial welfare work
364	Crime
371.92	Retarded and slow learners
372	Elementary education
392	Customs
496.3	Niger-Congo languages
502.8	Microscopy
510-519	Mathematics
530.141	Electromagnetic theory
553	Economic geology
572	Human races
574	Biology
577	General nature of life
591	Zoology
597	Fishes
613	Hygiene
616.8914	Psychotherapy
617.412	Heart transplants
621	Applied physics
624	Civil engineering
629.1	Aerospace
629.4	Astronautics
630	Agriculture

647	Public households
651	Office services
655	Publishing (discontinued)
658	General management
690	Other final products
720	Architecture
744	Technical drawing moved to specific subject
839.09	Yiddish
909.04	Specific ethnic groups
943.9	Hungary
959.704	Vietnam 20th century
967.51	Congo

APPENDIX 7/7

CAPE PROVINCIAL LIBRARY SERVICE: CLASSIFICATION NUMBERS CONVERTED TO

DEWEY 17

001	296.385	362.71	398.45	582.046
002	297.12	362.73	398.469	582.1605
006	297.6	362.83		597.5
007	301.16	364.13	417.7	598.112
010.28	301.18	364.14		599.1
022.3	301.4284	364.15	523.013	599.735
027.1773	301.43	364.157	526.9823	599.744
027.422	321.7	364.61	531.11	599.7442
	322	368.11	535.58	
150	327	369.5	541.224	600.28
	329.02	371.271	541.388	607.34
215.3	329.03	371.30281	543.003	611.0073
220.52	330.9034	371.944	546.11	612.014
220.95	333.916	372.51	547.04	612.0145
221.95	337	372.6	549.125	612.82
225.95	343.3-.7	372.72	549.133	612.882
251.02	350.0009	380.058	551.57	612.886
261.6	351.175	380.5	551.576	614.532
270.82	351.72	383.1447	551.6	616.0194
271.00942	351.761	385.7	553.87	616.343
289.522	352.72	387.129	572.7	616.462
294.3422	355.34	390.084	573.21	617.0088
294.3657	359.32	391.003	574.90954	617.1027
294.592	359.43	391.43	576.1	618.2073
296.311	359.95	398.369	576.164	620.0021

620.0058	636.201	658.3124	739.7	792.022
620.0076	636.294	658.4	743.4	794.1
620.0078	636.295	660.2	745.53	795.4152
620.008	636.301	663.3003	745.6	795.4153
620.009	639.375	663.420968	745.792	796.333
620.102	636.61	664.02	747.791	796.334
621.3123	636.752-.8	664.07	751.42	796.342
621.381	636.825	664.152	770.11	796.346
621.381331	636.83	664.920285	770.153	796.352
621.3818	639.375	668.4222	781.42	796.358
621.384124	639.411	671.5212	781.97	797
621.384134	641.45	677.313	782.1015	797.56
621.3841361	641.5	684.104-06	782.107	797.7
623.4425	641.5772	684.8	782.108	797.8
623.8923	641.8	690.02	782.109	798.25
623.8933	646.406	690.86	782.13	799.277442
623.88	646.724	691.8722	782.8154	799.313
627.1353	647.9409	694.68	783.066	
627.14	649.1	695.92	783.6552	801.93
627.703	651	697.009	783.952	801.95
627.922	653.4242		785.0284	808.02
629.2504	657.001	709.02	785.1108	808.042
629.2506	657.42	709.046	785.1109	808.043936
629.2824	658.0026	720.223	785.854	808.251
629.32	658.004	725.822	786.21	808.38
629.832	658.0069	729.2	787.6107	808.5
629.4	658.007	738.0278	789.913	808.8004
633.208	658.153	739.21	790	808.824
635.642	658.302	739.27	791.3	808.882

808.888	818.4	839.3108	940.232
808.899282	818.52	839.3109	940.25
808.8996	818.54	839.312309	940.28
809.02	820.8008	839.313008	944.0816
809.03	820.800912	839.31301	953.67
809.034	820.803	839.31862	954.03
809.04	820.9001	839.33	956.45
809.046	820.9002	839.36	956.7
809.104	820.9003	839.3608	956.94
809.13	820.9008	839.361008	958.4
809.204	820.900912	839.3614	959.1
809.251	821.009	839.3623	959.3
809.252	821.70914	839.3624	959.4
809.293	821.8008	839.36301	959.5
809.33	822.052	839.3644	959.704
809.383	823.009	839.3681	960
809.3876	823.0093	839.3684	964.05
809.896	823.01	842.009	966.302
809.912	823.03	843.008	966.5103
809.914	823.081	843.03	966.603
809.933	824.008	881.008	966.7
810.90052	828.8	881.009	966.8
811.008	828.912	882.00829	966.9
813.0093	828.9968	891.703	967.3
813.01	830.8		967.5
817.008	831.008	904	967.61
817.009	832.009	909.82	967.62
818.008	833.009	914.932	971.801
818.2	838	916.773	972.91064

APPENDIX 7/8

CAPE PROVINCIAL LIBRARY SERVICE: CLASSIFICATION NUMBERS CONVERTED

TO DEWEY 18

021.24	301.44	364.243	394.1	574.526
029.7	309.2	364.3	394.268	576.23
070.435	311	365.4	398.16	577
	324	365.6	398.2452	581.31
113	331.1	370.15		581.53
128	331.2	371.3331	487.4	583.62
157.33	331.5	371.4044	487.947	583.975
170.202	331.6	371.89		584.15
	331.7	371.911	502.8	584.32
220.5206	332.4	371.912	510	584.5
225.5206	332.6	371.914	522.2	585.7520968
226.9	333.9164	371.928	522.682	588.330968
261.83	338	371.962	523.01	589.1
297.293	340	371.97	531.113	589.22
	351	371.98	532.2	589.23
301.04	354	372.3251	532.8	589.25
301.14	355.07	372.73	535.33	589.45
301.1542	356.162	382.1	543	589.481
301.155	358.0312	382.17	546.1	589.7
301.15832	359.471638	383.23	551.4702	591.1852
301.16	359.984	385.2042	551.6973	591.65
301.32	361.3	388.13	552	591.92733
301.36	361.75	388.4	572.96623	595.733
301.41	362.1	391.413	573.212	595.745
301.421	364.1	391.7	574.36	595.789

595.892	628.161	658.533	791.4353	966.83
597.310968	628.92	658.5423		967.51
597.55	629.1325217	658.834	808.8036	971.0113
598.1	629.13334	659.1342	808.879352	971.0188
598.31	629.4772	659.1388	809.2931	988.301
598.41	629.895	659.2	809.933	993.101
598.44	635.933111	660.62	813.009	993.1022
598.443	635.933152	688.6	820.8035	994.031
598.51	635.933166	690.24	820.80353	
598.71	635.933214		820.8036	
598.883	635.933372	702.8	820.8803	
598.8914	635.93381	704.054	821.00803	
598.91	635.934324	721.0448	821.00931	
599	641.394	728.31	823.009354	
	641.552	741.2	839.361009	
612.9432	641.5638	745.5		
613.04	641.79	745.5942	914.1693	
613.7	641.813	746.04643	914.2132	
616.043	641.814	746.1	942.01	
620.1923	641.815	746.3	946.9042	
621.20424	641.822	746.5933	956	
621.366	641.8652	750.1	959.7041	
621.38412	643.5	751.493	959.7042	
621.38454	646.16	760.118	959.704331	
623.82	650.12	786.4041	959.7043373	
624.1824	652.3024	790.023	959.70434	
625.7	658.152	790.13	959.704342	
625.794	658.3142	790.132	959.70438	
625.95	658.403	790.15	966.6203	

APPENDIX 7/9

JOHN GARLICK LIBRARY: SUBJECT AREAS RECLASSIFIED TO DEWEY 18

-989	-Antarctica (Area Table)
070.5	-Publishing
150	-Psychology
320.531	-Socialism: Political science
335	-Socialism: Economics
340	-Law
371.425	-Vocational guidance
510	-Mathematics
621.3	-Electrical, electronic, electromagnetic engineering
657.42	-Cost accounting
659.1	-Advertising and public relations
686	-Printing and related activities
796.3	-Ball games
796.4	-Athletic exercises and gymnastics
797.1	-Boating
797.2	-Swimming and diving

APPENDIX 9/1

PUBLISHED RECLASSIFICATION COSTS AT LIBRARIES

Authors referred to are listed in the Bibliography provided after Chapter 9 of this study

McKissick Library Collection (in 9-Ham. p.229)	1946/47	\$1.91 per volume, \$3.05 per title	
	1947/48	\$1.53 per volume, \$2.68 per title	
	1948/49	\$1.84 per volume, \$3.55 per title	
	1949/50	\$1.88 per volume, \$3.75 per title	
	1950/51	\$2.19 per volume, \$3.93 per title	
	1951/52	\$1.45 per volume, \$2.67 per title	
	1952/53	\$0.99 per volume, \$1.75 per title	
	State University of Iowa (in 2-Bentz, P.261; 10-Kilpatrick,p.12)	1952	\$0.45 per volume
	University of Maryland (in 3-Connors, p.239)	1963/64	\$1.90 per volume, \$4.59 per title
		1964/65	\$2.02 per volume, \$4.41 per title

University of Maryland 1965/66 \$1.97 per volume,
(in 3-Connors, p.239) \$5.77 per title

Wooster	1967	c.\$0.52 per volume, c.\$0.67 per title))
Antioch	1967	\$0.846 per volume \$1.046 per title)) (<u>in</u>
Earlham	1967	\$0.58 per volume)
Denison	1967	c.\$0.53 per volume) 7-Gaines, p.294)

Dartmouth College Libraries, Hanover, New Hampshire

1968 \$0.80 per volume, \$2.16 per monograph title
(in 18-Tesovik, p.66)

Arkansas State University Library 1966/70 \$0.93662 per book
(in 17-Taylor, p.92)