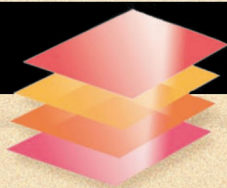


# **Cataloging** *and* **Classification** *for* **Library—** **Technicians**



**Second Edition**

**Mary L. Kao, MLS, PhD**

# Cataloging and Classification for Library Technicians

*Second Edition*

Mary Liu Kao, PhD

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### **Publisher's Note**

The publisher has gone to great lengths to ensure the quality of this reprint but points out that some imperfections in the original may be apparent.

To my late mother,  
Remei Bardina Liu,  
who inspired me to be  
all that I am today

## **ABOUT THE AUTHOR**

**Mary Liu Kao, MLS, MS, PhD**, was Director of Library Services and Coordinator of the Library Technology Program at Three Rivers Community Technical College, in Norwich, Connecticut, for more than twenty years. She began teaching cataloging and classification in 1974 and has conducted numerous workshops for librarians and library technicians.

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# Preface

With more and more libraries being automated, the nature of the work in the cataloging department has changed tremendously. Cataloging has become more technical and less interpretive, with emphasis on uniformity rather than local variations. Cataloging done on the computer has to be precise, and adherence to all the universally adopted rules needs to occur. In most libraries, the burden of performing this task has been shifted from librarians to library technicians, and it is more important than ever that the library technicians receive good education and training.

For the past twenty years, whenever I taught the course Cataloging and Classification in our Library Technology program, I was confronted with the difficult job of finding a suitable textbook for the course. After searching year after year in vain, I had to face the fact that it just had not been written, at least not that I knew of. A textbook in the field of cataloging and classification for library technicians needed to be written.

Every year, I had to resort to designing the content of the course, planning the order of presentation, and using my own notes to teach the course. This was inconvenient for the students. Many prefer to own a textbook that not only facilitates note taking, but also serves as a base of reference and a permanent resource on the subject. Finally, I decided that a book to serve this purpose was necessary, and with the encouragement of editor Ruth Carter of The Haworth Press, this endeavor came into being.

The book is designed as a textbook for a Cataloging and Classification course for the two-year Library Technology Associate Degree or Certificate Program. To provide students with general background information, the course Introduction to Technical Services is recommended as a prerequisite for the Cataloging and Classification course, which is a three-credit, one-semester course.

This text also will serve as a general reference book for library technicians working in the cataloging department. Students are reminded that this text is not a substitute for all the reference tools needed to perform the job of cataloging. This is an interpretation and explanation of the rules and how they should be applied.

I would like to acknowledge the assistance of my friend Joanne Fontanella. Her suggestions have been most useful. Without her editing skills and encouragement, the task could not have been done so smoothly. I am very grateful to her and thank her for her patience.

## Preface to the Second Edition

Much has changed in the field of cataloging and classification since the first edition of this book was published in 1995. New editions of the reference tools have been published with modifications and additions. The library environment has changed as well. Automation has taken over, and even the smallest library is now somewhat computerized. Even if a library is not a member of a consortium, chances are that some kind of stand-alone automation system is in place. Cataloging on the computer in MARC format has become much more common, and, therefore, it is important and necessary for library technicians to learn the ins and outs of cataloging in MARC format, as well as the basic skills of descriptive and subject cataloging.

The second edition follows the format and style of the previous edition. It starts with a general introduction on the topics and continues with an in-depth discussion and explanation of all the reference tools that are needed to perform the task of cataloging. Step-by-step instruction is provided so that the target users of this book, students with no library experience, will gradually learn and understand the essence of each task and will feel confident with it.

Every chapter has been revised and updated with new materials presented to reflect the changes and development of the rules and the new editions of other reference tools. A new chapter on cataloging on computers in MARC format (Chapter 8) has been added. Cataloging Internet materials has been included in this chapter. All examples have been updated or verified in the latest editions of the reference tools discussed. In some places, more examples are inserted to illustrate how the theory is put into practice.

Users of this text must have the original reference tools cited here readily available. For example, although *Anglo-American Cataloguing Rules*, Second Edition, 1998, is discussed in detail in Chapter 4, that publication is required to properly and exactly apply rules of performing descriptive cataloging. The book is intended for beginning

students as well as library technicians working in the cataloging department who have little previous training.

Once again, I would like to thank my friend Joanne Fontanella for her patience, editing skills, and encouragement all the way through. I would also like to thank my daughter, Patricia, and son, Christopher, for their assistance, support, and encouragement.

*Mary Liu Kao*

# Chapter 1

## Introduction

So, you want to be a library technician? Or, more precisely, you want to be a cataloging assistant, or, perhaps, you want to learn more about cataloging? Before studying the essential details of cataloging and classification, a general background is necessary. To have an overall understanding of the operation of a library, information must be acquired regarding the whole library organization and its separate library functions. It is important to know how cataloging and classification fit into the infrastructure. Before we get to the main topics of cataloging and classification, we need to understand the hierarchy of library personnel. We need to explore questions such as, What is a library technician, or a library technical assistant? What kinds of jobs does a library technician perform? What is the relationship between the library technician and other library staff?

### *TERMINOLOGY*

**acquisitions:** The process of planning, selecting, ordering, and receiving materials in a library.

**automation:** Computerization of library functions, such as checking books out by computer, ordering materials from vendors or publishers through connected databases, using the online public access catalog, and using online or CD-ROM databases to retrieve information.

**cataloging:** The process of organizing library materials and making them accessible to library users. Cataloging work is divided into three parts: descriptive cataloging, subject heading, and classification.

**circulation:** Also called access service, this library function mainly consists of checking in and checking out materials, shelving, shelf reading, and maintenance of shelves. Circulation duties also include the maintenance of databases, such as building a users' database on the computer.

**classification:** The number or a combination of letters and numbers assigned to a work indicating its subject. The purpose is to have materials of the same subject stand side by side on the shelves for easy browsing.

**interlibrary loan:** When users request materials not owned by one library, the library borrows them from another library on behalf of the users. The requested materials may be mailed, delivered, faxed, or electronically transmitted to the borrowing library. Many libraries offer free interlibrary loan service; others charge a fee.

**library technician:** A member of the library staff who is in the middle level of the personnel hierarchy, who supervises clerical and student workers, and who is supervised by librarians. The library technician is also called the library technical assistant, abbreviated as LTA, or para-professional, or library support staff. Though there is no national requirement for this classification, the library technician customarily has an associate degree or certificate in the field of Library Technology.

**public services:** Sometimes called reader's services, these are duties performed in the library's public area that require some contact between library staff and users. Reference services and programming for children are public services. Circulation used to be considered public service, but because it now involves the maintenance of databases, it may be grouped with Technical Services.

**reference:** A function in which library staff answer inquiries of the users. Reference personnel instruct users on the use of library materials and facilities and assist them in finding needed materials or information.

**reserve:** Reserve has two meanings. (1) It refers to materials kept in closed stacks, allowing more users to access such materials for a

shorter period of time. (2) It refers to materials kept behind the circulation desk that may be checked out only by the requester.

**technical services:** Services performed behind the scenes in the library for the convenience of the library users. These activities include, but are not limited to, selecting and ordering materials, cataloging and processing materials, and maintaining the databases.

## ***THE ORGANIZATION OF THE LIBRARY***

First, let us explore how libraries are organized. Just as every person is an individual, so every library is organized individually. However, one general pattern emerges as a model. Traditionally, all library functions are placed under two sections: *technical services* and *public services*. Technical services usually include all the behind-the-scenes work, such as acquisitions, cataloging, processing, binding, and book repair. Public services, also called reader's services, usually embrace reference, circulation, reserve, and interlibrary loan. As mentioned earlier, each library is organized a little differently, so interlibrary loan might be categorized by some libraries under technical services. Also, with the increasing use of online catalogs, more libraries are classifying circulation under technical services as well. The line between technical and public services is becoming less defined, and many libraries have abolished the division, grouping together personnel who perform related functions. For example, the duties of library personnel who specialize in fine arts may include selecting and acquiring materials in that subject area, cataloging and processing them, as well as answering related reference questions from the users. Some libraries have merged the cataloging department with acquisitions and serials, along with computer technology, into a department of automation and bibliographic control. Always keep in mind that overlapping functions occur in some areas, depending on the organizational culture and policies of individual libraries. There is no right or wrong way of organizing libraries functions.

The organizational chart shown in Figure 1.1 illustrates the division of functions for most libraries. As seen in the chart, the function of cataloging and classification falls under the technical services di-