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Simplified Rules for the Cataloguing of Books of Tomorrow in a Service Library.
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[Standardisation and simplification have become a necessity today, in order to release the creative impulse of man. Cataloguing rules for the books of the past bristle with difficulties, as the title leaf of such a book did not conform to any standard. But in collaboration with the publishing and the printing trades, the library profession can bring about a standard for the title-page and its back. This standard will make the title-leaf give all the necessary cataloguing information for the books of future. This will lead to a simplification of cataloguing rules and to an accepted standard for the main entry of a book of the future. Suggestions are given for the standards for personal author statement, corporate author statement, collaborator statement, supplement to author statement and supplement to collaborator statement, to be printed on the back of the title-page. The consequential simplification of the cataloguing rules is indicated. All these are to be as for a "Service Library" whose books are virtually replaced at least once within a generation. They are not to be as for a "Dormitory Library" preserving each book for the occasional use of bibliophiles and antiquarians and as cultural deposits].

0 Standard for Title Leaf of a Book

01 STANDARDISATION

Standardisation is the setting up, by authority or common consent, of a quantity, quality, pattern, or method of work, as an

economical and serviceable model. An individual lives his life within severe limits of time, energy and creative power. Hence, every act that can be taken out of the domain of new and therefore uncertain and difficult things, and put in the category of routine and simple acts — approximating to involuntary acts — releases his time and energy to the fulfilment of the creative impulse and thus enlarges his horizon. Hence, standardisation is one of the essential factors making civilisation possible. Therefore, we have now Standard Bodies in most of the countries, and at the international level too.

02 FIELD FOR STANDARDISATION

Standardisation can be applied with advantage to nearly all the affairs of business. Wherever a method or an object is used repeatedly, there is likely to be an advantage in standardising practice and limiting it to a small range of models.

03 MELVIL DEWEY: A PIONEER IN STANDARDISATION

Melvil Dewey was one of the first librarians who not only preached standardisation but practised it. Out of the determination of Dewey to standardise and simplify, grew the Committee on Cooperation of the American Library Association. He operated it in Boston at no profit to himself. Out of that grew the Readers and Writers Economy Co as a means of manufacturing and distributing time-saving devices for libraries. Out of that finally grew the Library Bureau. Ultimately, this changed the business methods and equipments of every modern office.

04 SIMPLIFICATION OF STANDARDS

Next to the Principle of Standardisation comes the Principle of Simplification. The smaller the variety of models and sizes which will answer a given need, the lower the wastage. For example, where thirty-four varieties and sizes of common brick were made, it was found possible to serve all purposes with one; where milk bottles were made in forty-nine sizes and types, it was found that nine sizes, all supplied with a single size of cap, would do.

05 BOOKS OF THE PAST

The title leaf of the books of the past did not conform to any standard. Therefore, the cataloguing of those books bristle with difficulties in the establishment of the heading of the main entry of a book. Naturally, diverse practices have arisen in course of time. The purpose of the International Conference on Cataloguing (Paris) (1961) has been to evolve at an

agreed standard practice in the place of the existing variety of practices. Naturally, there has been difficulty in arriving at a single simplified practice. Therefore, alternative practices have to be conceived.

06 BOOKS OF THE FUTURE FOR "SERVICE LIBRARY"

This paper is turned on the books of the future for "Service Libraries". Here it is possible to take the work of standardisation and simplification from the cataloguers table to the table of the designer of the contents of the title-leaf of a book — that is, the title-page and its back. The title-page has been exploited in the past by various interests. At one time, the patron of an author highlighted his own name in it, relegating the name of the author to an insignificant position. The publishers are using the title-page for their own purpose. My suggestion is that the library profession too should exploit the title-leaf for its own benefit.

07 STANDARD FOR THE TITLE-PAGE

Cataloguing practice can be simplified by arriving at a standard for the title-leaf of a book in collaboration with the publishing trade and the printing trade. The title-page itself should be largely left to the freedom of the artist designing it, except for his being asked to mention on it the title of the book and the name of the author. If the author is a person, his name should be included in it. If the author is a corporate body, all the components of its name should be indicated collectively or severally in some place on the title-page. He should so design the typography of the title that, if the title is too long or has many blocks or parts, the principal title, the subordinate title, and the explanatory puff, if any, are easily distinguishable by the relative dominance of the type face used. This will be of help to the cataloguer in deciding what can be omitted from the title portion of the main entry as puff, and what can be used as the short title for added entries. This will also be of great help to the reader. Beyond this, we should give to the artist full freedom to design the title-page as his creative impulse would make him do.

08 STANDARD FOR BACK OF THE TITLE-PAGE

The library profession should exploit the back of the title-page fully to get all its requirements for the simplification of cataloguing rules. The following elements can be covered by the standards for the back of the title-page:—

- 1 Multi-worded name of a personal author;
- 2 Change of name of a personal author;

- 3 Transliteration of the name of a personal author;
- 4 Pseudonym and popularly known name of the personal author;
- 5 Governmental author;
- 6 Autonomous governmental body as author;
- 7 Institutional author; and
- 8 Conference author.

A set of standards on some of these points is suggested in the succeeding sections. These received the approval of the Indian Standards Institution on the recommendation of its Documentation Sectional Committee. In 1954, this Committee arrived at the standards at meetings in which representatives of the publishing and the printing trades were coopted. The revised edition of this standard is published by the Indian Standards Institution as its document IS:792-1964.

081 *Contents of the Back of the Title-Page*

The Back of the Title-Page shall provide the following:—

- 1 Entry Statement for author, personal or corporate, as the case may be;
- 2 Copyright statement;
- 3 Edition statement;
- 4 Entry statement for collaborator;
- 5 Supplement to author statement;
- 6 Supplement to collaborator statement;
- 7 Supplement to title statement;
- 8 Space for Accession Number;
- 9 Call Number of the Book or Space for it;
- 10 Country of origin;
- 11 Printer statement; and
- 12 Place of publication.

1 **Entry Statement for Personal Author**

For the personal author of a book, and for each author in case of joint authorship, there shall be a separate Entry Statement as prescribed in the succeeding subsections.

11 **YEAR OF BIRTH**

The Name-Proper of the author should be followed by the Year of his Birth, in parentheses, in Christian era.

12 **JOINT AUTHORS**

If there are Joint Authors, the statement for each of them shall be printed in a separate line. The sequence of such lines shall be the same as that of the names of the joint authors on the title-page.

13 MULTI-WORDED NAME

The words in the Name-Proprietary of an author shall appear in the sequence in which they are habitually used by him as author.

14 REMOVABLE ATTACHMENT

The removable attachment to the name of an author shall be omitted — such as, "Sir", "Kt", "Avergal" (in a Tamil name), "Garu" (in a Telegu name), and "Pandit" (in case of certain names in North India).

15 AUTHOR STATEMENT IN A SINGLE LINE

The words in the Name-Proprietary of an author including irremovable attachments, if any, shall appear in a single line whenever practicable. If it overflows, the second and the later lines shall be indented.

16 ENTRY WORD IN DOMINANT TYPE FACE

The type face of the Entry Element in the Name-Proprietary of an author shall be more dominant than that of the Secondary Element usually following the Entry Element in the heading of a catalogue entry.

Example:—

Shiyali Ramamrita Ranganathan (1892)

17 COMMENTARY

171 *Function of the Words in a Name-of-Person*

The function of each word in a name-of-person varies with its cultural group. For example, the possible functions may be to denote

- 1 Family Name;
- 2 Personal Name;
- 3 Father's Name;
- 4 Name of place of birth of oneself or of some ancestor;
- 5 Profession of oneself or of some ancestor; and so on

The groups of words, contributing respectively to the several functional words, usually differ in their respective numerosity. For example, in a name-of-person of a Western culture, the group contributing to the Family Name is most numerous. For the personal name in a name-of-person usually consists of a Biblical name. On the other hand, the group contributing to the Family Name can consist of the name of a profession, of a locality, of a substance, of a colour, or of an animal, and so on. The latter group is certainly more numerous than the former. On the other hand, in a South Indian name-of-person of Hindu culture,

the group contributing to the Personal Name is most numerous. For, it can consist of the name, of any of the thousands of deities of the Hindu pantheon or of a river, or of a mountain, or of a flower, and so on.

172 *Canon of Prepotence*

Ideally, the Entry Word in a name-of-person should be that functional word which is drawn from the most numerous of word-groups. This will satisfy the Canon of Prepotence admirably. Some cultural groups usually make this word the last word in a name-of-person. If this practice is universal, the Cataloguing Rule can prescribe the last word or word-group in a name-of-person to be used as the Entry Element.

173 *Varieties in Practice*

But, all cultural groups do not follow this practice. For example, the Bengali cultural group does not appear to do so. So also with the cultural group of North Mysore. This matter has not yet been fully investigated. Even within certain cultural groups there appears to be no end to the way in which an individual author permutes the words in his name, defying the sequence followed in the cultural group. An author may even dissect the prepotent word in his name into two parts and reduce to initials all the words in the name and the first part of the dissected word, and mention in full only the second part of that word.

174 *Baffling Problem for a Cataloguer*

No longer are the books of a library confined to those published within its country. On the other hand, the world is shrinking today. The books of any country reach most of the other countries. Most of the cultural groups, which were in a rest phase in the past, have now become active and produce books. Therefore, the problem of choosing the Entry Element for the Heading of a Main Entry bristles with difficulties. It is wasteful for each cataloguer in each cultural group to acquire knowledge of the different practices in each of the other cultural groups of the world, of the variations therefrom made by individual authors, and to acquire sufficient linguistic ability to identify the prepotent element in the name of an author.

175 *Economy in Cataloguing Work*

The author is the best person to state what he wants to have as the Entry Element in his name. The publisher can get it from him. Therefore, it is easy for him to indicate the Entry Element by the use of a dominant type face for it, in the Author Statement on the back of the title-page. This authentic source

for the rendering of the name of the author will disappear on his death. This is the reason for the standard recommended above. It would be even more economical if all the authors in a cultural group agree to respect the prescription of their Standards Body in the indication of the Entry Element in their respective names. Adopting such a uniform standard cannot be taken to be a violation of a "Fundamental Right" conceded by the constitution of his nation.

2 Supplement to Author Statement

1 The supplement shall give each alternative name including pseudonyms, under which books of the author have appeared, provided the person concerned is agreeable in the case of pseudonyms.

2 The name of the author in the supplement shall appear as prescribed for entry statement for author.

21 ADVANTAGE

The absence of reliable information on this leads to a considerable search and waste of time on the part of the cataloguer. By adopting the standard, it can be totally avoided.

3 Collaborator Statement

The entry statement for a collaborator and the supplement to it shall be similar to the corresponding statements for an author.

4 Entry Statement for Governmental Author

The Entry Statement for a Governmental Author shall consist successively of the following:

1 The name of the territory of the Government. The term denoting the name of the territory shall be in a dominant type face.

2 The name of its specific Organ which is the *de facto* author, while the Whole Government is only the *de jure* author. The word or word-group denoting the sphere of work of the Organ — that is, the word or word-group having the highest Recall-Value among the words in the name of the Organ — shall be in a more dominant type face than the other words in the name of the Organ.

3 The name(s) of the Intermediate Organ(s), while the name of the *de facto* organ-author is a homonym. This name(s) shall be treated as an Individualising Element. The Individualising Element shall be given within circular brackets.

Example

India, Ministry of Commerce and Industry

Great Britain, Board of Trade
 Mysore, Department of Agriculture
 India, Budget Division (Ministry of Health)
 India, Budget Division (Ministry of Food)

41 COMMENTARY

The information in the above standard can be easily procured by the Department of Publication and Printing of the Government. If this standard is followed, the cataloguers' time in establishing a governmental author heading will be saved considerably. Normally, there is only one publisher for all governmental publications. Therefore, this problem becomes much easier than in the case of private publications.

5 Entry Statement for Institutional Author

The Entry Statement for an Institutional Author shall consist successively of the following:

1 The name of the Whole Institution. While the name of the Institution is long or contains word or word-group which may be omitted without loss of identity, the words which are deemed necessary and sufficient for citation, or are likely to be used in citation, shall alone constitute the name of the Whole Institution. The word or word-group having the highest Recall-Value among the words in the name of the Whole Institution shall be given in a more dominant type face than the other words in the name of the Whole Institution.

Note.— Rules are being provided for determining the word or word-group having the highest Recall-Value in the name of a Whole Institution, in the forthcoming Ed 6 of the *Classified catalogue code*.

2 The name of its country or locality, or its year of foundation or both, as deemed necessary and sufficient, while the name of the Whole Institution is a homonym. These items of information shall be treated as Individualising Elements. Each Individualising Element shall be given within circular brackets.

3 The name of its specific Organ which is the *de facto* author, while the Whole Institution is only the *de jure* author. This shall be given on the analogy of the prescription for a *de facto* governmental organ-author.

4 The name(s) of the Intermediate Organ(s), while the name of the *de facto* organ-author is a homonym. This name(s) shall be treated as an Individualising Element. The Individualising Element shall be given in circular brackets.

Example

Indian Institute of Science
 Kalyani Agriculture University

National Physical Laboratory (India)
 National Physical Laboratory (Great Britain)
 Society for Natural Sciences

51 SUPPLEMENT STATEMENT

The Supplement Statement shall give each alternative name of the Institution and for each such name the inclusive years of the prevalence of that name, as it was used in its publications.

6 Entry Statement for Conference Author

The Entry Statement for a Conference Author shall consist successively of the following:

1 The name of the Whole Conference. While the name of the Conference is long or contains word or word-group which may be omitted without loss of identity, the words which are deemed necessary and sufficient for citation, or are likely to be used in citation, shall alone constitute the name of the Whole Conference. The word or word-group having the highest Recall-Value among the words in the name of the Whole Conference shall be given in a more dominant type face than the other words in the name of the Whole Conference.

Note.— 1 Rules are being provided for determining the word or word-group having the highest Recall-Value in the name of a Whole Conference, in the forthcoming Ed 6 of the *Classified catalogue code*.

2 The name of the place of the conference and its year. Each of these shall be treated as an Individualising Element. Each Individualising Element shall be given within circular brackets.

3 The name of its specific Organ which is the *de facto* author, while the Whole Conference is the *de jure* author. This shall be given on the analogy of the prescription for a *de facto* governmental organ-author.

4 The name(s) of the intermediate Organ(s), while the name of the *de facto* organ-author is a homonym. This name(s) shall be treated as an Individualising Element. The Individualising Element shall be given in circular brackets.

Example

International Conference on Space and Communications
 (Paris) (1971)
 Jerusalem Conference on Information Technology
 (Jerusalem) (1971)
 Symposium on UDC and other Indexing Languages
 (Herceg Novi) (1971).

7 Formulation of the Standard

The above is only a sample of the standard to be estab-

lished. In the formulation of the standard for the back of the title-page, the same procedure should be followed as for other standards. At the national level, the national bodies — such as, the national library association, the national standards body, and the national documentation association or body, as the case may be — should together work out the national standard and endeavour to implement it.

71 WORK IN INDIA

In each country, the Standards Organisation and the Library Association should, jointly and severally, persuade the publishers and the printers to conform to the standard. The library association should have a cell in itself to give help in the matter to any (1) Author; (2) Publisher; and (3) Corporate Author and Publisher of every kind — such as, Governmental, Institutional, and Conference — whenever they need it. In India, as a member of the Indian Library Association and as Chairman of the Documentation Section of the Indian Standards Institution, I worked with the Implementation Officer of that Institution in this matter for a few years. The response of the private publishers was encouraging; but it requires persistent pursuit for some years until the habit of implementing the standard is well established. In the case of the Publisher of the Government of India, it happened that he was an old student of mine when I was teaching Mathematics in Madras. This made the work of implementation easy. At his request, a cell of librarians was formed to give him help whenever he needed it. Here again, this matter should be pursued persistently for a few years with the succeeding Government Officer for Publication until the conformity to the standard becomes an established practice.

8 Appeal to International Bodies

A standard of this kind should be made universal. It will vary in details to some little extent from country to country. Unless each country establishes its standard, the benefit will be lost to the other countries. Here, a special responsibility rests with UNESCO. It should stimulate the concerned international bodies to apply their minds to this. These are the International Organisation for Standardisation (ISO), the International Federation for Library Associations (IFLA), and the International Federation for Documentation (IFD). UNESCO has the necessary influence and the means to stimulate them. In this matter, these bodies should bring into this affair the International Publishers Association and the International Master Printers Association. These group of bodies should lay down general guiding principles. UNESCO should forward them to the member nations,

so that maximum possible uniformity can be had in the national standards. These alone can fill in the details answering their respective cultural practices in respect of names.

9 Cataloguing Without Tears

If the standard for the title-page and the back of the title-page is implemented universally, a large part of the long series of cataloguing rules can be replaced by a single rule — and some supplementary rules, if any — directing the cataloguer to follow the indication on the title-page and on the back of the title-page — certainly in cataloguing books for a "Service Library". The Canon of Ascertainability will have full sway. Cataloguing can then be done without tears. My appeal goes to UNESCO to take up this matter into its hands.