

Lib sc 9; 1972; PAPER D.

**Difficulties of Government Documents.**

**James Childs**

**Gilbert Mudge Award (1971).**

(Cataloguing problems. 16). (Social series. 2).

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[The minimum necessary technical terminology is first given. The prolific nature and the importance of Government documents, the difficulty of procuring them, and the poor quality of their catalogues produced by Government publishers, are discussed. The contribution of James Childs to these problems is described; and the citation with which the Mudge Award of 1971 was presented to him is reproduced. The difficulties met with since 1941 in improving the production and cataloguing of the Government documents in India are described. After giving the necessary normative principles, the essential cataloguing rules needed in the cataloguing of Government documents are given.]

**ABBREVIATIONS USED**

- 1 AACR = Anglo-American Cataloguing Rules. 1967. By American Library Association
- 2 CC = Colon Classification. Ed 6. 1962. By S R Ranganathan
- 3 CCC = Classified Catalogue Code. Ed 5. 1964. By S R Ranganathan
- 4 DC = Decimal Classification. Ed 16. 1956. By Melvil Dewey

**a Terminology**

**a0 INTRODUCTION**

To facilitate ready reference, the definitions of some of the technical terms used in this Paper are given below. These are taken from part F of CCC. Generally speaking, only defini-

tions pertinent to Government documents are given. Some of these are adaptations of the definitions given in CCC, so as to suit Government documents. Some of the definitions are as modified in the Press Copy of Ed 6 of CCC.

*Kind of Document*

a1 ASSUMED TERMS

- 1 Book (Defined term in CCC; see its Sec FF 3).
- 2 Preliminary Pages (Defined term in CCC; see its Chap FG).
- 3 Title page (Defined term in CCC; see its Sec FG1).
- 4 Half-title page (Defined term in CCC; see its Sec FG4).

a2 PERIODICAL PUBLICATION

A document similar to a book, with the following additional attributes:—

1 A volume, or a small group of volumes of it, intended to be published or completed normally once in a year (or at other regular intervals), though casual irregularity in interval is not ruled out;

2 Each successive volume or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to a system of simple or complex ordinal numbers. Such a number is usually denoted by the term 'Volume Number';

3 The intention had been to continue the publication of the volumes for an indefinite period, though not actually carried out; and

4 The intention had been to continue the same title in all the volumes, though not actually carried out;

a21 PERIODICAL

Periodical publication of which each volume is made up of distinct and independent contributions.

- 1 Not forming a continuous exposition;
- 2 Normally by two or more personal authors;
- 3 Normally the specific subjects and the authors of the contributions in each volume and in successive volumes also being different;
- 4 Falling within one and the same subject field contemplated to be brought within its purview;
- 5 Not usually released complete as a volume, but only in "fascicules" or "numbers" as they are called. each containing only a few of the contributions to the volume; and
- 6 Essentially expounding a subject.

This is different from a "serial", defined in Sec a22.

a22 *Serial*

Periodical Publication of which each volume or each periodical group of volumes, embodies more or less the same kind of information,

- 1 Usually in the same pattern;
- 2 Mainly relating to its year (or other period) of coverage;
- 3 Not made of diverse contributions each forming by itself a continuous exposition of a subject; and
- 4 Usually released complete as a volume.

This is different from a "Periodical", defined in Sec a21. In some foreign countries, the term 'Serial' is still used to denote both a "Periodical" and a "Serial". Thus it is made a homonym. This is not helpful. The distinction between "Periodical" and "Serial" has been made in India. It is real and also helpful. It is hoped that the new generation of librarians will bring into common use the terms 'Periodical' and 'Serial' with their distinct denotations. Serial is different from "Series", defined in Chap FH of CCC.

A serial may be, for example:—

- 1 An Administration report; or
- 2 Statistical data, usually but not necessarily, in a tabular form; or
- 3 Proceedings of the meetings of a Body, held periodically — such as Parliamentary debates; or
- 4 A Directory or an Year book.

a23 *Document*

Book or Periodical Publication.

*Government and its Organs*

## a3 GOVERNMENT

Corporate body with full or limited Sovereign power over a territory with the:

- 1 Traditional functions.— Policy making, Execution, Legislation, Justice, Administration, Defence, and Taxation; and
- 2 Functions being recently assumed.— Commerce, Public transport, Communication etc.

Category 2 will vary with the degree of limitation imposed on itself by the sovereign power. The present trend is for a Government to extend its functions to several other spheres of Service and Work.

a31 *Organ of Remove 1 of a Government*

Either

- 1 A Constitutional Organ of a Government, such as Head

of the State, Executive (Cabinet), Legislature, and Judiciary; or

2 Any non-autonomous body created by the Government to serve directly under it to do any specified administrative or other work.

a32 *Organ of Remove 2 of a Government*

Organ of any Organ of Remove 1 of a Government.

a33 *Organ of Remove 3 of a Government*

Organ of any Organ of Remove 2 of a Government ; and so on.

a34 *Temporary Organ of a Government*

A non-autonomous part of a Government formed by an executive, or legislative, or administrative measure for a specified piece of work and ceasing to exist after it is done. Example,

Education Commission (1963) (*Chairman: D S Kothari*) of the Government of India.

a35 *Autonomous Body of a Government*

An Institution established by a Government or by any of its Organs by a legislative, executive, or administrative measure to have charge of some specified field of Service or Work of the Government, subject only to a general control by the Government.

Often the Government provides the finance of the autonomous body, either in whole or in part. The autonomous body has the freedom to frame its budget in the best of its light without asking for the approval of the Government. All that is needed is that the finance should be spent only on the specified field of Service or Work allowed to it. In some cases an annual report may have to be sent to the Government. Example,

- 1 Council of Scientific and Industrial Research of India
- 2 Indian Council of Social Science Research; and
- 3 University Grants Commission of India.

*Work of Governmental Authorship*

a4 **GOVERNMENTAL AUTHOR OF A WORK**

The Whole Government, or any of its Organs, owning the responsibility for the facts, ideas, and opinions contained in it, and the expression of the same.

a41 *Personal and not Governmental Authorship*

If the title-page of a document mentions only the name of a person in the author-statement and does not mention or indicate the name of any Government or any of its Organs, the work in the

document is of Personal Authorship, even if it is published as a Government document.

**a42 Governmental and not Personal Authorship**

If the title-page of a document does not mention the name of a person in the author-statement, but mentions or indicates somewhere in itself or in the overflow of title-page, the name of a Government or any of its Organs, and/or if there is internal evidence of the Government being its author, the work in the document is of Governmental authorship. Example,

- 1 INDIA, EDUCATION (Ministry of —). Conspectus of principles underlying the preparation of scientific terminology. 1959.
- 2 INDIA, FINANCE (Ministry of —). Budget for 1956–57, 1957.
- 3 INDIA, LABOUR AND EMPLOYMENT (Ministry of —). Catalogue of publications. 1961.

**a43 Conflict between Governmental and Personal Authorship**

If the title-page of a document mentions or indicates the name of a Government and/or any of its Organs, and also gives the name of a person in the author-statement,

1 The work in the document is of Governmental authorship, if it is a deliberative, executive, legislative, directive, judicial, administrative, or routine character limited by the purpose or traditional function or outlook of the Government;

2 The mere fact that a document is published, financed, aided, approved, sponsored, or authorised by a Government is not by itself sufficient reason to deem the work in it to be of Governmental authorship, and not of personal authorship;

3 The work in the document is of personal authorship, if its primary function is the extension of the boundary of a subject or its intensification, and the responsibility for the idea and expression of it rests on the person and not on the office held by him in the Government, inspite of his being a paid or an honorary employee of the Government or his occupying a constitutional position in the Government even if the document is published as a Governmental one. Example,

- 1 LAHIRI (D B). Technical paper or some aspects of the development of the sample design. 1954. (For India, Department of Economic Affairs).
- 2 MITRA (R L). Scheme for rendering of European scientific terms into the vernaculars of India. 1956. (For India, Ministry of Education).
- 3 RAJADHYAKSHA (G S). Adjudication in the trade dispute between the nine Indian Government railway admin-

istrations and their respective workmen. 1958. (For India, Ministry of Labour and Employment).

4 The mere mention of the personal name, of an employee of the Government or of one occupying a constitutional position in the Government, in the author-statement of the title page, is not by itself sufficient reason to deem the work in it to be of personal authorship and not of Governmental Authorship.

*Aid to Cataloguing*

a50 *Introduction*

Aids to Cataloguing should be given on the back of the title-page of a document (11), except that the title of the document may be given near the title-page itself. A standard for this has been established in India (18). This standard had been sent to the International Standards Organisation and to the Standards bodies of participating countries.

a51 *Entry-Statement for Governmental Author*

Record, in 8 point type, near the top of the back of the title-page of the document, of the Governmental Author in the following form:—

- 1 The name of the territory of the Government in black-face;
- 2 A comma; and
- 3 The name of the Organ of the Government, if any, with the Entry Element (*See* Sec a81) alone in black face;
- 4 Similarly for rgans of successive removes, with a comma preceding each of them,

Example,

- 1 **India**
- 2 **India, Ministry of Labour and Employment**
- 3 **India, Board of Education**
- 4 **India, Ministry of Labour and Employment, Advisory Committee.**
- 5 **India, Railway Ministry, Advisory Committee.**

a52 *Entry-Statement for Personal Author*

Record, in 8 point type near the top of the back of the title-page of the document, of the name-proper of the personal author followed by his year of birth in Christian Era. within brackets, with the entry element of the name-proper in black-face. Example,

Parappurath Jayarajan (1945)

a53 *Entry-Statement for Edition*

Record, in 8 point type above the centre of the back of

the title-page of the document, of the successive editions in the style "Edition 5, 1970".

a54 *Call Number-Statement*

Record, in 8 point type, slightly below the centre of the back of the title-page of the document, of the Call Number.

*Catalogue and Entries*

a60 *Catalogue*

List of documents.

a61 *Entry*

Ultimate unit-record in a Catalogue. The following types of entries may be recognised:

1 Specific Entry.— Entry mentioning a specific document;  
2 General Entry.— Entry not mentioning any specific document; for example, "See Entry" (See Sec u22)

3 Main Entry.— Specific entry giving maximum information about the whole document (all the other entries—specific or general—relating to the document are normally derived from its Main Entry);

4 Added Entry.— Entry other than Main Entry;

5 Subject Entry.— Entry giving information about a subject; and

6 Class Index Entry.— Subject entry referring from the name of a Class to its Class Number.

An entry is often named after what is mentioned in its First or Leading Section. Example, Author Entry, Personal author entry, Governmental author entry briefly Government entry, Title entry, Series entry, Subject entry, and Call Number entry.

a62 *Classified Catalogue*

A Catalogue in two parts, namely.

1 Classified part, made of call number entries arranged by their call numbers; and

2 Alphabetical part, made of Alphabetical entries such as, Author, Collaborator, Series, Class Index, or Title entries, arranged in one alphabetical sequence.

a63 *Dictionary Catalogue*

A catalogue with no call number entry, and therefore being of one and only one part with all the entries arranged in one alphabetical sequence.

*Catalogue of Government Documents***a64** *Government Sales Catalogue* (or briefly *Government Catalogue*)

The Catalogue of Government documents. It may be a Catalogue including the documents of the Government as a whole, of its Organs only, and those of personal authorship published by the Government. For an example See Sec j6.

A Government Catalogue is necessarily an aid to book selection and to marketing, even as the Catalogue of a commercial publisher is.

**a65** *Current Government Catalogue*

Government Catalogue listing the Government documents released after its last issue.

**a66** *Retrospective Government Catalogue*

Government Catalogue listing the Government documents in print or out of print, irrespective of their years of release. For an example See Sec j6.

**a67** *Collective Government Catalogue*

Government Catalogue listing the Government documents of the Central, Federal or Union Government and of the Governments of the Constituent States in a large country such as India, U S A, and U S S R. These may be either current or retrospective in their coverage.

**a68** *Government Document, and its Inclusion in Private Publisher's Catalogue and in National Bibliography*

Government documents may also be found listed, selectively or exhaustively, in the periodically published,

1 Collective catalogue of the publishers of a country, such as the *Publishers circular* and the *English catalogue*; and

2 National Bibliography of a country, listing the documents published in that country such as the *British national bibliography* and the *Indian national bibliography*.

*Heading***a70** *Heading Section*

1 Section 3 of a Class Number Entry, Section 1 giving the Class Number and Section 2 the translation of the Class Number in a natural language; or

2 Section 1 of any other entry.

**a71** *Heading*

Record in the Heading Section of an Entry.



**Block in Government Heading****a72 Government Heading**

Heading consisting of the name of a Governmental Author.

**a73 Secondary Element**

The words in the name of an Organ of a Government, directed to be written in brackets, after the words not so directed. The position of the words written before the brackets should be represented by a "—" (dash).

Example:—

In "INDIA, FINANCE (Ministry of —)", "Ministry of —" is the Secondary Element.

**a74 Individualising Element**

The term added to the name of a temporary organ in a heading, to distinguish it from other temporary organs with the same name. It may be the Year of Formation, and the name of the Chairman or Head, if any, of the temporary organ.

Example:—

INDIA, EDUCATION (— Commission) (1964) (Chairman : D S Kothari).

**a75 Individualised Heading**

The name of a Temporary Organ in a Heading, taken along with its Individualising Element.

**a76 Word-Group in a Heading**

Two or more words, constituting the name forming the heading, which are inseparable and should be taken together, in order to make the specification of the entity intelligible. In the example in Sec a73, "FINANCE (Ministry of —)" is a word-group in that heading.

**a77 Individualised Word-Group in a Heading**

A Word-Group in a heading taken along with the Secondary Element and the individualising elements.

**a78 Block in a Heading**

A Word-Group in a Heading, taken along with Individualising Element, if any. The number of the Word-Groups in a Heading may be one or more. These are denoted by the respective terms 'Single Heading' and 'Multiple Heading'.

**a8 ENTRY ELEMENT AND ENTRY WORD****a81 Entry Element**

The Word or Word-Group occurring first in a Block in a

Heading, that is, preceding the Secondary Element, if any, in the Block. For example,

In "INDIA, LABOUR AND EMPLOYMENT (Ministry of —)" the word pair "LABOUR AND EMPLOYMENT" is the Entry Element, in Heading 2.

**a82 Entry Word**

The first word, simple or compound, as the case may be, in an Entry Element. In the Example given in Sec a81 "LABOUR" is the Entry Word, in Heading 2.

**b Government Document**

**b1 GOVERNMENT AS AUTHOR, PUBLISHER, AND PRINTER**

The Government of a country has been tending to become a most prolific author and a big publisher, with its own printing press. It is becoming more so today, on account of the increasing sphere of its activities, as a result of steady approximation to the socialistic pattern of society. In fact, many an activity formerly left to private sector is now being taken over by public sector. Many of the public sector formations are, however, made autonomous. It is a moot question whether the term 'Government Document' should or should not include the documents whose authorship and publication belong to such an autonomous body. Tradition has excluded the documents of the older autonomous bodies such as a University or a Bank. With regard to the later ones, a firm practice has not yet come into universal use. It is continuing to be in an experimental, fluid state. For the time being, the documents of any autonomous body, other than the older ones, are deemed to be Government documents. Even excluding the documents of autonomous bodies from the category of Government documents, the annual output of the latter is great and is increasing. This gets emphasised in a large country such as India, USA and USSR, with a Central or Federal or Union Government and the Governments of many Constituent States—autonomous in respect of authorship and publication.

**b2 KINDS OF GOVERNMENT DOCUMENT**

The Government documents are of varied kinds, such as,

- 1 The serials mentioned in Sec a22,
- 2 Reports of Surveys such as Geological, Botanical, Zoological, Linguistic, Educational, Economic, Industrial, and Sociological;
- 3 Reports of periodical Statutory Commissions such as the Quinquennial Financial Commission of India; and
- 4 Report of *ad-hoc* Commissions (See Sec a34):

**b3 IMPORTANCE OF GOVERNMENT DOCUMENT**

Various causes have contributed to the use of Government

documents becoming important material for consultation and study. In the Social Sciences, there is an increasing tendency to use primary sources and original data, usually found in Government documents, in preference to secondary sources. This is also now happening in respect of certain kinds of facts and information in the field of Natural Sciences. After our independence, and with the increasing quantity of Government documents, public interest in Government documents has increased greatly. In particular, there is demand for all kinds of Government documents from specialists engaged in advanced study and research.

#### **b4 REASON FOR THE IMPORTANCE OF GOVERNMENT DOCUMENT**

Due to the rapid growth in the complexity of modern life and the imbalance between population pressure and the readily available means of supporting the population, the Government itself has become a problem. It calls for serious research as a basis for formulation of policy and for executive, legislative, and administrative action. The research is done by either special cells of the Departments of the Government itself, or by free specialists working in universities and other public or private institutions.

#### **b5 DUTY OF LIBRARY**

For reasons mentioned in Sec b3 and b4, all libraries — including those maintained by the Government itself for the use of the members of its Organs and of its administrative staff — find the need for making a complete collection of Government documents and serving them to readers, free from "Leakage" and "Noise" and without waste of time. This they have to do to fulfill the demands of laws 2, 3, and 4 of Library Science,

Law 2: Every reader his document;

Law 3: Every document its reader; and

Law 4: Save the time of the reader.

#### **b6 NEED FOR GOVERNMENT DOCUMENTS OF OTHER COUNTRIES**

Today there is a competition and emulation, as it were, among the Governments in doing their work as best as possible, though this is not explicitly stated. Further, modern methods of communication and transport provide great facilities for the Government and the people of one country knowing the Governmental methods used in every other country, and for their being adapted by its own Government. In keeping with the spirit of the day, the Government of each country desires to increase its own productivity by a comparative study of what is being done in every other country. This comparative study has to be done

both by the research cells in the Departments of the Government itself and by free specialists working in universities and other institutions. The use of the results of research by the Government, requires a complete collection of the documents of the Governments not only of the Mother country but also of many other countries. This fact is now being slowly realised. It will soon gain a high magnitude.

### **c Production of Documents : Supply and Demand**

#### **c1 PRIVATE PUBLISHER'S DOCUMENT**

A private publisher produces documents in response to demand and also creates demand to extend his publication work. He seldom publishes a document unless there is a definite proven demand—either voluntary and spontaneous or stimulated by himself.

#### **c2 GOVERNMENT DOCUMENT**

On the contrary, a Government, as a publisher, has to produce certain documents, in order to satisfy the requirements of a Government itself. These requirements may arise out of the:

1 Need for the Government to circulate among its own members and administrative staff facts and information to form the basis for future policy and work;

2 Desire to inform the citizens about its achievements and activities from time to time; this desire is very pronounced in a democratic Government; and

3 Need to provide facilities for free research workers attached to universities and other institutions to study the activities, achievements, and policies of the Government, both on their own merits and by a comparison with what is happening in other countries.

Thus the demand exists by itself and is unavoidable. It has to be met. Therefore, the production of its documents is imposed on the Government by such a demand.

### **d What After Publication ?**

#### **d1 PRIVATE PUBLISHER**

The publishing work of a private publisher falls in the private sector. It is a tautology to say this. Still it has to be said in order to make use of some important implications of an enterprise in private sector. Its primary motive is profit. For the very purpose of making a good profit, it has to take interest in getting its commodities accepted by the potential consumers. Therefore, a private publisher cannot say, "Every year I am producing several documents. My work ends there. It is not my concern to see who uses them, and whether any body uses, them

at all and finds them to be of value". On the contrary he would say, "I must ensure myself of the existence of the users of my documents, either at home or abroad, and adjust my publishing work accordingly. Otherwise I shall be loosing heavily and may have to go out of business". In fact some enterprising publishers of the West send round their representatives periodically round the world, to introduce their publications, to find out the appreciation or otherwise of their value, and to study the kind of demand.

#### d2 GOVERNMENT PUBLISHER

The production of many commodities formerly in private sector have been transferred to public sector in recent years. This change over showed how the idea of profit disappeared and how the interest of the producer, in the consumption of his commodities, also began to disappear. There were also reports about the accumulation of unsold items. However, public criticism and other factors have made one or other public sector enterprise to study the possible existence of consumers in foreign countries. In the course of that study it also learned about how to adapt its commodities to the demand of foreign consumers. The success of this step is now saving public sector from being totally condemned. However, the publication of Government documents has been in the hands of the Government itself from the very beginning. In the nature of things, it has had to be so. This old public sector for printing and "publishing" had naturally been part of the so called "Protected Beurocracy" of the Government. This "Protection" makes them please those who "Protect" them, without the obligation to examine if the commodity produced by them meets the right requirements of the consumer, or reaches the consumer at all. Thus, generally speaking, the Government publisher takes little interest in the potential consumers. Government documents do not get as much help from reviews as documents of private publishers. If at all there is any demand for any change in a Government document from any quarter, it is the Department responsible for that document that takes note of it and makes the necessary changes. This is not made the responsibility of the Government publisher. Thus, he has no corrective as a private publisher has; in other words, he has no commercial interest in his enterprise.

#### e Marketing

#### e0 GOVERNMENT PUBLISHER AND THE EXAMPLE OF PRIVATE PUBLISHER

Absence of commercial interest and profit motive and the assurance of "Protected Service" combined together is making

the Government publisher do hardly anything to market the documents produced by him. Nor can any other Department of the Government be expected to promote the marketing of its documents. But, now that the work of a democratic Government has to be changed and improved from time to time, in the light of the research work done by free research workers with the aid of Government documents, the Government publisher should actively promote the marketing of his documents. It should not be left to any other Department of the Government. It is time therefore that the Government publisher should emulate the various methods of marketing developed by private publishers. And there are several such methods.

#### e1 WORKING THROUGH BOOK-SELLING TRADE

In the sale of his documents, the Government publisher should enlist the service of the book-selling trade. But, Government documents do not command as wide a circle of potential buyers as documents of private publishers. This implies that the Government publisher should "coax" the book-selling trade by giving it special terms. Even if this be in excess of the terms given by private publishers, it is worth being spent, as the Government documents do not easily move out from the stores to the readers.

#### e2 DISPLAY OF DOCUMENTS WITHIN A COUNTRY

The Government should entrust to the book sellers some of its documents for display along with documents of private publishers, in their respective show rooms. In addition, the Government publisher should have his own show rooms in viable centres in the country. He should appoint in each such centre a smart person with a good capacity in selling techniques. This can be done co-operatively by the Government publishers of all the Governments in the country.

#### e3 DISPLAY OF DOCUMENTS IN FOREIGN COUNTRIES

A Government publisher should create market for his documents in foreign countries. For this purpose he should have his documents displayed in foreign countries in a show room, either owned by himself or shared with the Government publishers of other countries. In my travels in other countries, I have heard occasionally suggestions about this from librarians.

#### e4 ADVERTISEMENT

A Government publisher should have his documents amply advertised. He must make advance announcements of his forthcoming documents, as a private publisher does. Further, he should

get his documents included in the media, usually used by private publishers for announcing their documents. A National Bibliography should list Government documents regularly. In this matter the British National Bibliography gives a list of the kinds of Government documents not included in it, though the Indian National Bibliography has not given such a list, a check up shows that probably it follows the example of the British National Bibliography in omitting some kinds of Government documents. The Government publisher should make it possible for the National Bibliography to include all his documents.

#### e5 EXHIBITION OF DOCUMENTS

Of late, the publishing trade has found value in putting up exhibitions of documents and taking them round from centre to centre in a country. The Government publisher should join them in this method of promoting market.

#### e6 PRACTICE IN U S A

In connection with the suggestions given in Sec e0 to e5, the following provisions made in the *Title 44, United States Code, "Public printing and documents"* (1968), may be of interest:—

1 Sec 1711 Catalog of Government publications.— On the first day of each month the Superintendent of Documents shall prepare a Catalog of Government publications which shall show the documents printed during the preceding month, where obtainable, and the price. Two thousand copies of the catalog shall be printed in pamphlet form for distribution;

2 Sec 736 Binding of publications for distribution to libraries.— The Public Printer shall supply the Superintendent of Documents with sufficient copies of publications distributed in unbound form, to be bound and distributed to the State libraries and other designated depositories for their permanent files; and

3 Sec 1719. International Exchange of Government Publications.— ... there shall be supplied to the Library of Congress not to exceed one hundred and twenty-five copies each of all Government publications, including the daily and bound copies of Congressional Record, for distribution, through the Smithsonian Institution, to foreign Governments which agree to send to the United States similar publications of their Governments for delivery to the Library of Congress.

*Note.*— Shortly after becoming University Librarian, it was possible for me to get the name of the Madras University Library included in the free mailing list of the U S Government documents.

The Smithsonian Institution used to send them through the Superintendent of Stationery, Bombay.

## **f Catalogue of Government Documents**

### **f1 HOTCH-POTCH**

The Catalogue of Government documents should be improved to a considerable extent to make it fit to be used in book-selection work. This is not what happens today. A catalogue of Government documents is usually found to be an unhelpful hotch-potch (See Sec j2, j3 and j6).

### **f2 INSUFFICIENT HELP FROM THE LIBRARY PROFESSION**

Even if the Government publisher is prepared to publish a helpful Catalogue of his documents, he does not find a stabilized set of rules for the cataloguing of Government documents. The library profession has been working on framing such rules, for several decades. But the last word on the subject is yet to be said. This is due to various causes such as:

1 The library profession in a few countries, not having a set of normative principles as a basis for framing cataloguing rules, as India has;

2 The library profession not having evolved a set of agreed technical terminology for use in the field of cataloguing, as India has done (15, 17), both for facility in communication and for precision in the framing of rules for cataloguing;

3 The names of Departments of Governments and their spheres of work being impermanent and changing quite often and a subject being frequently transferred from one Department to another (See Sec u); and

4 Presently the allergy and the antagonism of the librarians, advising the Government publishers, to Indian techniques, for reasons of emotional instead of intellectual origin.

## **g The Significance of the Mudge Award to Dr Childs**

### **g1 ACHIEVEMENT OF JAMES B CHILDS**

Any librarian or user of Government documents, will be able to appreciate the unique achievement of Dr James B Childs. He has understood all the turns, counter-turns, and blind alleys usually found in the maze met with in a collection of Government documents. He has succeeded atleast in minimising the hardships arising in their processing and arrangement. Further, he has succeeded in procuring a fairly-exhaustive collection of the documents of the Governments of several countries of the world, for the Library of Congress of USA. He has also managed to establish equations of the varying names of the Government Departments of several countries and definite information about



the changes in the jurisdictions of several Government Departments indicating the years of such changes.

#### **g2 A LIVING AUTHORITY ON GOVERNMENT DOCUMENTS**

Anybody studying and understanding the magnitude of the achievements of Dr Childs cannot miss realising Dr Childs being a living authority on Government documents of many of the countries of the world. He did not achieve this position by driving others to do all the slaving. On the contrary, he has himself footed every inch of the path towards the goal set up by himself. He has devoted all his time to the study of the intricacies of Government documents. The conscious level of his mind should have been concentrated undividedly, finding solutions for the difficulties brought up by Government document, all the waking hours. Perhaps even during sleep the sub-conscious level of his mind should have been "chasing the Government documents", making them behave properly, and change over from chaos to cosmos. Perhaps, most of his dreams were only on these problems, tantalising him with all their hide-and-seek frolics familiar to most of us in our dreams. There are few recorded cases, of such an absorption of mind, to help a sound psychological study of the problem. Therefore using some of his retired life in recording his struggle in the conscious level and his dreams during sleep, Dr Childs would be making a unique contribution to a still another subject — Psychology of Intellectuals of Unique Achievement. Whether he does this or not — I wish he does it — his all-life total concentration on the single problem of Government documents has made Dr Childs a unique world authority on the subject.

#### **g3 A MOST DESERVING CHOICE FOR THE MUDGE AWARD**

The unique work of Dr Childs has made reference service in respect of Government documents not only easy but also free from "Noise" and "Leakage". This had made him a most deserving choice for the Mudge Award for 1971.

#### **g4 DR CHILD'S CAREER**

For nearly half a century, Dr Childs has been in charge of the organisation of Government publications of all countries, in the Library of Congress. Even after retirement in 1967, he continues as Honorary Consultant to the Library of Congress. He has thus devoted his whole life time to Government documents, their acquisition, exchange, processing, and organisation. In addition to about 20 articles on the subject, he has published several books (*See Sec h*) and articles on the subject.

**g5 WARMTH OF FRIENDSHIP**

I first met Dr Childs in his first book, when I was preparing my *Theory of library catalogue* (1938). I met him in person for the first time during my visit to the Library of Congress in 1948. Since then, I never missed meeting him whenever I went to the Library of Congress. His warmth of friendship is unexampled. He is still continuing his kindness to me. Since the establishment of DRTC in 1962, he has been sending us whatever back issues of library periodicals he could find. His genial face and the aroma of his sincerity are ever in my mind. As a background to enable the realisation of the magnitude and the value of the achievement of Dr Childs, the difficulties — still unsolved — met with in India in making Government documents available to libraries and scholars in their entirety and in their helpful organisation, are described in Sec j of this paper.

**h Citation About Dr Childs**

"The Reference Services Division of the American Library Association presents The Isadore Gilbert Mudge Citation for Distinguished Contributions to Reference Librarianship, 1971, to James Bennett Childs, Honorary Consultant to the Library of Congress in Government Document Bibliography, for his substantial contributions which enable government documents reference librarian to operate efficiently in a difficult area of library research materials: his significant efforts towards making the Library of Congress the document center of the nation, through surveying and perfecting older collections, through international exchange agreements for maintaining current foreign and international intergovernmental collections, and the development of an extensive collection of state and municipal publications; for his unceasing promotion of understanding on the part of government, at all levels of the importance of their official publications and the consequent necessity for issuing current bibliographies and guides for their use; the outstanding bibliographical publications he has provided, exemplified by those for Germany, Spain, and the American Republics, and his continuing endeavours to facilitate the use of government publications and to encourage and assist those engaged in research and writing in this field; for his more than forty years of service as a specialist in government document bibliography which has won him a deserved reputation, national and international, and a position of great prestige in his field."

**j State of the Catalogue of Government Documents in India**  
**j0 A CONCRETE EXPERIENCE**

I remember one of my experiences of 1933 with the catalogue published by the Manager of Publications of the Government of India. I had the Madras University Library put on the free mailing list for the Government documents of the Government of India and of some Provincial Governments. A research worker had heard of a particular document of the Government of India and asked for it. It was not found in our Library. I therefore wrote to the Manager of Publications (Calcutta) for a copy of it. He denied having such a document. It so happened that I had to go to Calcutta within two months, to attend the Annual Meeting of the Imperial Library Committee. One day on that occasion, I walked into the Office of the Manager of Publications, introduced myself, and asked for that document. But the Officer-in-charge reminded me of his letter to me. And he was kind enough to allow me to browse round his stacks. To his surprise, I found the document on one of the shelves. The apology of the Officer was in effect, "How can we keep track of this bewildering collection of documents and of the maze of entries in the successive issues of their catalogue".

**ji SEVEN DECADES OF NEGLECT**

The National Library of India was founded, under the name Imperial Library, in 1903 by a Curzonian Act. Till about 1930 its librarians were foreigners, usually without much interest in improving the service of the Library and consequently in the cataloguing of Government documents. From 1930 to about 1948, the same tradition appears to have continued by the successor, though an Indian. The wonder is that the same spirit of indifference to the cataloguing of Government documents has been continued even after the Country entered into the Gandhian period of political freedom and of unhindered opportunity for any National Organisation to take initiative and improve its working. Indeed we are celebrating the Silver Jubilee of our Independence during this year. All these 25 years, inspite of the example of the Library of Congress, our National Library had not put in sufficient work in the processing of Government documents inspite of helpful Codes for the same having been designed and published in India even years before our Independence. Incidentally this has led to the failure of the National Library in setting an example to the Government publishers. Nor has any Government publisher in India appears to have taken initiative in preparing his catalogue in a scientific way.

## j2 APPEAL 1 TO THE GOVERNMENTS IN INDIA

The woes of librarians and of research workers in regard to Government documents were expressed by me in 1941 (13). In that article the unhelpfulness and inconsistencies of the catalogues of Government documents by Government publishers were illustrated in the following seven examples. (The term in square brackets given against each entry show the nature of the Heading):

## 1 Catalogue of the Documents of the Government of India, 1932:—

- 11 Grant-in-aid to Schools in British India — by J A Richey, CIE [Title heading]
- 12 Fauna — The fauna of British India including Ceylon and Burma. Coleoptera by WW Fowler [Series heading]
- 13 Provident Fund — Scheme for provident fund for teachers in aided schools in Secunderabad and in Residency Bazars [Subject heading in noun form]

## 2 Catalogue of the Documents of the Government of Madras, 1939:—

- 21 Industries, Department of Administration report of the — for the year ending 31st March, 1935 [Departmental-author heading]
- 22 Report. Report of the Committee on the indigenous system of medicine by Dr Oosman Sahib Bahadur, Pt. 1 — Report with appendices. 1923 [Form-division heading]

## 3 Catalogue of the Documents of the Government of Bombay, 1939:—

- 31 Industrial. Report of the Industries Committee [Subject heading in adjectival form]

## 4 Catalogue of the Documents of the Government of Assam, 1940:—

- 41 Account. Account of the Chittagong hill tracts [First-word-of-title heading]

That Paper also contained positive suggestions to make Government catalogue conform to standard cataloguing rules established in India. The Madras Library Association circulated reprints of that paper to a number of Departments of the Governments in India, and in particular to the Manager of Publications of the Government of India. But, till today there is no evidence of any response from any quarter. On the contrary, the Government publisher in each Constituent State appears to have his own way of preparing the catalogue of the documents of its Government.

j3 EXAMPLES FROM THE CATALOGUE OF THE DOCUMENTS OF THE GOVERNMENT OF MYSORE (1968)

This Catalogue gives the entries in 12 groups, such as 1) Acts, 2) Rules, . . . 7) Question Papers, . . . 10) School books, forms and registers, and 11) Publications for which no commission is allowed to recognised book sellers (!). In each group the documents are arranged alphabetically by their titles. This too is a hotch-potch for book-selection work. For example in group 7 "Question Papers" the entry "Government Commercial Examinations . . ." precedes "Commercial Examinations". Group 10 "School text books, forms and registers" contains a title alien to it — namely "List of technical terms in Kannada". Whoever will look for this book in this Group?

j4 AN UN-IMPLEMENTED INTENTION

In 1960 the Controller of Printing of the Government Press of India was Shri C A Subramanian, an old student of mine in the Presidency College, Madras. Shri J N Kaul and myself met him and explained to him the Standard for the Back of the title-page of a Government document and the importance of the Catalogue of Government documents being a classified one. Appreciating the value of this he expressed his intention to implement these proposals. At his request I suggested a panel of librarians in Delhi to function as his consultants. But the wish to follow the standard for the back of title-page does not seem to have been carried out. However, he said to have asked Shri K M Iyer, the Manager of Publications to do the Catalogue of Government documents in a helpful way. (See Sec 6).

j5 APPEAL 2 TO THE GOVERNMENT OF INDIA

The Seminar held in the Sapru House (New Delhi) from 2 to 4 January 1959, on "Social Science Research and Libraries" considered my paper on "Standard for Catalogues of Government" (12). This was a revised version of my paper of 1941 (See Sec j2). In addition to giving detailed and more up to date rules on Cataloguing, this Paper had a section on the Economics of a good scientifically prepared Catalogue of Government Documents. It stressed the following points:—

- 1 The cost of preparing the Catalogue will increase, as it requires the maintenance of a permanent staff of trained librarians;
- 2 The cost of printing the Catalogue will also increase slightly, as the number of pages will increase slightly;
- 3 Some Governments in the world have begun to realise that a good catalogue increases the sale of their documents;
- 4 The Government has assumed the responsibility of issuing

documents containing facts, ideas, and information in various subject-fields coming under its purview;

5 The additional cost of preparing a proper catalogue of the Government documents will greatly increase their use by specialists and citizens at large;

6 This additional increase of use will greatly increase the social value of Government documents; and

7 The "Hidden Value" of the benefit derived from the full use of Government documents will be many times more than the extra-cost required for a proper catalogue being prepared by a permanent staff of trained librarians.

The Seminar resolved to promote the production of scientifically prepared Catalogue of Government documents by the Government publishers. A deputation consisting of Pt H N Kunzru, Dr S R Ranganathan, and Shri Girja Kumar met the Union Minister for Education and requested him to do the needful in the matter.

#### j6 SOME RESPONSE AT LONG LAST

The Manager of Publications, appointed a trained librarian to prepare an exhaustive catalogue of the Government documents in print as on 31 December 1959. The librarian had no training in the powerful Indian techniques of Classification and Cataloguing. Therefore, he adopted the weaker American techniques of the century-old DC and half a century old Anglo-American code for cataloguing. *The Catalogue of Government of India civil publications, corrected up to 31 Dec 1959 (1966)* leads to the suspicion that this librarian was prevented from doing his best even with the American Techniques. But we should be thankful for what has been done according to the maxim "Something is better than nothing". The undermentioned observations should therefore be taken only as implying some suggestions for future guidance.

#### j61 *Classified Part*

The value of the first part of the Catalogue, which is systematic according to DC, has been very much lessened by the complete omission of class numbers, causing puzzle to the users. Further, this catalogue has changed the sequence of subjects found in DC in certain places, such as under "Bibliography". Again, some new sub-divisions improvised in the catalogue, are arranged among themselves in alphabetical sequence, setting aside the filiation sequence in DC. Here is an example:— Castor seeds, Cattle, Chillies . . . Cotton . . . Food . . . Ground-nuts, . . . Hide. . . . Jute.

**j62 Alphabetical Part**

On the cataloguing side, the entry of a document, mentioning on the title page, the name of the person who had prepared it for the Government in his purely official capacity without any personal contribution of his own, mentions his name; and his name figures also in the Author Index, expected to give only names of truly personal authors. The author index mixes the name of officers not contributing anything personal with the names of true personal authors, and with the names of Chairmen of Committees. The first two kinds are in nearly equal proportion. It is a violation of the rules of cataloguing to denote all of them by the term 'Author'. This is contrary to the definition of the "Author of a Government document". (See sub-sections of Sec a4).

**j7 HOPE FOR THE FUTURE**

I hope that the Manager of Publications will continue to do using more powerful techniques, all that is necessary to put the Government documents into proper use for the social good of the country.

**k Canons of Cataloguing****k0 RELEVANT CANONS**

As a theoretical guide to the formulation of Cataloguing Rules, several Canons of Cataloguing have been enunciated in India (6). The succeeding sub-sections give the Canons relevant to Government documents. Essential select Rules of CCC are given in Sec a2 to a8 and Sec m to u. The other Rules of CCC do not require any special mention. So also with the Rules of CC.

**k1 CANON OF PREPOTENCE**

The Potency to decide the position of an entry among the various entries in a catalogue should, if possible, be concentrated totally in the Leading Section.

*Note.* — For the application of this Canon to,

- 1 Classified Catalogue, see the sub-sections of Sec m1; and
- 2 Dictionary Catalogue, see the sub-sections of Sec m2

**k2 CANON OF RECALL VALUE**

In a multi-worded name of an Organ of a Government used as the Heading of a Main Entry, the Entry Word or Word-Group should be the one with the highest Recall Value; it is usually one denoting the Sphere of Work of the Organ (10).

*Note.* — See Sec s2

**k3 CANON OF SOUGHT-HEADING**

For the Report of a Government Commission or Committee, an Added Entry with the name of the Chairman as first word of Heading should be given, as readers usually ask for a document by his name.

**k4 CANON OF INDIVIDUALISATION**

The name of a Temporary Organ of a Government, used as a Heading of a catalogue entry should be made to denote one and only one entity, by adding to it its year of formation and the name of its Chairman, each enclosed in its own brackets.

**k5 CANON OF PERMANENCE**

No element in an Entry, the Heading in particular, should be subjected to change by the Rules of a Catalogue Code, except when the Rules themselves are changed.

**k6 CANON OF CONSISTENCE**

1 The rules of a Catalogue Code should provide for all the added entries of a document to be consistent with its Main Entry; and

2 The entries of all the documents should be consistent with one another in certain essentials such as, choice, rendering, and style of writing the heading and the other Sections.

In Particular,

The Main Entries of all the documents should be of one and the same species — Class Number Entry in a Classified Catalogue and Author Entry in a Dictionary Catalogue; and

2 One species of entry should not be prescribed in the place of another species.

This Canon is violated by Rule 20 A of AACR reading, "Enter legislative enactments and the decrees etc . . . under a heading consisting of the name of the jurisdiction governed, by the law followed by one of the subheadings . . . *Laws, Statutes etc*".

As an example under this Rule, the heading "Gt. Brit. *Laws, statutes, etc*" is given for the document with the title "General railway acts . . . Edited by James Bigg". The heading is obviously a Subject Heading and not an Author Heading. The following are some of the other Rules of this kind.

20A	23A	25B1
20B	23B	25C1
22A	23D	25E2
22D	24A	25F2
	25A1	



Can it be the intention that there need not be an Author Heading for such documents and that the Headings prescribed by the above Rules are to take their place. But these are Subject Headings and not Author Headings (5, 8, 14)

**k7 CANON OF ASCERTAINABILITY**

The information given in the back of the title-page along with the title given on the title-page itself, of the document catalogued, should be of help in the choice of each Section of the Main Entry other than the Extract Note, the Extraction Note, and the Related-Book Note.

However the rendering of any of these items — particularly the sequence of the words in it and the language used — need not follow what is given in the document.

**m Forms of Catalogue**

**m1 CLASSIFIED FORM OF CATALOGUE**

**m11 *Main Entry in the Classified Part***

In the classified part of a classified Catalogue (*See Sec a62*), the Class Number of the document should be given in Section 1; and its Book Number at the beginning of Section 3 of its Main Entry. The Class Number and the Book Number taken together is known as the Call Number. This individualises the document. Therefore, this will exhaust the potency needed in the arrangement of Main Entries — that is, it is Pre-potent. There will be no part of the potency passed on to the Heading Section or any of the later Sections. Thus the Main Entry of a Classified Catalogue satisfies the Canon of Pre-potency (*See Sec k1*).

**m12 *Class Index Entry in the Alphabetical Part***

The Class Index Entry in the Alphabetical Part should have the name of a Class in its Heading (*See Sec a61 cat 6*). The Heading of a Class Index Entry will be followed by its Class Number, used as Index Number. This Class Number is unique for every class. Therefore there will be one and only one Entry for the name of any Class Index Entry. Therefore the Heading of a Class Index Entry is Pre-potent (*See Sec k1*).

**m13 *Author Entry in the Alphabetical Part***

An Author Entry for every document is necessary in the alphabetical part of a Classified Catalogue. It should have the name of an Author in its Heading or a prescribed substitute for it. Two or more documents may have the same Author Heading. The arrangement of these Author Entries can not be determined among themselves by the name of the Author alone. Among themselves they will have to be arranged alphabetically by their

titles. Thus, the Author Heading does not exhaust the potency needed in the arrangement of Author Entries, unless there is only one document under the name of a particular author. Some of the potency will pass on to the title-section. In other words the Canon of Pre-potency is not always satisfied (See Sec k1).

**m14 Other Book Index Entries in the Alphabetical Part**

The potency-quality of every other Book Index Entry of the alphabetical Part is analogous to that of an Author Entry. In other words, the Canon of Pre-potency is not always satisfied. (See Sec k1).

**m2 DICTIONARY FORM OF CATALOGUE**

**m21 Main Entry in a Dictionary Catalogue**

In a Dictionary Catalogue (See Sec a63) the Main Entry of a document is an Author Entry. Therefore, the potency-value of its Heading is analogous to that of an Author Entry in the alphabetical part of a Classified Catalogue (See Sec m13). In other words, the Canon of Pre-potency is not always satisfied (See Sec k1).

**m22 Book Index Entry**

In a Dictionary Catalogue (See Sec a63) all the entries are alphabetical. The potency-value of the Heading of each of the Book Index Entries, including a Subject Entry, is analogous to that of the Author Entry and the other Book Index Entries of the alphabetical part of a Classified Catalogue. (See Sec m13 and m14). In other words, the Canon of Pre-potency is not always satisfied (See Sec k1).

**n Comparison between a Classified Catalogue and a Dictionary Catalogue**

**n1 ADVANTAGE OF CLASSIFIED CATALOGUE**

Entries for a subject and for its various subdivisions stand arranged consecutively in a filatory sequence in the classified part of a Classified Catalogue (See Sec a62). Further the sequence of the subdivisions will be determined by their respective removes from their common parent subject. This is of great help to a reader. This will satisfy all the Laws of Library Science, and particularly Law 4: "Save the time of the Reader".

**n2 DISADVANTAGE OF DICTIONARY CATALOGUE**

Entries for a subject and for its various subdivisions stand arranged alphabetically in a Dictionary Catalogue (See Sec a63). As a result the entries for the common parent subject and for its subdivisions will not file consecutively. In fact, the term 'Alpha-

betical Scattering' is well known. To tie-up a Subject Entry and Entries for all its subdivisions "See also" entries are used below the Subject Entry under consideration and under the Entry of each of its subdivisions. This is no doubt, of some help. But, a reader will have virtually to run up and down the Catalogue from A to Z to locate all the related subject entries. Even if he locates them he can not see them together. This will be time-consuming—that is, will violate Law 4 of Library Science. The reader may also be led to give up the "hunt", almost in despair.

### n3 DIFFERENCE BETWEEN CLASSIFIED AND DICTIONARY CATALOGUE

The relative value of the Classified catalogue and the Dictionary Catalogue has been studied in detail on the basis of a comparative study of the two kinds of Catalogues prepared for one and the same set of a slightly more than 350 documents (4, 9). An interesting fact has been brought out by this Comparative Study: the two kinds of catalogues differ only in their Subject Entries. All other Entries are alike both in their Structures and in their arrangement among themselves.

### p Choice of Governmental Heading

The Governmental Heading should be the name of the:

- 1 Whole Government if it is the Author of the document; and
- 2 Specific Organ of the Government if it is the Author of the Document.

In this Choice Rule JCl of CCC and Rule 75 of AACR agree.

### q Rendering of Name of Whole Government

The name of a Whole Government should be denoted, in a Governmental Heading, by the name of its territory.

In this respect Rule JCl of CCC and Rule 75 of AACR agree.

### r Rendering of Name of an Organ of a Government

#### r1 LANGUAGE

The name of an Organ of a Government, in a Governmental Heading, should be rendered in the language of the Library.

#### r2 ENTRY ELEMENT

The word or word-group denoting the Sphere of Work in the name of an Organ of a Government should be the Entry Element (See Sec a81), and the other elements should together be Secondary Element (See Sec a73). This is in accordance with the Canon of Recall Value (See Sec k2).

Rule JC6 of CCC is in accordance with the Canon of Recall Value. But, the examples under Rule 78B of AACR do not conform to this Canon, though there is no explicit Rule about it.

**s Individualising Element and Temporary Organ of Government**  
See Sec a34

**t Homonym in the Name of an Organ of Government**

**t1 HOMONYM OF KIND 1**

An Organ of a Government, such as Ministry of Education, would occur with the same name as Organs of Several Governments. This is homonym of kind 1. How can this homonym be resolved? The normal suggestion would be, 'Add after the name of the Organ, the name of the Country as Individualising Element'. But this would scatter the different Organs of one and the same Government instead of bringing them together. This will not prove helpful. Apart from this, the Organ creates a document only on behalf of the Whole Government. This would justify the statement, "The Organ derives its authority to be an Author only from its Government". The responsibility for the facts, ideas, and expressions contained in the document, goes in reality with the Whole Government. Therefore, the right method of resolving the homonym is to have the name of the whole Government as Heading 1, and the name of its Organ as Heading 2. For example,

- 1 GREAT BRITAIN, EDUCATION (Ministry of —)
- 2 INDIA, EDUCATION (Ministry of —)
- 3 TAMIL NADU, EDUCATION (Ministry of —)

Rule JC 22 of CCC and Rule 78B of AACR prescribe this.

Incidentally, this will bring together all the entries having different names of the Organs of a specific Government under the main heading consisting of the name of the whole Government. This will be helpful.

**t2 HOMONYM OF KIND 2**

It may happen that even the prescription in Sec t1 does not resolve the homonym. This is homonym of kind 2. This will arise if the Organ is of Remove 2 onwards and its name is a homonym. In this case between its own name and the name of the Whole Government, the names of the necessary and sufficient number of Organs of earlier removes should be interpolated as Heading 2 etc, in the sequence of their removes. For example,

- 1 INDIA, AGRICULTURAL (Ministry of —), ADVISORY (— Committee)
- 2 INDIA, EDUCATION (Ministry of —), ADVISORY (— Committee)

Rule JC 66 of CCC and Rule 79B of AACR prescribe this.

**u1 Government Periodical Publication**

**u1 WHEN THE TITLE IS THE SAME IN ALL VOLUMES**

The Heading for a Government periodical publication should be as in the case of any other periodical publication — that is, its title followed by a comma and the name of the Government, and/or of its Organ as the authorship or sponsorship requires. For example, see the example in Sec b2 category 5.

**u2 SERIAL**

**u20 Standard Title**

Very often the title of a Government Serial is subjected to listless changes from time to time without intention or justifying reason. It is perhaps due to change in the Officer responsible for it or even in the mood of one and the same Officer. In such a case there is nothing gained by treating it as a deliberate change in title and giving a separate Main Entry for each title and arranging all such entries chronologically as prescribed in Rule PE1 and illustrated under Rule PE2 of CCC. On the other hand the situation can be met by improvising a Uniformised Title denoting it by the term 'Standard Title' (7). This is provided for in Rule PK1 of the forthcoming Ed 6 of CCC.

**u21 Standard Title as Heading**

The Heading of the Main Entry of a Government serial should have its Standard Title as Entry Element.

For example,

**Administration report, India, Ministry of Education.**

**u22 See Reference Entry**

A "See Reference Entry" should be given for a Government serial, using the Standard Title as the referred-to heading and each of its other alternatives actually used to denote one and the same document catalogued as the referred-from heading. For example,

1 Annual Progress <i>See</i> Administration Report	4 Progress Report <i>See</i> Administration Report
2 Annual Report <i>See</i> Administration Report	5 Quinquennial Report <i>See</i> Administration Report
3 Annual Review <i>See</i> Administration Report	6 India in 1940 <i>See</i> Administration Report

The last example has occurred in India for several years.

This will be provided for in Rule LBI of the forthcoming Ed 6 of CCC. If this is not done a reader approaching the catalogue for a Government serial with any title other than the Standard one may miss it or atleast will have to waste time in finding it. This will violate the Laws of Library Science. AACR prescribes merely the annotation "Title varies". This is of no help to the reader.

**u23 Consecutive Position for Sets of Different kinds of Administration Reports of the Same Author**

In the classified part of the Classified Catalogue, the Class Numbers of the different sets of administration reports of the same author will bring the sets together. For, their Class Numbers will be such as shown below:

T.2*r	Administration report, India, Ministry of education (Annual)	
T.2*r,03	"	(Quarterly)
T.2*r,06	"	(Half yearly)
T.2*r, 3	"	(Triennial)
T.2*r, 5	"	(Quinquennial)

**u3 TELEPHONE DIRECTORY: AN ANALOGY**

The person-of-name heading is an Indian Telephone Directory presents an analogy to title-of-Government-serial-heading in a Catalogue. In the former, different forms of transliteration in Roman script cause difficulty in looking up the Directory. Therefore, the Indian Standards Convention, Madras, 1957, accepted my suggestion and recommended to the All India Officer in over-all charge of Telephone Directories that:

- 1 Standard transliteration may be established for any given Indian name;
- 2 Whatever be the transliteration of his name used by a person, it may be entered in the Standard transliteration; and
- 3 "See Reference Entries" should be given from each of the variant transliterations.

I have heard that this has been implemented in the Telephone Directory for Delhi and that its users find this to be helpful.

**v Change in Name and Jurisdiction of a Department of a Government**

A vexed problem is caused in the Choice and Rendering of the Heading of an Organ of a Government by the frequent changes in its Name and/or its sphere of work. This difficulty led the Seminar on Social Science Research, mentioned in Sec j5, to ask

by a resolution, for the publication, on the lines of the US Government Manual, giving information about the organisation of the Governments in India, and of their Organs of different removes, and a chronological list of changes in the name or jurisdiction of every Organ of every remove. This task has been done for the Union Government by Shri Mohinder Singh (Head, Technical Services, Indian Institute of Management, Ahmedabad), on his own initiative and out of his own enthusiasm (2). To implement the information contained in such a book will require long piles of "See also" entries, almost hiding the substantial entries. Using a standard name for an Organ of a Government creates its own difficulties. This is an unsolved problem in the Cataloguing of Government documents, awaiting pursuit.

#### w Union Catalogue of Government Serials

The Documentation Section of the recently established Indian Council for Social Science Research is said to begin with the Union Catalogue of Government Serials as a means of knowing what exists in the country. This work should be entrusted to a small team of B Lib Scs. But, Government documents do not receive sufficient attention in the library schools. Therefore the selected persons should be given a short intensive refresher course before starting the work. The DRTC will be glad to give this course. After the course, these persons should be asked to work in Delhi where the largest collection of Government documents can be found. A Main Entry for each document should be established according to CCC and CC in a standard catalogue card. The Holding Section of the Main Entry should be the last one. In this Section each participating library in the country should be represented by a Code Number against which its holdings should be given. This is illustrated in my *Union catalogue of scientific periodicals in South East Asia* (1953). Thereafter a copy of this Catalogue (omitting the Holdings Section) typed out continuously in sheets of paper should be sent out to each participating library, asking it to mention its Holdings of each document in the line below the last line of its entry, and return the sheets with the name of the library written on the top of each sheet. Each library should also be asked to send in a separate list similar information about any other Government documents it may have. On the basis of these copies the Union Catalogue should first be established in Cards. Copies of it may be made if needed by printing or by any near-printing process in the form of a book.

A model for the Holdings Card can be got from the Insdoc, now in possession of the cabinet of the Union Catalogue-in-cards, mentioned above.

Using the existing staff of each participating library, to get

a list of its Government serials with their respective holdings, with or without payment, may appear to be simple at first sight. But, the proper result will not be got. Further there is also the risk of the person of the participating library to do this work, leading to unavoidable adverse results — such as, setting aside his normal duty to his library and to its readers. “Small profits and quick returns” should not be the guiding principle of a near-governmental organisation in this respect.

#### **x Grace of Mahasaraswathi and Renascent India**

Faith in the new generation of renascent India is unbounded. They are sure to develop dedication to their work. Each of them is sure to have the Grace of Mahasaraswathi to apply himself with concentration and undivided attention to every detail, however trivial, of every piece of work entrusted to him and to arrive at Perfect Perfection”, to use the words of Shri Aurobindo Ghosh (1). The library profession will also have Her Grace.

#### **y Hope for the Future**

Some of the sons of renascent India will soon fill the Office of the Government publishers, the National Library, and indeed all other libraries. The hope is that they will make Government documents conform to the Indian Standard for the back of the Title-page of a document and produce a scientifically prepared classified catalogue of Government documents in accordance with the depth version of CC and the Rules of CCC — both designed in India and being continuously refined and kept up to date by the DRTC.

#### **z Prayer**

For a long time the prayer has been that proper standards should be used in the catalogues of Government documents prepared by Government publishers and by the various libraries. The time has come for it. God may grant it.

### **1 Catalogue of Government Documents : A Sample**

*Note* — Main Entries and Alphabetical Entries of 14 of the Government documents, mentioned in this Paper, arranged according to CC Numbers of Ed 7, in preparation, and catalogued according to the Rules of CCC Ed 6, in preparation, as a sample of the Classified and Alphabetical Parts of a Classified Catalogue. The cataloguing methods include an experiment being made in respect of Main Entry and of Feature Heading (3, 16).

This small catalogue is also meant to be an experimental one to test the helpfulness or otherwise of the changes being considered for incorporation in Ed 7 of CC and Ed 6 of CCC.



*Classified Part*

*Note.*— Question mark (?) in entries 6 and 14 denotes absence of information.

- Generalia Bibliography**
- 1 a,55 Bibliography, Government document  
a,55,05,44  
Bibliography, Government document, Government Catalogue, India  
N66 INDIA. Catalogue of Government of India civil publications,  
corrected up to 31 Dec 1959.
- 2 a,55,05,44(8;7)  
Bibliography, Government document, Government catalogue, India  
(Ministry of labour)  
N61 INDIA, LABOUR (Ministry of —). Catalogue of publications.
- A Science**
- 3 A; p53 Science; Coined term  
A: p53;a  
Science; Coined term; Normative principle  
N59 INDIA, EDUCATION (Ministry of —). Conspectus of principles  
underlying the preparation of scientific terminology.
- 4 A: p5344=5  
Science; Coined term in Indian languages = *from* European languages  
N66 MITRA (R L). Scheme for rendering of European scientific  
terms into the vernaculars of India (*For* India, Ministry of Education).
- BT Statistical Calculus**
- 5 BT,3 Statistical Calculus, Sampling  
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Statistical Calculus, Sampling  
N54 LAHIRI (D B). Technical paper on some aspects of the  
development of the sample design. (*For* India, Ministry of Education).
- K Zoology**
- 6 K,865 Zoology, Coleoptera  
K,865;12.44  
Zoology, Coleoptera; Natural history. India  
N32 FOWLER (W W). Coleoptera. (Fauna of British India  
including Ceylon and Burma)  
(*For* India ?).
- L Medicine**
- 7 L-AZ Medicine — Indian Systems  
L-AZ,4411'N't  
Medicine — Indian systems. Madras "Commission report  
N39 MADRAS, MEDICINE (Committee on the indigenous system  
of —(1923)). (*Chairman*: Oosman Sahib). Report.
- T Education**
- 8 T,44 Education. India  
T,44'M't  
Education. India "Commission report  
M8 INDIA. EDUCATION (Indian — Commission) (1882). (*Chairman*:  
W W Hunter). Report.

- 9 T.44'N't  
Education. India "Commission report  
N66 INDIA, EDUCATION (Ministry of —) (1964). (Chairman:  
D S Kothari). Education and national development.
- T-9K Education—Aided institution  
T-9K.1z Education — Aided institution, School  
10 T-9K.1z:8;D.C.44'N3  
Education — Aided institution, School: Management; Grant. India  
N32 INDIA, EDUCATION (Ministry of —). Grant-in-aid to schools in  
British India.
- 11 T-9K.1z:8,7;Y582.44=OSEC  
Education — Aided institution, School: Management, Teacher:  
Provident Fund. Secunderabad  
N32 INDIA, EDUCATION (Ministry of —). Scheme for provident fund  
for teachers in aided schools in Secunderabad and Residency Bazaars.
- XV National Economics  
XV.44 National Economics, India  
12 XV.44;71'N56  
National economics, India; Budget' 1956.  
N57 INDIA, FINANCE (Ministry of —). Budget for 1956-1957.
- XX Industrial economics.  
XX.4411 Industrial economics. Madras.  
13 XX.4411'r  
Industrial economics. Madras "Administration report  
N39 MADRAS, INDUSTRIES (Department of —). Report.
- XX.4431 Industrial economics. Bombay  
XX.4431'N3't  
14 Industrial economics. Bombay "Commission report  
N39 BOMBAY, INDUSTRIES (— Committee) (193?) (Chairman: ?).  
Report

*Alphabetical part*  
*Alphabetical index to the classified part*

*Note —*

The Class Number, corresponding to each of the upper links of a class number occurring in the main part may not have a Main Entry corresponding to it. In other words, the library may not have a document with that class number. The chance for this may not be much in a large library; but it will be large in a small library.

Therefore, it is not wise to give a class index entry for each upper link without verifying whether there is a Main Entry corresponding to it in the classified part. Otherwise the reader may look up for a document under that class number and be disappointed.

In this sample catalogue, it will be noted that no upper link class index entry has been found necessary.

- 15 ADMINISTRATION REPORT "MADRAS. INDUSTRIAL ECONOMICS  
XX.4411't.
- 16 BOMBAY, INDUSTRIES (— Committee). Report. XX.4431'N3't N39
- 17 BUDGET; INDIA, NATIONAL ECONOMICS XV.44;71
- 18 COMMISSION REPORT "BOMBAY. INDUSTRIAL ECONOMICS XX.  
4431'N3't
- 19 EUROPEAN LANGUAGE=INDIAN LANGUAGE COINED TERM;  
SCIENCE A;p5344=5
- 20 FAUNA OF BRITISH INDIA INCLUDING CEYLON AND BURMA. 1932  
Fowler: Coleoptera. K,865;12.44 N32
- 21 FOWLER (W W). Coleoptera. K,865;12.44 N32
- 22 HUNTER (W W) COMMISSION, REPORT. T.44'M't
- 23 INDIA. CATALOGUE OF GOVERNMENT OF INDIA CIVIL PUBLICATIONS.  
a,55,05,44 N66
- 24 INDIA. GOVERNMENT GRANT; SCHOOL, EDUCATION — AIDED  
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- 25 INDIA. NATURAL HISTORY; COLEOPTERA, ZOOLOGY K,865;12.44
- 26 INDIA, EDUCATION (Indian — Commission) (1882), Report  
T.44'M't
- 27 INDIA, EDUCATION (Ministry of —). Conspectus of principles  
underlying the preparation of scientific terminology. A;p53;a N59
- 28 INDIA, EDUCATION (Ministry of —). Education and national  
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- 29 INDIA, EDUCATION (Ministry of —). Grant-in-aid to schools in  
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- 30 INDIA, EDUCATION (Ministry of —). Provident fund for teachers  
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- 31 INDIA, EDUCATION (Ministry of —) (1964). Report. T.44'N't
- 32 INDIA, FINANCE (Ministry of —). Budget for 1956-1957.  
XV.44;71'N56 N57
- 33 INDIA, LABOUR (Ministry of —). Catalogue of publications.  
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- 34 KOTHARI (D S) COMMISSION, REPORT. T.44'N't
- 35 LAHIRI (DB). Technical paper on the development of the sample  
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- 36 MADRAS. INDIAN SYSTEMS — MEDICINE L-AZ.4411
- 37 MADRAS. INDUSTRIES (Department of —). Report. XX.4411't
- 38 MADRAS. MEDICINE (Committee on the indigenous system of —).  
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- 39 MITRA (RL). Scheme for rendering of European scientific terms  
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- 40 NORMATIVE PRINCIPLE; COINED TERM; SCIENCE A;p53;a
- 41 OOSMAN SAHIB COMMISSION, REPORT L-AZ.4411'N't
- 42 SAMPLING, STATISTICAL CALCULUS BT,3
- 43 SECUNDERABAD. PROVIDENT FUND; TEACHER, SCHOOL, AIDED  
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## 2 Bibliographical References

Note. —

0 This list does not include the References given in the text itself to AACR, CC, CCC and DC.

1 Col 1 gives the Serial Number of the reference.

2 Col 2 gives the number of the Section in the text, where the reference is made.

3 Col 3 gives the document referred to.

## D2

## RANGANATHAN

- 1 Sec x GHOSH (Sri Aurobindo). *Mother*. 1928. P66-8.
- 2 Sec v MOHINDER SINGH. Government publications of India. 1967.
- 3 Sec 1 RANGANATHAN (SR). Abstract and feature heading: Symbiosis (Annual Seminar, (DRTC). 6;1968;Paper AF).
- 4 Sec n3 ——. Cataloguing practice. Ed2.1972.
- 5 Sec k6 ——. Cataloguing principles formulated by the International Conference, Paris, 1961: An evaluation. (Lib. her. 10;1969; Sec VA and VB).
- 6 Sec k0 ——. Classified catalogue code. Ed 5. Part B.
- 7 Sec u20 ——. Heading and canons. 1955. Sec 4323.
- 8 Sec k6 ——. ——. Sec 5678.
- 9 Sec n3 ——. Library catalogue: Fundamentals and procedure. 1950.
- 10 Sec k2 ——. Recall value and entry element in heading. (Lib. Sc. 6;1969; Paper Q).
- 11 Sec a50 ——. Standard for author-statement on the title-leaf of a book— what, why and how. (*In Papers for Session T9, Indian Standards Convention (Madras) (22 to 28 1957), Paper DA2*).
- 12 Sec j5 ——. Standard for catalogues of Government. (*In Ranganathan (SR) and Girja Kumar, Ed. Social science research and libraries. 1960. Paper J*).
- 13 Sec j2 ——. Standard for catalogues of government publications. (*Memoirs, Madras Library Association. 1941.*) 109-121.
- 14 Sec k6 ——. Theory of Library catalogue. 1968, P336.
- 15 Sec f2 —— and BHATTACHARYA (G). Cataloguing terminology. (Lib Sc 5; 1968; Paper L).
- 16 Sec 1 —— and SEETHARAMA (S). Slimming the abstract: Symbiosis between the subject heading within a main entry and the abstract. (Annual Seminar, (DRTC). 9;1971; Paper AA).
- 17 Sec f2 STANDARDS (Indian — Institution). Glossary of cataloguing terms (First revision) (IS: 796-1966). 1967.
- 18 Sec a50 ——. Specification for title-page and back of title-page of a book (IS: 792-1964). 1965.

## 3 Index

*Note .—*

- 1 The index number is the number of the Section.
- 2 Abbreviations used  
*def* = Defined  
*irt* = In relation to

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