

*RULES FOR COMPILING*  
*THE CATALOGUES*  
*OF PRINTED BOOKS,*  
*MAPS, ETC. IN THE*  
*IMPERIAL LIBRARY*

*PRINTED BY ORDER OF THE*  
*COUNCIL*

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*CALCUTTA: SUPERINTENDENT*  
*GOVERNMENT PRINTING, INDIA*

THE following rules have been framed to meet the special requirements of the Imperial Library. They make no pretence to deal with every problem that may arise in connection with all kinds of books. It would have been superfluous to add rules for the treatment of 'Incunabula,' 'Program-dissertations' and Doctorate-theses from continental Universities, Music, Liturgies. Anyone who compares them will at once see how much these rules owe to those issued by order of the Trustees of the British Museum, to the "Staff-Calendar of the Bodleian Library," to those drawn up by the late Henry Bradshaw for the University of Cambridge. Where it was not necessary it seemed unwise to depart even from the words of these three models, and seldom possible to do so without some sacrifice of lucidity or precision.

## *Summary.*

### **AUTHOR CATALOGUE.**

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# 1

The following rules are designed to show the manner in which any book is to be entered in the Catalogue of Authors arranged in the alphabetical order of their names.

# 2

Entries are of two kinds :

Entries.

- i. Main-Entries, describing adequately the contents of a book.
- ii. Cross-References, describing only partially the contents. These are to be used in the case of editors, translators, of persons who have written anonymously, or under an assumed name, or in collaboration, or who have been the subject of writings by others. They are also to be used where a writer has changed his name, or, if more than one form of a name exists, to show which form has been adopted.

*Examples :*

- i. MORRIS (WILLIAM) The Life and Death of Jason, an epic poem in seventeen books, with a preface by E. Rhys. London, 1912. 8°.

- ii. RHYS (ERNEST) *See* MORRIS (W.)  
 The Life and Death of Jason ... with  
 a preface by E. Rhys. 1912. 8°.
- BURTON (*Sir* RICHARD FRANCIS) *See*  
 ARABIAN NIGHTS. A ... transla-  
 tion of the Arabian Nights' Enter-  
 tainments ... by R. F. Burton.  
 1885. 8°.
- MACLEOD (FIONA), *pseud.* *See*  
 SHARP (W.)
- OSBOURNE (LLOYD) *See* STEVENSON  
 (R. L.) and OSBOURNE (L.) The  
 Ebb-Tide. 1894. 8°.
- NAPOLEON I., *Emperor of the French*,  
*See* ROSE (J. H.) The Life of  
 Napoleon I., *etc.* 1894. 8°.
- DENISON (EDMUND BECKETT) *See*  
 BECKETT afterwards DENISON (E.  
 B.), *Baron Grimthorpe.*
- LIVORNO *See* LEGHORN

### 3

No book can have more than one main-entry. Main-entry.  
 This consists of the following parts.

- i. The *Heading*, in most cases the name  
 of an author.
- ii. The *Description* of the contents. The  
 actual words of the title-page are to

be adhered to as closely as possible, and should not be tampered with.

- iii. The *Imprint*, that is (i) the name of the place where and (ii) the date when the book was printed, and (iii) its size.
- iv. If desirable, a *Note*, added by the cataloguer.

NOTE—In cross-references the Imprint is habitually curtailed, the year of publication and the size alone being given.

## 4

The name of the author, or failing that, the **Heading** name of the compiler or editor or translator or person directly responsible for the existence of the book, is to be taken for the heading, except in certain cases which are set forth below. The name is to be followed in round brackets by all the fore-names or christian names written in full in their vernacular form, with necessary prefixes. Beyond the bracket place titles and such additions as may be held necessary to distinguish persons having identical names.

*Examples :*

BENTLEY (RICHARD), *D.D.*  
BENTLEY (RICHARD), *Publisher.*  
BROWNE (*Sir* THOMAS), *K.C.M.G.*  
BROWNE (*Sir* THOMAS), *M.D.*

## 5

Books which are the joint work of two Joint authorship. authors are to be entered under the two names together, in the order in which they appear on the title-page, only if it is not stated which part of the book each has written.

*Example :*

BEAUMONT (FRANCIS) and FLETCHER (JOHN) *The Works of Francis Beaumont and John Fletcher. Edited by A. Glover and A. R. Waller. 10 vols. Cambridge, 1906-12. 8°.*

## 6

Books written by more than two authors in Forms of Joint Authorship. collaboration are to be entered under the name of the one mentioned first, the remaining names to be treated as cross-references.

Books that contain, in addition to the work of the chief author, contributions by other writers, are to be entered under the name of the chief author alone, the contributors, where not embraced by the general title, being mentioned in accordance with Rule 28, unless they are unimportant



or too numerous (as in the case of encyclopaedias, magazines, and books written on the lines of the Cambridge History of English Literature).

In cases when there is a large number of Joint editorship. editors, cross-references from three only will generally suffice. But it not infrequently happens that "the one first mentioned" is less important than some subsequent editor. In such cases an exception must be made.

## 7

The name of a country, city, society or institution that directly causes the publication of a work is to be taken as a heading. Corporate Authorship. The name of the *country* or *city* taken as heading is to be in its English form.

*Examples :*

GERMANY (*not* DEUTSCHLAND)

VIENNA (*not* WIEN)

If there is no modern English form, or if the English form is not well established or is giving way to a vernacular form, the latter is to be preferred, with a cross-reference (e.g. MAINZ with cross-reference from MAYENCE). *See* Rule 36, note 2.

## 8

Fictitious names which are <sup>a</sup> imitations of *Pseudonyms*. real names, may be taken as headings, but the word *pseud.* is to be added, followed by the real name, if it is known, between square brackets.

A cross-reference is to be added from the <sup>b</sup> real name.

But if an author has published works under his real name in addition to others under a fictitious name, a cross-reference is to be added from the <sup>c</sup> pseudonym to the real name, under which the work is to be entered.

*Examples :*

- <sup>a</sup> FRANCE (ANATOLE), *pseud.* [*i.e.*  
JACQUES ANATOLE THIBAUT]
- <sup>b</sup> THIBAUT (JACQUES ANATOLE) *See*  
FRANCE (A.), *pseud.*
- <sup>c</sup> CRUDELI (A. DE) *Maréchal, pseud.*  
*See* DIDEROT (D.)  
FRANCHEVILLE (M. DE), *pseud.*  
*See* VOLTAIRE (F. M. A. DE)

Names which are merely circumlocutions or phrases descriptive of a class are to be disregarded and the work is to be treated as anonymous.

*Examples :*

- 'One who knows.'
- 'An M.P.'
- 'A Person of Quality.'

Names derived from some office, trade, profession or qualification are to be treated as real names and taken as headings.

*Examples :*

- 'Rate-payer.'
- 'A Magistrate.'
- 'Oxoniensis.'

When an official designation is substituted <sup>Official names.</sup> for the name of an author, and no doubt can exist as to his identity, the proper name should be taken as a heading, and not the official title.

*Example :*

"Lectures and Addresses by the Bishop of London" should be entered under the proper name of the Bishop.

## 9

Books may be entered under the heading of <sup>Initials.</sup> initials denoting the author's name. They should be written in the order in which they appear on the title-page. If however the author's name is known, the name is to be added in square brackets in its proper place in the description, and the work is to be entered under the author's name. A cross-reference is to be added from the initials and from the heading which the book would have had if no information as to the authorship had been obtainable.

*Example :*

BENSON (ARTHUR CHRISTOPHER)  
The Upton Letters, by T. B. [*i.e.*  
A. C. Benson] *London*, 1904. 8°.

Two cross-references are required.

T. B., *pseud.* See BENSON (A. C.) The  
Upton Letters, by T. B. [*i.e.* A. C.  
Benson] 1904. 8°.

UPTON The Upton Letters, *etc.* See  
BENSON (A. C.) The Upton Letters,  
*etc.* 1904. 8°.

## 10

When an author has begun to publish under Change of name.  
one name and has subsequently changed it or  
added another, the first name is to be taken as  
the heading, followed by the later name or names  
preceded by the word 'afterwards.' A cross-  
reference should be added from the later forms to  
the earlier.

*Example :*

JOHNSON afterwards CORY (WILLIAM)  
*Ionica.* With a preface by A. C.  
Benson. *London*, 1906. 8°.

Cross-reference.

CORY (WILLIAM) See JOHNSON (W.)

## 11

German and Scandinavian ä, ö, ü and å are to German names. be written out in full, ae, oe, ue and ao, when they occur in the heading.

*Examples :*

MAEHLY (not MÄHLY).  
LOEFFLER (not LÖFFLER).  
SJOESTRAND (not SJÖSTRAND).  
LUEBKE (not LÜBKE).

## 12

Latin names are to be entered in their Latin and Greek names. proper classical forms, Greek names in their Latinised forms, these being nearer the original than the English forms.

*Examples :*

<sup>a</sup> TIBULLUS (ALBIUS)  
OVIDIUS NASO (PUBLIUS)  
LUCANUS (MARCUS ANNAEUS)  
<sup>b</sup> PINDARUS  
ARISTOTELES  
THEOPHRASTUS

NOTE—For Latin authors the correct form of heading is their *common* name (in its classical form) together with any name that follows it, the *fore-name* (or *—names*) being put between round brackets in the manner shown above, and in Rule 4. (See Engelmann and Preuss, *Bibliotheca Scriptorum Classicorum*, Sir W. Smith, *Dictionary of Biography and Mythology*, W. S. Teuffel, *History of Roman Literature*.)

Biblical characters are to be entered under Biblical names. the current English form of their name.

## 13

i. <sup>a</sup> English and <sup>b</sup> French surnames beginning with a prefix or prefixes are to be placed under the letter of the first prefix.

*Examples :*

- <sup>a</sup> DE VERE (AUBREY)
- DE LA MARE (WALTER)
- LE MAISTRE (GEORGE HARRY)
- <sup>b</sup> DES GRIEUX, *Chevalier.*
- LE SAGE (ALAIN RENÉ)
- DU CLOS-DES-LUNES (HIPPOLYTE)

ii. Surnames in other languages are to be placed under the letter of the word following the last prefix.

*Examples :*

- ANNUNZIO (GABRIELLE D')
- SCHILLER (FRIEDRICH VON)
- GATTO (LUIGI LO)
- TOSA (SIMONE DELLA)

iii. BUT French names beginning with *de* or *d'* are to be placed under the letter of the word following the *de* or *d'*

*Examples :*

- LA CONDAMINE (CHARLES MARIE DE)
- BALZAC (HONORÉ DE)
- ALEMBERT (JEAN LE ROND D')

## 14

English compound surnames when not connected by a hyphen are to be entered under the last part of the names. Compound names.

Foreign compound surnames are to be entered in their entirety, cross-references being given in all cases.

## 15

- i. Saints are to be entered under the Titles and names.  
English form of the name by which they were canonized.

FRANCIS [BERNADONI], *of Assisi, Saint.*

- ii. Popes and Sovereigns under the English form of their official name; in the case of the former the original name is to be added in square brackets.

LEO XIII., *Pope.* [VINCENZO GIOACCHINO PECCI]

HENRY VIII., *King of Great Britain and Ireland.*

- iii. Members of Religious Orders that discard secular names are to be treated in the same way as Popes.

- iv. Princes of Sovereign houses are to be entered under their christian names only.

GEORGE, *Duke of Cambridge.*

- v. Peers and Bishops are to be entered under their family names.

LUBBOCK (JOHN), *Baron Avebury.*

TEMPLE (FREDERICK), *Abp of Canterbury.*

CREIGHTON (MANDELL), *Bp of London.*

The following examples show the correct method of expressing titles in the heading.

Cardinal.	MANNING (HENRY EDWARD), <i>Cardinal, Abp of Westminster.</i>
Archbishop.	BENSON (EDWARD WHITE), <i>Abp of Canterbury.</i>
Duke.	WELLESLEY (ARTHUR), <i>1st Duke of Wellington.</i>
Marquis.	CECIL (ROBERT ARTHUR TALBOT GASCOYNE-), <i>3rd Marquis of Salisbury.</i>
Earl.	BARING (EVELYN), <i>Earl of Cromer.</i>
Viscount.	GIFFORD (HARDINGE), <i>Viscount Tiverton.</i>
Bishop.	GORE (CHARLES), <i>Bp of Oxford.</i>
Baron.	ACTON (JOHN EMERICH DALBERG), <i>1st Baron Acton.</i>



Privy Coun- cillor.	BALFOUR ( <i>Rt Hon.</i> ARTHUR JAMES)
Baronet.	BURNE-JONES ( <i>Sir</i> ED- WARD) <i>Bart.</i>
Knight.	SANDYS ( <i>Sir</i> JOHN EDWYN)
Son of Duke or Marquis.	CHURCHILL ( <i>Lord</i> RAN- DOLPH)
Daughter of do. do. or Earl.	STANHOPE ( <i>Lady</i> HES- TER LUCY)
Younger son of Earl, or son of Vis- count or Baron.	LYGON ( <i>Hon.</i> HENRY)
Dean.	INGE (WILLIAM RALPH), <i>Dean of St Paul's.</i>

Titles denoting military or naval rank, ex-  
cluding that of Lieutenant, may be added (only  
in default of any other title) in the same way as  
the title of Knighthood.

PARKER (*Major* WALTER BOYD)

Other titles, epithets, academic or civil dis-  
tinctions should not be added except with a view  
to distinguishing between persons of the same  
surname and christian name.

Foreign titles are to be treated in the same  
way.

*Examples :*

BISMARCK-SCHOENHAUSEN (OTTO  
LEOPOLD VON), *Prince.*

HOLBACH (PAUL HEINRICH DIETRICH  
VON), *Baron*.  
CARTAT (MARIE JEAN ANTOINE NICO-  
LAS), *Marquis de Condorcet*.  
LA ROCHEFOUCAULD (FRANÇOIS  
DE), *Duke*.  
WILAMOWITZ-MOELLENDORF (UL-  
RICH VON), *Freiherr*.

## 16

Commentaries and translations accompanied Commentaries,  
Translations with  
the Text. by the text, and editions of the text, are to be entered under the name of the original author of the text; the names of commentators, translators and editors being treated as cross-references. Commentaries and translations without the text are to be treated in exactly the reverse way, the name of the original author being given as a cross-reference.

## 17

Reports of civil actions are to be entered Law Reports. under the name of the party of the suit which stands first on the title-page;

Reports of Crown and criminal proceedings under the name of the defendant or prisoner.

Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

## 18

Biographies, biographical or critical essays, Biographies. memoirs, personal satires are to be entered under the name of the author with a cross-reference from the subject of them.

## 19

Catalogues are to be entered under the name Special works :  
Catalogues, of the institution, library, museum, person or persons (now or formerly) owning the collection catalogued.

A cross-reference from the name of the compiler should be added, where it is known.

If the compiler's name alone is known, the catalogue should be treated like any other book.

## 20

All reports and publications of Congresses Congresses. whether International or other, are to be entered under the heading 'CONGRESSES.'

## 21

Encyclopaedias are to be entered under the *Encyclopaedias*, word 'ENCYCLOPAEDIA', even when containing the name of the Editor.

## 22

Periodicals are to be entered under the chief *Periodicals*, word or words of their title. If the title commonly used is slightly different, it may be advisable to add a cross-reference.

## 23

A collection or series of books to which various writers have contributed, is to be entered under the catch-title of the series; the separate parts to be catalogued fully at the same time under their own headings.

*Example :*

ENGLISH MEN OF LETTERS; edited  
by John Morley. 1878. 8°.   
[See under separate authors.]

A similar cross-reference is to be added under  
**MORLEY (JOHN) English Men of  
Letters.**

The <sup>a</sup> name of the series to which a book belongs, or, if the work is a portion taken from some periodical, the <sup>b</sup> name of the periodical is to be added at the end of the description in round brackets.

*Examples :*

**FOUCART (GEORGE) Histoire des religions et méthode comparative. (Bibliothèque d'histoire religieuse.)**  
*Paris, 1912. 8°.*

**COPELAND (MELVIN THOMAS) The Cotton manufacturing industry of the United States. (Harvard Economic Studies VIII.)**  
*Cambridge, U.S., 1912. 8°.*

<sup>b</sup> **COOK (ARTHUR STANLEY) A pre-Masoretic Biblical Papyrus. (Reprinted from the Progs of the Soc. of Biblical Archaeology, Jan. 1903.)**  
*[London, 1903.] 8°.*

**GASELEE (STEPHEN) The Common People of the Roman Empire. (Extracted from the Quarterly Review, pp. 82-101. July, 1913.)**  
*[London, 1913.] 8°.*

**NOTE.**—An article is said to be *re-printed* from a journal, 'Reprinted,' review, periodical etc. when it has a pagination of its own, *i.e.* when the first page of the article is numbered '1', and so on.

An article is said to be *extracted* from a journal etc. 'Extracted' when the pages retain the numbering of the volume from which it has been taken, the first page being numbered, say, '237,' and so on.

NOTE 2—Abbreviations are permitted in this portion alone of Abbreviations. the entry; the title of the book itself should be free from abbreviated forms unless they actually appear on the title-page. (An exception is to be found in Rule 30, i.)

## 24

Editions of the Bible with or without the Bible. Apocrypha are to be entered under the word BIBLE; collections of two or more books under the added sub-headings OLD TESTAMENT, APOCRYPHA, NEW TESTAMENT, or under the lesser sub-headings (O. T.) *Pentateuch, Prophets, Hagiographa*, and (N. T.) *Gospels, Epistles, Paul the Apostle*. Single books are to be entered in alphabetical order under the main heading BIBLE with the appropriate sub-heading, 'Old Testament', 'Apocrypha,' or 'New Testament.'

*Examples :*

BIBLE—OLD TESTAMENT—*Prophets*.

The Minor Prophets, edited with notes by the Rev. E. B. Pusey  
D.D. 2 vols.

BIBLE—OLD TESTAMENT—*Genesis*.

The book of Genesis, with an introduction and commentary by S. R. Driver.

BIBLE—APOCRYPHA—*Wisdom of  
Solomon.*

The book of Wisdom; the R. V.  
text with a commentary by  
A. T. S. Goodrick.

BIBLE—NEW TESTAMENT—*Peter.*

[*Greek*]  
The Epistles General of Peter;  
the Greek text with notes for  
Schools, by M. R. James.

## 25

Apocryphal books not included among the Apocrypha and  
Pseudepigrapha. deutero-canonical books of the Old Testament,  
whether Christian or non-Christian, are to be  
entered under the heading APOCRYPHA.

## 26

Anonymous works directly and solely relating Anonymous  
works. to a single place, country, person, body of persons,  
institution, language, book or object with a pro-  
per name (*e.g.* a pet, a ship), the name of which  
is unequivocally given on the title-page, may be  
entered under such name only.

Otherwise an anonymous book is to be entered under the first word (*not* an article), or words of the title, and a cross-reference may be added, if it is thought desirable, from any other striking word in the title. Sometimes the first substantive may be preferable to the first word.

If the name of the author can be discovered it should be inserted between square brackets in the description, and a cross-reference from his name added.

Anonymous dictionaries, grammars, reading books, specimens of language, alphabets, lexicons and vocabularies are to be entered under the name of the languages with which they deal—except that, where a word-book relates to two languages of which one is modern literary English, no separate entry needs be made for the latter. Thus, a ‘Persian-English Dictionary’ will go under ‘Persian Language’ but not under ‘English’.

Ordinarily when the name of the author or compiler is mentioned on the title-page, his name will be taken as the heading for the main-entry, and a cross-reference will be added from the name of the languages explained, illustrated, etc.

## 27

If it is stated on the title-page of a work that it is written in reply to another, there should be



a cross-reference to it inserted under the first heading of the original work.

*Example :*

REPLY A Reply to a Vindication of  
the recent Executions in Poland,  
by a Gentleman in His Majesty's  
Service. *London*, 1780. 4°.

Cross-reference :

VINDICATION *See* REPLY A Reply  
to a Vindication, *etc.* 1780. 4°.

## 28

The description should show adequately all Description that a book contains, and should supply all necessary information as to editors, translators, and writers of subordinate portions. If the author's name appears in the heading it need not be repeated except for the sake of clearness. Should the title page not sufficiently show the contents of a book, the description should be supplemented from the body of the work, such matter being enclosed in round brackets ( ), or in very rare instances from outside sources by the cataloguer himself, such matter being enclosed in square brackets [ ].

An omission in the middle of the description is to be indicated by three dots . . . , an omission at the end by an , *etc.*

## 29

If a book possesses more than one title-page Two title-pages. that page is to be preferred which furnishes the fullest and most accurate description of the book

If a book has two titles or title-pages in Title in different languages. different languages use the one printed in Roman [i.e. English] character. If both or neither are in the Roman character give the title which is in the same language as the book.

If the title chosen does not clearly indicate Titles not indicating the language. the language or languages in which the book is written, then they are to be mentioned in a note between round brackets, before the imprint.

*Example :*

HOMERUS Homeri Ilias. (*Gk*)  
*Aldus, Venetiis, 1514. 8°.*

## 30

At the end of the Description there should Supplement to the description. be placed in the order here given any of the following particulars which apply to the book.

- i. A statement of the number of volumes if more than one, or of the number of parts, if, and only if each part begins a fresh pagination, with fresh signatures (*e.g.*  $\Lambda$ ,  $\Lambda_2$ , or  $a$ ,  $a_2$ ) at the foot of the pages.

The number is to be in Arabic figures and the number of parts or volumes is to be stated in the language used in the book itself (Abteilung, Band (Bände), parts, fasciculus, tome, volume, etc.) written in their commonly abbreviated forms (Abt., Bd (Bde), pts, fasc., tom., vol., etc.).

- ii. The title between round brackets, of the series in which the book has been published. (*See* Rule 23.)

## 31

- i. The *place* of publication is to be stated <sup>Imprint.</sup> in italics (followed by the place of printing, where the two are different, in round brackets) in the form in which it appears in the book. If several places of publication are named write the first only.
- ii. The *year* of publication is to be written in Arabic numerals, followed by a full stop. If it does not appear in

the book it is to be supplied as accurately as possible.

iii. The *size* is to be indicated in centimetres.

Ordinarily it is not necessary to mention the press from which the book has issued. If however a work is an example of unusually fine printing, the name of the Printer, or, where a book is stated to have been '*Printed for the Author,*' or '*Printed for Private Circulation,*' or '*Privately printed,*' these words should be placed at the beginning of the Imprint in italics.

## 32

Information relating to points that are peculiar to the individual copy of the book catalogued are to be added below the entire entry in italics. The proper subjects for notes are : imperfections, that is the loss of one or more pages, peculiarities in the arrangement of the sheets, or differences from other copies, the fact of its being printed on any peculiar material, or of its having been the property of some eminent personage, especially if it contain his autograph, book-plate or private mark. Notes.

### 33

The rule regarding brackets, which should be strictly followed, is that round brackets ( ) enclose any note or information obtained from the body of the book itself, while square brackets [ ] enclose information obtained from external sources by the cataloguer.

Abbreviations should be followed by a full stop, contractions should have no full stop. A word is said to be 'abbreviated' when the last portion has been suppressed.

*Examples :*

vol.	short for	vol[ume]
Capt.	„ „	Capt[ain]
pseud.	„ „	pseud[onym]

A word is said to be 'contracted' when the middle has been suppressed and the beginning and end alone remain.

*Examples :*

vols	short for	vol[ume]s
Capt[s]	„ „	Capt[ain]s
Bp	„ „	B[ishop]
Dr	„ „	D[octo]r

(See Sir E. Maunde Thompson, *Greek and Latin Palaeography*, London. 1906. 8°.)

All matter enclosed within brackets is independent of the rest of the sentence into which it

has been inserted, and cannot affect the construction or punctuation of matter outside the brackets. The test for ascertaining if a stop has been rightly placed, where there is bracketed matter, is to remove the bracket.

The following are examples of wrong punctuation.

‘He [the Principal], was in favour of,  
etc.

‘London, [1800]. 4°.’

‘Paradise Lost, with notes [By A. W.  
Verity.]’

Remove the bracketed matter and we get :

‘He, was in favour of, etc. . . .’—  
superfluous comma.

‘London,. 4°.’ —superfluous comma.

‘Paradise Lost, with notes’ —full-stop  
wanting.

The following are correct.

‘He [the Principal] was, etc. . . . ’

‘London [1800]. 4°.’

‘Paradise Lost, with notes [by A. W.  
Verity].’

‘Paradise Lost, with notes. [By A. W.  
Verity.]’

## CATALOGUES OF ORIENTAL PRINTED BOOKS.

### 34

The rules that obtain for the cataloguing of books in European languages are to be followed, with certain modifications, in dealing with books in Oriental languages. The method of treatment to be followed is that shewn in the catalogues issued by the British Museum, of books in Sanskrit, Arabic, Bengali, Hindustani and other languages. The method may be summarised thus:

- i. The *Heading*. The name of the author is to be taken for the heading, correctly transliterated in English in accordance with the table given below. The name is to be given in full, followed by titles, if any, in italics.

It frequently happens that an author is known by some other name than that given him at birth. In these cases his proper name is to be taken as the heading, followed by the words "commonly called" or "called" or "known as", (or "afterwards," if his name has been actually changed) and the later, commoner name.

- ii. The *Description*. Books possessing a title-page in some European language

are to be dealt with in accordance with Rule 29. Otherwise the Description will be the title of the book in the language of that book, followed in square brackets by an English transliteration, and an exposition as concise as possible of the contents of the book.

NOTE—In the case of Arabic, Persian and Urdu books which are lithographed or engraved, and not printed in the ordinary manner, the abbreviation '*lith.*' or '*engr.*' should follow, outside the bracket.

iii. The *Imprint*. In cases which do not come under Rule 29, this is to be given in the language of the book itself (if it can be found in the book), followed in square brackets by the English form of the place of publication, and the date expressed according to the Christian era.

iv. The *Size*. This is to be given in centimetres, in accordance with the instructions issued for the arrangement, classification etc. of "Vernacular" classes.

## 35

The Talmud (*i.e.* the Mishnah with the Special Books. Gemara) and the Qur'ān and parts of them, are



to be entered under those words. The Mishnah alone and parts of it under that name.

Brahminical, Buddhistic and Tantric texts are to be entered under the name of the class to which they belong, the separate parts having their proper sub-heading.

*Examples :*

VEDAS—ṚK VEDA

JĀTAKA—HATTHIPĀLA JĀTAKA

The Hindu philosophical texts are to be entered under the name of the originator of the system which they belong to.

*Example :*

KAPILA—SĀṆKHYA SŪTRA

The Smṛtis (works on Law) are to be entered under the names of their author, whether real or traditional.

The Rāmāyaṇa, the Mahābhārata, the Bhagavadgītā should be entered under those names.

## CATALOGUE OF MAPS.

### 36

The Catalogue of Maps, Charts, Plans, etc., is similarly composed of entries of two kinds, main-entries and cross-references, arranged in one alphabet, and the rules which obtain in the cataloguing of books apply, with modifications, to atlases and maps.

These, then, are to be catalogued under main-<sup>Main-entries.</sup> entries, which are subject-headings, that is, under the commonly accepted English form of the name of the country, district, etc., shewn on the map. The entries are to be arranged chronologically.

The names of author, draughtsman, surveyor <sup>Cross-references.</sup> or editor, if ascertainable, should be shewn in cross-references, the entries under the name being arranged alphabetically.

Atlases are to be catalogued under the head-<sup>Atlases.</sup> ing ATLASSES.

If the names of more than one country, sea or <sup>Two or more</sup> region are mentioned in the title of the map—or, <sup>names in the title.</sup> where such title is wanting, in the description supplied by the cataloguer, the name of the first-mentioned country, etc. is to be taken for the main-entry, the remainder being treated as cross-references, if of sufficient importance. Small

maps inset in bigger ones are to be so dealt with, mention being made in the main-entry of the presence of an inset.

*Examples :*

ENGLAND Map of England. (With  
inset : London and its Environs)  
70 cm. × 50 cm. *London*, 1902.

LONDON London and its Environs. *See*  
ENGLAND Map of England. (With  
inset.) 1902.

Where the scale of the map or chart is mentioned, it should be indicated at the end of the description.

The dimensions of the map proper, that is, of the printed portion excluding the margin, should be indicated in centimetres (height × width) immediately preceding the imprint.

*Examples :*

KASHMIR North-West Frontier Province and Kashmir. Scale 1 inch = 16 miles. 22 cm. × 16 cm. *Calcutta*, 1905.

INDIA—[RIVERS] *Ganges*. Carte de l'entrée du Gange et son cours ... jusqu'à Ugli. 24 cm. × 32 cm. [ ]

Cross-references :

HUGLI *See* INDIA—[RIVERS] *Ganges*.  
Carte . . . du Gange et son cours ...  
jusqu'à Ugli.

ABBEVILLE (SANSON D') *See* INDIA—  
MOGHUL EMPIRE. L'Inde de çà et  
de là du Gange . . . per Le S. S. d'  
Abbeville. 1654.

NOTE—The size and place of publication may be omitted in  
cross-references.

NOTE 2—Where any doubt prevails as to the spelling of a  
name, or if there are more forms than one of a  
name, that form is to be preferred which is printed  
first in LIPPINCOTT'S *New Gazetteer of the  
World*, 1906.

## SUBJECT-INDEX.

### 37

The function of an Index is to give a concise, rapid, clear guide to the contents and nature of the book, document, or collection to which it belongs. The function of a Subject-Index is to furnish a similar guide to the contents of a Library regarded as a repository of knowledge, and *not* as a typographical museum. Matters of typography and bibliography are dealt with in their proper place in the Author-Catalogue, where all books are regarded as of equal importance, their peculiarities, their defects and other marks that distinguish them from other copies of the same work, being duly noted. In the subject-index books are regarded only as a means to an end; it is the *subject* of the book and not the book itself and its features, that are required to be known. The inclusion of detailed bibliographical matter is to be avoided. For that reason it is often possible, even desirable to shorten the entry which has been written for the Author-Catalogue, always provided *that* this can be done without causing obscurity, *that* the words of the title are not perverted, *that* no useful information is suppressed. Thus, Notes (*see* Rule 32) may be omitted, Christian names may be shortened

into initials, lists of titles, letters of orders (*K.C.B.*, etc.) following names, can often be dropped, statements as to the number or nature of illustrations may be curtailed, *e.g.* "with 25 fullplate illustrations taken from photographs" may appear in the Subject-Index as "illustrations," simply. It is clear that the shorter the entries, the greater can be *their* number and (consequently) the usefulness of the Index.

There is no need to aim at the brevity of the London Library Subject-Index; it is nevertheless beyond possibility of doubt that brevity makes for speed in research; that if care and judgment are exercised, many titles can be shortened without any loss of clearness or decrease in the real quantity of information conveyed.

The entries should take the form of main-entries in the Author-Catalogue.

The entries under each heading are to be arranged in their chronological order.

## 38

The following is a list of abbreviations which Legitimate Abbreviations may be used in the entries of the Subject-Index.

abbr.	abbreviated
Abt.	Abteilung
app.	appendix

Abp	Archbishop
Aufl.	Auflage
augm.	augmented
Ausg.	Ausgabe
Bd, Bde	Band, Bände
bearb.	bearbeitet
Bp	Bishop
comp.	compiled
cor.	corrected
diag., diags	diagram, -s
ed.	edition, editor, edited
éd	édition, éditeur
enl.	enlarged
extr.	extract, extracted, extrait
facsim.	facsimile
Hft	Heft
hrsg.	herausgegeben
k.	kaiserlich
kgl.	königlich
illusd	illustrated
illusns	illustrations
introd.	introduction
Lfg	Lieferung
livr.	livraison
MS, MSS	Manuscript, -s
N. P.	Neue Folge
N. S.	New Series
n. d.	no date
n. p.	no place of publication
pl.	plates
pt, pts	part, -s
ptie	partie
pref.	preface

pub.	published, publisher
repr.	reprinted
rev.	revised
Sér.	Série
Ser.	Series
suppl.	supplement
Th.	Theil (or Teil)
t.	tomc
tr.	translated, translation
übers.	übersetzt
umgearb.	umgearbeitet
verb.	verbessert
verm.	vermehrt
vol., vols	volume, -s

This list is not complete. Other permissible abbreviations will be met with in the course of cataloguing.



TABLES OF TRANSLITERATION.

39

ARABIC

AND ALLIED LANGUAGES.

ب	b	ن	n
ت	t	ر	r
ث	th	هـ	h
ج	j	ي	y
ح	h	—	—
خ	kh	ا	a
د	d	إ	i
ذ	dh	أ	u
ر	r	آ	ā
ز	z	ى	ī
س	s	ى	ū
ش	sh	ي	ay
ص	s	ي	aw
ض	d	ز	—
ط	t	پ	p
ظ	z	چ	ch
ع	‘	ژ	zh
غ	gh	ك	g
ف	f	—	—
ق	q	ق	r
ك	k	ك	d
ل	l	—	—
م	m	hamza	’

## SANSKRIT

AND ALLIED LANGUAGES.

अ	a	त	t
आ	ā	थ	th
इ	i	द	d
ई	ī	ध	dh
उ	u	न	n
ऊ	ū	प	p
ऋ	r̄	फ	ph
ॠ	r̄ī	ब	b
ऌ	l̄	भ	bh
ॡ	l̄ī	म	m
ए	e	य	y
ऐ	ai	र	r
ओ	o	ल	l
औ	au	व	v
क	k	श	ś
ख	kh	ष	ṣ
ग	g	स	s
घ	gh	ह	h
ङ	ṅ	ऌ (in Pali ḷ)	ḷ
च	c	ऍ (Anusvāra, Niggahita)	ṁ
छ	ch	ँ (Anunāsika)	ṃ
ज	j	ः (Visarga)	ḥ
झ	jh	ँ (Upadhāniya)	ḥ
ञ	ñ	× (Jihvāmūliya)	ḥ
ट	ṭ	ऽ (Avagraha)	ˆ
ठ	ṭh	Udatta	ˆ
ड	ḍ	Svarita	ˆ
ढ	ḍh	Anudatta	ˆ
ण	ṇ		

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