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**MADRAS LIBRARY ASSOCIATION**

**Publication Series, 4**

**CLASSIFIED CATALOGUE CODE**

# MADRAS LIBRARY ASSOCIATION

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# CLASSIFIED CATALOGUE CODE

BY

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Secretary, Madras Library Association  
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WITH A FOREWORD

BY

**W. ERLAM SMITH, M.A., I.E.S.**

Director of Public Instruction, Madras



**MADRAS**  
**THE MADRAS LIBRARY ASSOCIATION**

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**W. C. BERWICK SAYERS, Esq.**

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## PREFACE

BY

### THE MADRAS LIBRARY ASSOCIATION

With the object of spreading the essential ideas of the Library Movement and of directing thought towards the creation of a library service suited to our country, the Madras Library Association inaugurated its Publication Series in 1929. The first volume, *The Library Movement*, a collection of essays by Divers Hands, was widely circulated throughout the country. The second volume, *The Five Laws of Library Science*, by Mr. S. R. Ranganathan, sought to expound the principles of library organisation and management in a systematic form. The preface to that book contained the announcement "with the present volume on the *Five Laws of Library Science* ...the Madras Library Association commences the publication of a series of books on the technical and practical aspects of library work."

In partial fulfilment of this announcement, the Association published in 1933, a volume entitled the *Colon Classification*, by Mr. S. R. Ranganathan and it has experienced a good circulation.

As another instalment of the Publication Series, the Association is publishing the present volume entitled *Classified Catalogue Code*, the manuscript of which Mr. S. R. Ranganathan had been good enough to place at the disposal of the Association.

The Association hopes that this volume will get as widely circulated as its predecessors and enable the libra-

**ries in India and elsewhere to get their resources catalogued and arranged in an efficient, scientific and serviceable manner and thus facilitate the intensification of reference work.**

## FOREWORD

It is a pleasure to write a few words of introduction and recommendation to the latest work penned by my friend Mr. S. R. Ranganathan. It forms a natural sequel to his earlier writings on "The Five Laws of Library Science" and on "Colon Classification" which have been well received. In the present book on the cataloguing of libraries he descends again from the general to the particular but retains that broad philosophical spirit of examination which is necessary if the minutiae of technique are not to become dully empirical.

*Habent sua fata libelli* said Horace. Books have their destiny—a phrase with many implications. In the case of the old time librarian it often meant that the volumes in his charge were destined rarely to quit his shelves. For the modern librarian the destination of a book is a reader and the librarian's main care apart from choosing books that are worthy is incessant attention to all devices which will reveal completely the material in his care to those who use the library. Good cataloguing is an exact means to this end. Any kind of printed matter which is obscurely or incompletely catalogued is likely to escape the notice of one who is in search of particular material. Ample and precise cataloguing is even

more helpful to the researcher whose ideas of the range of material available in a given field of investigation are vague.

An immense task lies ahead in South India in the creation of more and larger and better public libraries; and as the movement gathers momentum more and more librarians will be needed, and librarians with improved technical equipment. This book embodies the very wide experience of Mr. Ranganathan and is a notable contribution to the technique of such library training.

OLD COLLEGE, MADRAS. } W. ERLAM SMITH.  
*15th March, 1934.*

## INTRODUCTION

The author catalogue, the dictionary catalogue and the classified catalogue represent three successive stages in the order of evolution of the internal form of the catalogue. The classified form being the latest to evolve, the literature relating to it is comparatively scanty. It is strikingly so in the case of the systematic code of rules for cataloguing. While the number of codes for the author catalogue is fairly large and the number for the dictionary catalogue is also respectable, there appear to be few systematic and complete codes published in book form for the classified catalogue. Hence this little venture, which is based on ten years of experimentation in the Madras University Library and on the valuable reciprocal influence gained by its being taught to students of library science during the last five years.

While the call numbers occurring in the examples given are constructed on the basis of the colon classification expounded in an earlier volume, published last year, the rules of this code are not necessarily dependent on the colon classification for their applicability, excepting rule 31 and its subdivisions which deal with class index entries. All the other rules are of general application, irrespective of the code of classification in use. Even rule 31 and its subdivisions cannot be said to be altogether devoid of interest, or at least of some valuable suggestions, to libraries classified by other schemes.

The first eight chapters, *vis.*, Chapters 01 to 08 deal with preliminaries. Chap. 01 traces the evolution of the library catalogue and Chap. 02 enumerates the types of entries occurring in a classified catalogue. The physical form of the catalogue, with the card form in particular, is

discussed in Chap. 03. Chaps. 04 and 05 give the transliteration tables and the table of contractions that will be of use in writing out entries. The rules for arranging the catalogue cards are given in Chap. 06. Two new principles regulating the alphabetisation of entries are explicitly enunciated—I believe for the first time in that chapter. The definitions of some of the cataloguing terms will be found collected together in the following chapter for ready reference. The last of the preliminary chapters gives an analysis of works from the cataloguer's point of view and defines the different classes of works, *vis.*, periodical publications, periodicals, serials, books, simple books, composite books, artificial composite books, and multivolumed books.

Chapter 1 is the longest and is devoted to the rules for making the main entry of a simple book. The next three chapters are concerned with the additional entries that may have to be given to such books. These four chapters contain between themselves most of the basic rules. The fifth chapter deals with the special features of the entries of books in two or more volumes; while, the rules peculiar to composite books are enunciated in the sixth chapter.

Chapters 7 and 8 have some novel features. They deal with periodical publications. It is well known how much the idiosyncrasies of periodical publications baffle the cataloguers. To facilitate matters, Chapter 7 is confined to a consideration of periodical publications of the simplest type, not presenting any complexity whatever. The basic rules having thus been arrived at, the more complicated rules necessary for dealing with complex cases are considered in Chapter 8. Even there, the possible complexities are first analysed in rule 8 into eighteen elemental types, falling into six groups. Then, the technique for dealing with each such type is developed separately in the next six groups of rules. Finally, the last three rules are devoted to complexities of a general nature.



I had originally intended to give an additional chapter dealing with refractory cases. It was the intention, for example, to work out in rule 9w and its subdivisions the method of cataloguing maps, to devote rule 963 and its subdivisions to exhibitions of different kinds, to frame rule 9N8 and its subdivisions for dealing with music books and so on. But feeling that the experience gained by me with such special publications is not yet adequate, I have decided that such a chapter should be reserved for inclusion in a later edition.

The numbering of the rules may perhaps require a word of explanation. The numbering is on decimal basis. A decimal point is to be understood at the beginning of the number of each rule. If this is done mentally, the sequence of the numbers of the rules will appear to be a natural one. The code contains 408 rules, most of which are explained by suitable commentaries. The number of examples that have been included to illustrate these rules is 579. These contain 247 regular entries of one type or another. As these entries are *printed* and not *written* in this book, the usual typographical and other conventions are to be remembered in translating the printed entries into written entries; for example, italics in print means underlining in manuscript. Small capitals in print are equivalent to block letters in hand and so on.

Before concluding these introductory paragraphs, I should like to take this opportunity to thank the many colleagues in the profession, both at home and abroad, who have furnished me with valuable suggestions about the *Colon classification*. Most of them naturally refer to the paucity of illustrative examples in that book. That omission was due to the circumstances under which the book was published and it was intended to make good that omission by the inclusion of a sufficient number and variety of examples in this book, which was planned to come out soon after. It is regretted that the interval between the two books has been, however, a little longer than contem-

plated. Illustrative call numbers and class numbers occur in 166 entries given as examples in this book. Care has been taken to include every variety of call number illustrating most of the principles and devices expounded in the *Colon classification*. It may be stated that, for convenience of reference, all the call numbers and class numbers appearing in this book are assembled together in the next few pages and arranged in their proper order with references to the rules under which they occur, so that their interpretation can be verified by easy reference to the actual titles which they represent.

In all these call numbers, English is taken as the "favoured language" for the purposes of rule 0336 of the *Colon classification*; India is taken as the "library's own country" and is represented by "2" and Great Britain is given the number for the "most favoured country" *vis.*, "3", in applying rules 32 and 33 of the same book.

It may be stated also that the following additional rule is assumed in chapter 9 of the *Colon classification*: "If a periodical is devoted exclusively to a specific geographical area, the generalia number 4 or 5, as the case may be, which will be the first digit of its class number, is to be amplified by the bias number device using the number of the geographical area as the bias number and a colon is to be added after the bias number, before rule 2l or 2m, as the case may be, is applied." Thus 404:55:M45 stands for the *Zeitschrift* of the German Oriental Society; 404:73:M43 for the *Journal* of the American Oriental Society; and 502:2:M72 for the *Indian antiquary*.

The following  
Call Numbers & Class occur as examples under the respective  
Numbers rules

<i>b</i>	..	2	312201
<i>v</i>	..	1	312201
<i>Generalia</i>			
1 113G0	..	1	1321
12:43:M82	..	6	312601
12:43:M82 G2	..	1	1324
2h7362 F1	..	—; 16	1431; 323
2xM68	..	4	31264
2xM68 G2	..	2	1324
2 F9	..	1; 1 & 3	14142; 323
2 G1	..	2, 3	14142; 323
2:2q G1	..	—	1432
251qN33	..	5	312601
251qN33 G3	..	3; 3	14142; 323
25515qN34 G4	..	4; 9; 2 & 3	14142; 31260; 323
404:55:M45	..	1	7323
404:73:M43	..	1	721
473:N02r	..	1	7152
473:N02	..	—	7302
5wL62 F6	..	—	0628
502:2:M72	..	2	7152
502:2:N27	..	1:1	864
542:M87	..	1:1	852
773:M99	..	3	7152
773:M99	..	3	7323
81:M64	..	4	7152
<i>A. Science (General)</i>			
Aj111 E1	..	1	611
AJ3:K60	..	3	312601
AJ3:K60vN1 E2	..	2	1321
AJ3:K601	..	1:1—1:4	893
Am42:N25	..	1:2	852
Av173:N24	..	1	821
Av5:G5 F7	..	3	1321

The following  
Call Numbers & Class Numbers occur as examples under the respective rules

**B Mathematics**

B <sub>7</sub> N08	..	2	721
B <sub>12</sub> :N07	..	2	7323
B <sub>12</sub> :N07	..	2.1—2.3	893
B <sub>12</sub> :N071	..	2.4	893
B <sub>12</sub> :N08	..	2	721
B <sub>m</sub> 55:M26	..	4	7323
B <sub>p</sub> 2:N16	..	2.5	893
B <sub>w</sub> M87	..	1; 3 & 7	2423; 31264
B <sub>r</sub> M87	..	2 & 7	31264
B <sub>r</sub> M87 F7	..	—	1323
B 113E0	..	5; 4-5	14142; 323
B 122E4	..	4	1321
B13	..	2—7	312101
B633:23 E1	..	—	6214
B6363:23 E3	..	—; —	6214, 62211

**C Physics**

C <sub>J</sub> L96 A	..	3-16	893
C <sub>m</sub> 55:L99	..	3-1—3-14	893
C <sub>m</sub> 55:L991	..	3-15	893
C390D1 F7	..	5	1321
C82 G1	..	6; 6	14142; 323

**D Engineering**

D D6	..	3	1324
------	----	---	------

**E Chemistry**

E <sub>v</sub> :N2 F8	..	—	1313
E0J73:M84	..	2	821
E:0aN1 E2.1-E2.4	..	4	537
E240C47 G1	..	7	14142
E788:982 F5	..	2; 10	1415;323

**F Technology**

F D4	..	6	1321
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**G Natural Science  
(General)**

G <sub>13</sub> :K601	..	1-5	893
G <sub>m</sub> 73:N27	..	1-3	8443
G610Y1:115 F3	..	1; 12	1422; 323

The following  
Call Numbers & Class occur as examples under the respective  
Numbers rules

		<i>H Geology</i>	
Hm42:N25	..	1:3	852
H F8	..	7	1321
		<i>I Botany</i>	
Im3:M87aM96 D1	..	—	75
Im3:M87	..	5; 5	7152; 7323
Im42:N25	..	1:4	853
Im73:N20	..	1:2	8443
I2m78:N17	..	1:1	8443
		<i>J Agriculture</i>	
J:31 F7	..	8; 7	14142; 323
J37T1	..	—; 1	312801; 3129901
		<i>K Zoology</i>	
Km42:N25	..	1:5	852
		<i>L Medicine</i>	
LjM30 D0	..	3	611
Li73:M50	..	1:1—1:3	832
Lv2:D4	..	2	2423
L:47i73:M88	..	1:1—1:5	8312
L25:424M85	..	10 & 11	312601
L25:424M85:54 G0	..	9	14142
L91:55 F4	..	1	61
LAA2	..	3	2423
LAx3M90	..	6; 1	31264; 3129901
		<i>M Useful Arts</i>	
M7	..	8	312101
MK311i73:N08	..	—	822
		<i>N Fine Arts</i>	
N244:C E7	..	—	1322
N5wM17 F0	..	—	0628
N8 <sup>2</sup> 31x3	..	3 & 4	312701
N8 <sup>2</sup> 31x3 15F8	..	—; 11	1421; 323
		<i>O Literature</i>	
O:vL5 E0	..	2	336
O:1:9M3 F5	..	1	336
O:1H40:9 G2	..	—	0628
O:1L57:9 F0	..	—	0628

Call Numbers & Class Numbers	The following occur as examples	under the respective rules
O:1M12	.. 7	312601
O:1M12:9 F2	.. —	0628
O:1M12:90Q6 C9	.. 4	1324
O:1M30j G0	.. 2	611
O:1M61	.. 16; —	312601; 3126101
O:1M74	.. —; 8	0628; 31264
O:2J64:51	.. 1	312901
O:2J96	.. 13	312601
O:2J96:9 E4	.. 2; 13	1422; 323
O:2K52	.. 2	31260
O:2M56:9 E4	.. —	0628
O:2M74	.. —; 8	0628; 31264
O:3L71w G2:1—G2:4 ..	2	537
O:3M12:9 F5	.. —	0628
O:3M74	.. —; 8	0628; 31264
O:3M50:9 F7	.. —	0628
O:3M70:24 F9	.. —	0628
O:6xM8 F5	.. 8	1321
O:6L09	.. 1	312601
O:6L09w B7	.. 2	131
O:6M74	.. —; 8	0628; 31264
O:9xM74	.. 8	31264
O:9M6 D5	.. —	0628
O:9M6 F8	.. —	0628
O13:5C58	.. 12	312601
O13:5C58x 111F7	.. 10; 8	14142; 323
O15:1A1	.. —	3129101
O15:1D40	.. 14	312601
O15:1D40:3	.. 2	312901
O15:1D40:3 G1	.. —	1423
O15:2D35:26 G1	.. 1:3	864
O15:9vK5 111F9	.. 1	1415
O157:1M61	.. 15; —	312601; 3126101
O31:1F85:1	.. —	3129101
<b>P Philology</b>		
P G2	.. 9	1362
P15:25Ax11	.. 1	721
P15:Cx1E00	.. 5	31264
P31:Dx101 G0	.. 1:4	864
<b>Q Religion</b>		
Q6252G09:33 F4	.. —	0628

The following  
Call Numbers & Class occur as examples under the respective  
Numbers rules

		<i>R Philosophy</i>	
R3:Q0A G1	..	2	61
R3:Q:368 F2	..	11; 9	14142; 323
R66xD70:1 15G2	..	1:2	864
R66:5x3	..	1 & 2	312701
R66:5x3 15E6	..	10	1321
		<i>S Psychology</i>	
S:43v5:H0 F7	..	12	14142
S:682 G2	..	3	61
S:73 G1	..	5	1324
		<i>T Education</i>	
Tm73:M91	..	1:1	842
Tm73:M97	..	2:1—2:3	842
Tm73:N15	..	1:2 & 1:3	842
T:54p21:N32	..	4 & 5	312601
T:54p21:N32 G2	..	11	1321
T15:3B0S F7	..	13	14142
T3:44:A F7	..	12	1321
T4h21:M41m	..	6; 6	7152; 7323
		<i>U Geography</i>	
U:2183 B3	..	6; 4	1324; 2423
U8:4:K1 A	..	1	131
U8:655:N1 F7	..	3	131
		<i>V History</i>	
V	..	1	312101
V:6m42:N25	..	1-6	852
V2:21xM58	..	1	31264
V2:21xM58 E7	..	13	1321
V2:5:D4 F0	..	2 & 3	2423
V2:5310406:N2 F9	..	—	144
V21:1:N3 G3	..	14	1321
V2183:1:M6	..	4	2423
V262:1:L9 G1	..	14	1414
V3:1:M4 F4	..	—	0628
V52:5:J2 D6-1—D6-7	..	3	537
V52:5:N2 G0	..	—	0628
		<i>W Politics</i>	
Wv41:C5 G2	..	15	14142

The following  
Call Numbers & Class occur as examples under the respective  
Numbers rules

W G2	..	4	61
W:26/2:N29	..	7; 7	7152; 7323
<i>X Economics</i>			
X F0-1	..	1	531
X F0-2	..	1	537
X F9	..	15	1321
X62:8 G0	..	7	1324
X9M7:915:42:N2 G1	..	—; 14	142202; 323
<i>Y Miscellaneous Social Sciences</i>			
Y1 G3	..	16	1321
Y135 G2	..	16	14142
<i>Z Law</i>			
ZjJ61 D8	..	4	611
Zr438	..	8; 8	7152; 7323
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