

Centralized and Cooperative Cataloguing

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B109 Unit-IV

1. Centralized Cataloguing: Introduction

- ▶ Centralized cataloguing is defined as the cataloguing of documents by a central organization, carried out for the benefit of other libraries.
- ▶ It makes it possible to provide various kinds of cataloguing services to its clientele from a central point.
- ▶ Centralized cataloguing may be organized within a library system or within a number of library systems.
- ▶ A library system may consist of central library and various units. If 21 copies of CCC are purchased and catalogued separately by each unit and central library separately, then the same job would get repeated 21 times, leading to unnecessary duplication of work. So to sort out this type of problem centralized cataloguing is there.

Centralized Cataloguing: Objectives

- ▶ To avoid duplication of cataloguing work;
- ▶ To reduce cost of cataloguing;
- ▶ To achieve uniformity in classification and cataloguing practices;
- ▶ To raise the level of quality of cataloguing;
- ▶ To put cataloguers to a more effective use; and
- ▶ To enable member libraries to provide better service to users.

Centralized Cataloguing: Forms

Some of the forms of centralized cataloguing are given below:

- ▶ Card (or shelf) service,
- ▶ MARC (Machine-Readable Cataloguing) Service,
- ▶ Information Service,
- ▶ Cataloguing-in-source,
- ▶ Cataloguing-in-publication, and
- ▶ Pre-natal cataloguing.

Card Service

- ▶ The central organization produces catalogue cards, which are distributed to individual libraries.
- ▶ An individual library can file them in their catalogues after adding suitable headings. BNB card, printed catalogue cards distributed by Library of Congress and H. W. Wilson and Company belongs to this category.

MARC (Machine Readable Cataloguing) Service

- ▶ A central organization produces entries in machine-readable form such as magnetic tape or disc.
- ▶ In actual practice, it means that the central organization catalogues the documents, records the data on magnetic tape or disc and supplied libraries with copies of the tapes or discs.

Information Service

- ▶ Under this a central organization produces a bibliography from which libraries can prepare their catalogues either by cutting out the entries and pasting them on cards, etc., or use the information for their own cataloguing, or the bibliography itself may be used as a substitute for a catalogue.

Cataloguing-in-Source

- ▶ Under this venture, the central organization catalogues books before their publication. The catalogue entries are then printed into the books themselves. This is possible only in association with, or with cooperation from, the publishers.

Cataloguing-in-Publication

- ▶ Cataloguing-in-publication began in July 1971 at the Library of Congress.
- ▶ The programme processed over 28,598 titles during 1978.
- ▶ It is given on the back of the title page of the publication.
- ▶ An example is given below to illustrate the kind of cataloguing data printed on the back of the title page:

Library of Congress Cataloguing-in-Publication Data

Pao, Miranda Lee

Concepts of information retrieval/Miranda Lee Pao.

Xvi, 285 p. 17x25 cm.

Includes index

ISBN O-87287-405-2

1. Information Retrieval 2. Information Technology 3. Library Science-
Technological Innovation. I. Title.

Z699.P29 1988

88-39271

025.5'24-dc 19

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Pre-natal-cataloguing

- ▶ This term was used by Ranganathan.
- ▶ Pre-natal technical work includes pre-natal cataloguing and pre-natal classification.
- ▶ Pre-natal technical work involves completion of technical work by the National Central Library of a country on each book before its release by the publisher.
- ▶ This is done with the help of a copy of the form proof of each book sent by each publisher.
- ▶ The National Central Library prepares a master stencil of the catalogue cards for each book before its release and the catalogue cards are later supplied to those libraries, who have placed prior order for these.

2. Cooperative Cataloguing

- ▶ Cooperative cataloguing refers to “a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit.” It is done in two or more libraries for the benefit of each participant and results may or may not be made available to other libraries.
- ▶ Creation of a union catalogue on the basis of data supplied by individual libraries is a good example of cooperative cataloguing.

Centralized Versus Cooperative Cataloguing

- ▶ “Cooperative Cataloguing” is a part of “Centralized Cataloguing” if it is coordinated by a central agency, which distributes the printed catalogue cards.
- ▶ In centralized cataloguing a central agency is responsible for producing and distributing standard printed catalogue cards with entries made in a consistent fashion.
- ▶ Centralized units aim at providing “a complete job at one place or central point and distributing the results to others.” Cooperative cataloguing on the other hand aims at “completing the job by sharing the work involved and trading the results from one unit to another.”
- ▶ Centralization gathers the work in one site and organizes the work force as a unit and cooperation divides the job among several sites and seeks not to control but to co-ordinate the scattered work force.

THANKS