

# Filing of Entries

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B-109 Unit-II

# Filling of Entries

Entries are filled according to their access points which may be either:

1. Alphabetic Sequence
2. Classified Sequence

# Why Filling of Entries

Filling of entries is done to:

- Save the time of the reader locating the information;
- Bring together related entries at one place;
- Expose the items about which the users may not know till the time of the search;
- Facilitate manipulation and handling of the catalogue with ease, once the logic behind the arrangement is known.

# Few Filing Systems are:

- Berghoeffler System (19<sup>th</sup> Century by Christian W. Berghoeffler): Supports three systems;
  - Personal Section – only surnames of author are taken.
- ALA Filing Rules (1942): revised edition came in 1968;
- Library of Congress Filing Rules (1956);
- Computer Filing- e.g. A, an, the ABC of atomic physics will file BC atomic physics.
- BLAISE Filing Rules: Automated Information Service Provided by the British Library is known as BLAISE.
- Ranganathan's Principles.

# According to Ranganathan's Classified Sequence

Entries are arranged as under:

|       |                   |    |             |
|-------|-------------------|----|-------------|
| 1 030 | 2. 1. AAC         | or | 1. B        |
| 130   | 2. AAH            |    | 2. BQC      |
| 330   | 3. AAL            |    | 3. B' N65   |
| 360   | 4. ABC            |    | 4. B.44     |
| 505   | 5. ABG and So on. |    | 5. B:36     |
| 720   |                   |    | 6. B;4      |
|       |                   |    | B. B,5 etc. |

# Shelf List Filling

|         |                               |
|---------|-------------------------------|
| 001     | Knowledge                     |
| 001.424 | Operational Research          |
| 001.43  | Research                      |
| 001.5   | Information and Communication |
| 001.51  | Communication Theory          |
| 017     | Subject Catalogues            |
| 018     | Author Catalogues             |
| 027     | Central Libraries             |

# Ranganathan's Alphabetical Arrangement

- Letter by letter e.g. Newark.  
New York.
- Word by word e.g. New York
- Initial articles be omitted if they are separable e.g. A manual of technical drawing will be file under 'm' but if the article is not separable than take that also for filling purpose. e.g. (1). In wonder that was India (2). A mid summer night's dream.

Abbreviations: use UK, UNESCO etc be filled

# ALA Filing Rules

## 1. Basic Rules:

- a). Alphabet “arrange all entries, both English and foreign, alphabetically according to the order of the English alphabet”.
- b). Word by Word “arrange word by word, alphabetic letter by letter within the word. Begin with the first word on the first line, then go to the next word etc. Apply the principle of ‘nothing before something’, considering the space between words as ‘Nothing’.

# Contd...

## 2. Articles

- a). Initial articles ‘disregard an initial article in all languages and file by the word following it...An exception to this note is certain foreign proper names beginning with an article...’
- b). Articles within the entry. “Every word in the entry including articles and prepositions, is generally regarded”.

# Contd...

## 3. Initials

- a). “Arrange initials, single or in combination, as one letter word”.
- b). “Arrange initials standing for names of organizations as initials, not as abbreviations i.e. not as if spelled in full.”
- c). “Arrange acronyms as words, unless written all in capitals with a space or period between the letters.”

**e.g.** W.M.O

Warderer Speaks

Where Eagles Dare

WHO

# Contd...

## 4. Abbreviations

- a). “Arrange abbreviations as if spelled in full in the language of the entry except ‘Miss’, which is filed as written.’
- b). “Arrange initials and other abbreviations for geographical names...as if written in full.”
- c). “If subject subdivisions are abbreviated in subject headings as they commonly are in the tracing, arrange them as if written in full.”

# Contd...

## 5. Signs and Symbols

- a). “Disregard sign such as...or...,at the beginning of or within titles.”
- b). “Arrange the ampersand as ‘and’, ‘et” ‘and’ according to the language in which it is used.”
- c). “Arrange signs and symbols that are ordinarily spoken as words as it they were written out.”

### Examples;

1. Art and animation
2. Art and artists
3. Art and Culture
4. Rs 5000 per months (Five hundred rupees per month)
5. Rs and Ps (Rupees and Paise)

Contd...

## 6. Numerals

a). “Arrange numerals...as it spelled out in the language of the entry. Spell numerals and dates as they are spoken...”

# Order of Entries under Same Word

- A. “When the same word, or combination of words is used as the heading of different kinds of entry, arrange the entries in two main groups as follows:
1. Single surname entries, arrange alphabetically by forenames
  2. All the other entries, arranged alphabetically word by word disregarding kind of entry, form of heading and punctuation.”
- B. Arrange subject entries under a person or corporate name immediately after the author entries for the same name.”

## Contd...

C. Interfile title added entries and subject entries that are identical and sub- arrange of alphabetically to their main entries.

# Author Arrangement

A. “under an author heading arrange different kinds of entries in groups in following order.”

1. Works by the author, sub-arrange of alphabetically by their titles;
2. Works about the author.
  - a). Without sub-division, sub-arranged alphabetically by their main entries
  - b). With sub-division, sub arranged alphabetically by the sub-division.

# Subject Arrangement

- A). “Subject entries, follow the same word used as a single surname.”
  
- B). Arrange entries with the same subject heading alphabetically by their main entries, then by title.”