



# Library Cataloguing: Need, Purpose and Functions

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# Introduction

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- Library acquires documents to serve its users.
- In order to serve its users, a library does several activities such as acquisition, technical processing, circulation etc.
- Out of which one very important and essential activity is Library Cataloguing.
- Thus, first of all let us know what is Library Catalogue.



# What is Library Catalogue?

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- “A Library Catalogue is the key to the holding of the library.”
- “It is an explanatory, logically arranged inventory and key to the books and other library documents.
- This is arranged in a definite order containing specific bibliographic records for the purpose of identification and location of the documents.”



# Objectives

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Objectives of a Library Catalogue are:

1. To enable a person to find a book of which:
  - (a) the author, or
  - (b) the title, or
  - (c) the subject} are known



# Objectives (Contd...)

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2. To show what is available in the library:
  - (a) by a given author
  - (b) on a given subject
  - (c) in a given kind of literature
  
3. To assist in the choice of a books
  - (a) as to its edition (bibliographically)
  - (b) as to its character (literary or topically)

(C.A Cutter, 1876).



# Purpose/Functions

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- (a) A library catalogue serves as a finding list
  
- (b) To help a reader who comes to the library in order to find a document(s) through its title, author or subject or any other approach.



## Purpose/Functions (Contd...)

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- (c) An entry in the catalogue shows that a book/periodical etc. is in the library.
  
- The user note the call number i.e. the subject and author name of the material and can locate it on the shelves.



## Purpose/Functions (Contd...)

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- (d) To tell the readers the names of the collaborators, edition number, place, publisher, date of publication, number of volumes, series name etc.





# Conclusion

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- The purpose of a catalogue has been act as a key to the library's stock
- The arrangement and display of the materials comprising the stock of a library have been conditioned by the physical form of that stock, which leads to linear filing of the materials by only one characteristic, usually author's name, or subject plus aspect, or from.



# Conclusion

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- Yet books have been records of human thought
- As such they have many uses and more than one characteristic by which they may be sought
- The catalogue therefore has been an instrument designed to enable the enquirer to find a particular book (or even a part of a book) of which some or all the details have been known,
- to survey the entire book stock or sections of it, or to select the books which will best serve his/her purpose.



Just a minute...

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Any doubts...

Any questions...

Thanks