

Non-Print Resources

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Introduction

- Apart from the traditional collection of books and periodicals, the libraries are gradually adding to their collection, materials in non-print format.
- Non-print collections have many distinctive features that differentiate them from printed material. These non-print media requires special equipment for use and for reproduction purposes.
- Cataloguing of non-print media can facilitate access to such material and also provide bibliographic control for them.
- Cataloguing of non-print media necessitates a thorough understanding of the media itself.
- Cataloguer should be familiar with the various physical formats and the sources of information for cataloguing purposes.

Defining Non-Print Media

- Wall (1985) has provided a threefold definition for defining non-print material. According to him the non-print material should satisfy the following aspects:
 1. The item must appeal to the sight and/or hearing of the library user;
 2. Under normal conditions, the item must require additional equipment for usage;
 3. The printed word must not represent the essence of the medium.

Types of Non-Print Media

- The non-print media can be broadly categorized into following types:
 1. Films (film strips, slides, cine films, microfilm, microfiche etc.)
 2. Magnetic Material (Sound tape, video tape, Discs etc.)
 3. Plastic Material (Transparent plastic, vinyl discs, optical storage like laser vision CD audio, CD-ROM, CD-V etc.)

Cataloguing of Non-Print Media

- The non-print material with their diverse nature and physical characteristics poses a challenge for the cataloguer.
- With rapid growth in new formats and techniques of storing information is a difficult job to standardize cataloguing procedure for non-print media in the library.
- Cataloguing of non-print media requires cataloguers to have familiarity with a variety of information such as the General Material Designation (GMD), specific physical characteristics of individual formats and the software and hardware associated with the uses of the item.
- To establish cataloguing procedures for non-print media, the library/information center must take decision on the following aspects:
 1. The classification scheme to be adopted;
 2. The numbering system for the call number;
 3. Subject heading system to be followed;
 4. The extent and detail of descriptive cataloguing and added entries.

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- For descriptive cataloguing the following decisions need to be taken:
 - 1. Cataloguing of Materials as Individual Item or Sets:** In the case of sets of media collection, decision needs to be taken whether to group them together and have a single catalogue card or to treat them as individual items and link them through series added entry. If the set deals with one subject then it may be catalogued together. If the individual item in a set deals with different subjects then the items may be separated by different class numbers and subject heading. In such cases series added entry should be prepared to link all the material together.

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2. Added Entries

The number of added entries will depend upon the level of description adopted for cataloguing the material and users approach to the material.

It is essential that atleast, title, names and series added entries may be prepared. Other added entries may be as per the requirement of the user.

The information given in a catalogue entry for a document may be divided into three parts:

1. The heading section
2. The description section
3. Subject description section

Structure of Non-Print Media Descriptions

- The bibliographic description of non-print media follows the similar norms as for books and other materials. The main structure of the bibliographic entry comprises the heading, the description area and the subject description.
- The structure of bibliographic description as per the AACR 2 rules is given below:

First Level of Description

Title proper/1st statement of responsibility.-Edition Statement.-
Material or type of publication specific details.-1st publisher,
distributor, etc., date of publication, etc.

Extent of item

Note

Note

Standard number.

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Second Level of Description

Title proper [general material designation]=parallel title: other title information/1st statement of responsibility; each subsequent statement of responsibility.-Edition statement/1st statement of responsibility.-Material or type of publication specific details.- 1st place of publication, distribution, etc; 1st publisher, distributor, etc., date of publication, etc.

Extent of item: other physical details; dimensions.- (Title proper of series/statement of responsibility relating to series, ISSN of series; numbering within the series. Title of subseries, ISSN of subseries; numbering within subseries)

Notes

Notes

Standard Number

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Third Level of Description

- All elements that are required by rule are to be included. Apart from that the optional elements may also be included for the purpose.
- Third level of description is generally required by National Libraries and Research Libraries.
- The National Bibliographies usually follow the third level of description.
- The difference between level one and level two for non-print material is the expanded physical description in level two. The GMD and the artistic content of the material is included in the body of the entry rather than giving in the note section in the second level. The only drawback in the second level is that it does not provide for accompanying materials statement.
- The problem particular to non-print materials are the physical structures and access modes. The filling of the material will depend on the access mode.
- The following access modes are possible:

Author/Title

Form

Subject

Source of Descriptions

- In case of non-print media the information about title, author, etc., does not exist in one place. It may be scattered all over the material content.
- information for the catalogue entry can be found from the following sources:
 1. The material itself, including the container if it is the integral part of the non-print media for instance covers of audio/video cassettes.
 2. Accompanying material such as manuals, pamphlets etc. in paper format.
 3. Outside sources such as bibliographies, producer brochures, catalogues etc.

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AACR 2 Prescribe the following sources of information for different types of non-print materials.

Types of Material

- Music
- Sound Recordings
- Disc
- Tape (Open Reel to Reel)
- Tape Cassette
- Tape Cartridge
- Roll
- Sound Recording of Film
- Motion Picture and Video Recording
- Machine Readable Datafield
- Microform

Chief Source of Information

Title Page

Label

Reel and label

Cassette and label

Cartridge and label

Label

Container and label

Film itself and its container

Item itself including any labels and the container

Internal user label

Title frame



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