

CLASSIFIED CATALOGUE CODE WORKS OF SINGLE AND SHARED AUTHORSHIP

SKELETON CARD OF MAIN ENTRY According to CCC

Front Portion of Main Entry Card

		Leading Section
		Heading Section Title Section Note Section
	Accession Number	○

(Front Portion of the Card)

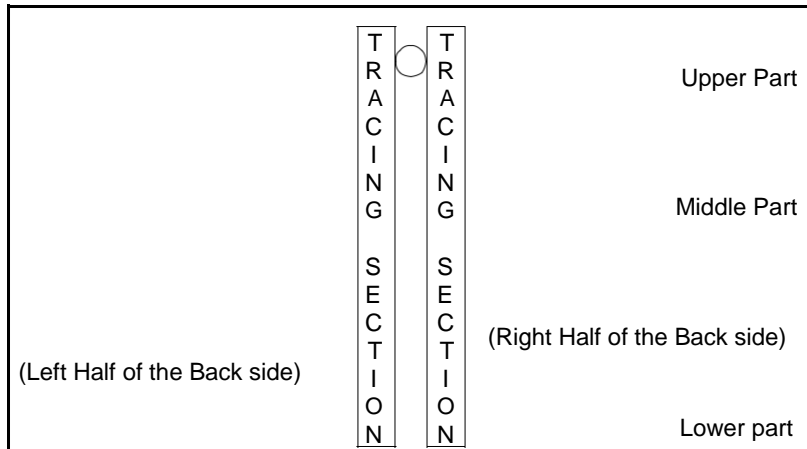
		Class Number + Book Number +Collection Number
		SURNAME (Forename) (Date of the birth-Date of the Death). Main title: Sub title. ED - . Ed. by - -. Tr. by - - (Name of the series. Ed. by - -. Series Number).
	Accession Number	○

SKELETON CARD OF TRACING SECTION OF MAIN ENTRY
(Back side of the main entry card)

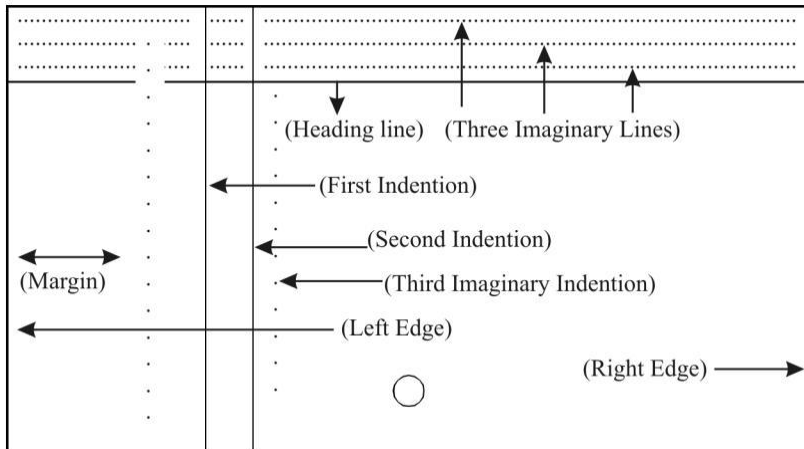
Class Reference Entries	<input type="radio"/> Class Index Entries
.....
.....
.....
	Book Index Entries

	Cross Reference Index Entries

Back Portion of Main Entry Card



STRUCTURE OF CATALOGUE CARD



TYPES OF ENTRIES AS PER CCC

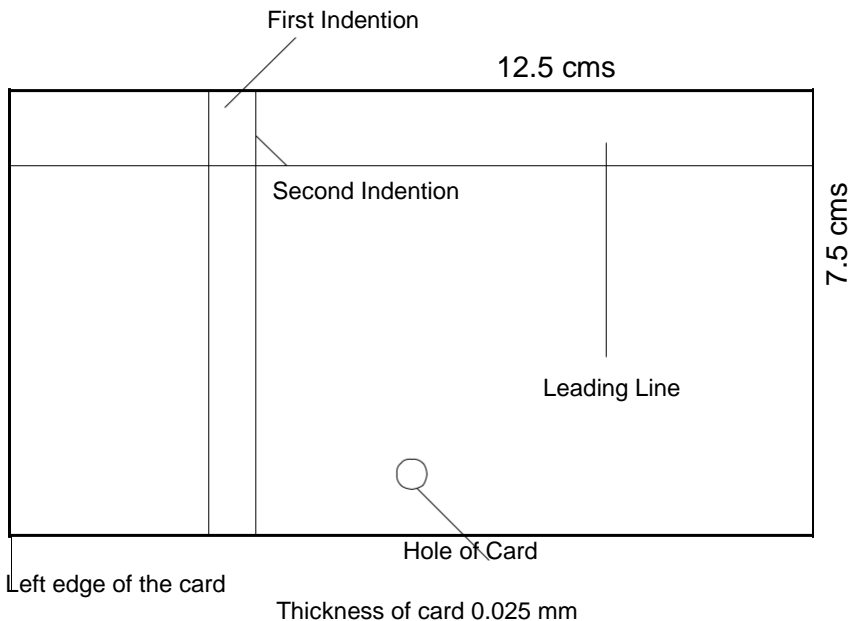
Main Entry

The main entry contain maximum bibliographic data of a document. It is a type of entry which provide a bibliographic data to all other entries. The main entry in classified catalogue code contain seven section in which each section have their own respected data.

- Leading section;
- Heading section;
- Title section;
- Note section;
- Accession number section;
- Tracing section; and
- Annotation section.

Catalogue card and description of its different parts:

Classified Catalogue



Front Portion of Main Entry in Classified Catalogue

		Call Number (Class No. + Book No. + Collection No.)
		<p>SURNAME OR PERSONAL NAME (Forename) (Year of birth - Year of death.). Main title : Subtitle or Explanatory Title: Subtitle Edition. Collaborator statement. Notes (Name of the Series)</p> <p style="text-align: center;">○</p> <p>Accession Number</p>

Note: Tracing Section to be given on the back of the Main Card.

Back Portion of the Main Entry in Classified Catalogue

Tracing

Cross Reference Entries	Class Index Entries
	Book Index Entries
	Cross Reference Index Entries
	○

'EXAMPLE'

Title Page :-

Classified Catalogue Code with additional rules for Dictionary Catalogue Code by S R RANGANATHAN, Madras, Madras Library Association, 1960.

Back of the Title Page :-

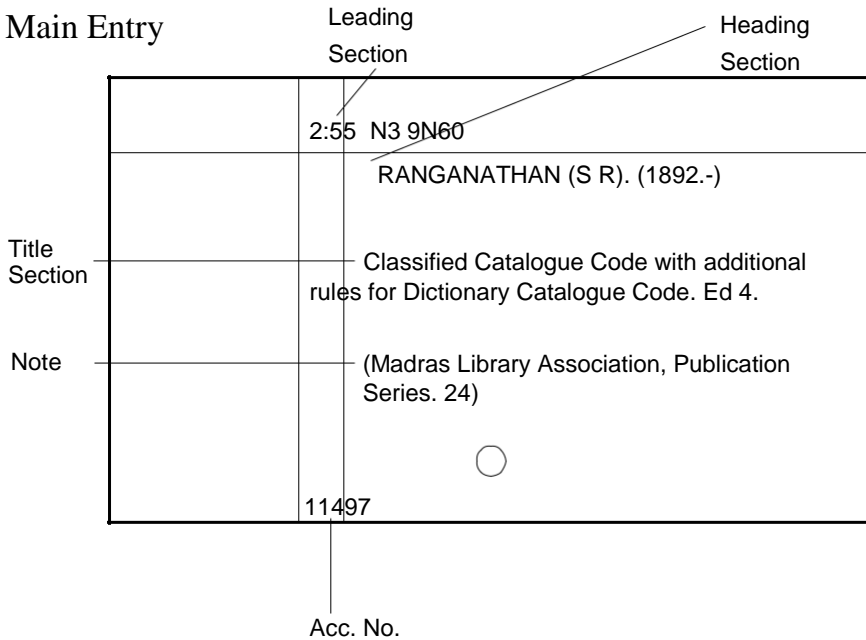
Shiyali	Ramamrita	Ranganathan (1892)
Edition	1	1934
Edition	2	1945
Edition	3	1951
Edition	4	1958

Class No. 2:55 N3
9N60
Acc. No. 11497

Half Title Page:-

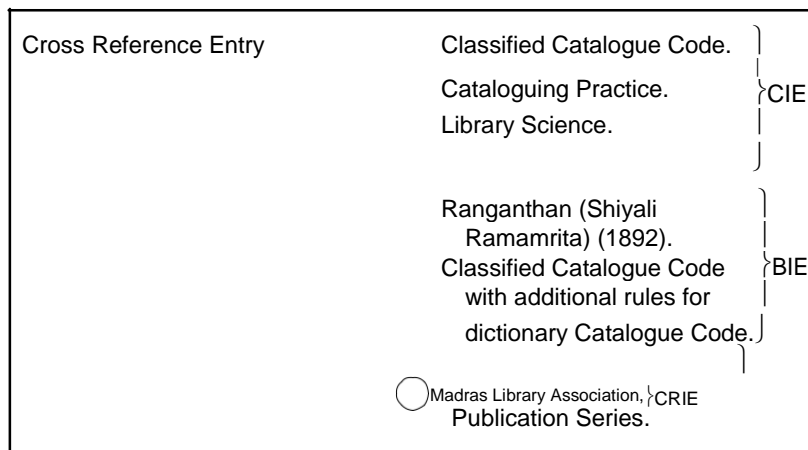
Madras Library Association, Publication Series, 24.
Note :- No. of Pages – 605, No illustration

Main Entry



Tracing Section

Back of the Main Entry Card



A catalogue card has 6 sections:

- 1) **Call Number:** The Leading section(call Number) in Classified Catalogue Code commenced from the first indention on the leading line with call no.
- 2) **Heading Section:** It Commenced from the second indention on the line below the leading section. It contains the creator of document(author) and the continuation line start from second indention.
- 3) **Title section:** It starts from the second indention on the below of heading section. It contains the title of document.
- 4) **Note Section:** The Note section than also starts from second indention. If any document has more than one note than each note has to be given separately ain fresh line starts from second indention.
- 5) **Accession Number Section:** To be given on the bottom –most line and will commence from the first vertical.
- 6) **Tracing Section:** It is last section in the classified catalogue code given on the back side of main card. It contains heading of all the added entries.

Punctuation marks and style of writing

- In the leading section (call no.) class number and book should be separated from each other with a double space. No punctuation mark is required after call number and Book number. The call number must be write in pencil in a catalogue card as these are subject to change.
- In the heading section, the surname of the author should be written in capital letter i.e RANGANATHAN (SR) as Forename in circular brackets in running letters. The full stop(.) without circular brackets is to be put at the end of the section.
- Title section: Excluding all initial article (A, An & the) and honorific word, the title of the document is to be recorded in the main entry. A colon (:) is to be put between main title and subtitle or explanatory

title if any. A full stop(.) is to be put before giving information regarding edition, if any. A full stop (.) is to be put before giving information regarding collaborators, if any viz. editor, translator, illustrator, compiler. A full stop (.) is to be put at the end of the section.

- If series is given in any document it should be enclosed with circular brackets ().
- There is no punctuation mark given by Dr. S R Ranganathan in Accession number.

Some Abbreviations used in CCC

Full	Abbreviated
Joint author	J Auth.
Edition	Ed.
Editor	Ed.
Translator	Tr.
Illustrator	Ill.

Some examples of Classified Catalogue Code

Joint Author
Principles of Economics
By
B K Jain
and K S Sen
Call No. X P12
Acc. No. 256

Should be written as in Heading Section

JAIN (B K) and SEN (K S).

Three and more Author

Principles of Economics

By

B K Jain, K S Sen and R C Roy

Should be written as heading section

JAIN (B K) and Others.

Note : - The Same rule also applicable in four and more than four Authors.

TYPE
SINGLE PERSONAL AUTHOR

Dr. Ranganathan explained personal author in Classified Catalogue Code (CCC) rules as under:

- Name of a person as author
- Name of joint (two or more persons) as author
- The name of any corporate body as authors
- The name of both person or corporate bodies as author and
- The name of joint corporate authors

The Classified Cataloguing Code Rule (CCC, Ch. MA) have provision for the single author. The rule states that the personal author uses in the heading of the main entry by the rendering surname of the author. The CCC also advocates not to use the initials and honorific words like Rai Sahib, Sir or Padma Shri, etc. and degrees like Dr., Prof., Ph.D. etc needed to be omitted.

Title: 1
INTRODUCTION TO PHYSICS
By BENETT HOPKINS
London
Medallion Press
1955
2nd ed.

Call No.- C N55
 Pages - 455

Acc. no.- 4489
 Size - 26 x 24 cm.

Main Entry

	C N55	
	4489	HOPKINS (Benett). Introduction to physics. Ed 2. <div style="text-align: center;">○</div>
Tracing		Physics. <div style="text-align: center;">○</div>
		Hopkins (Benett). Introduction to physics.

Note: For the purpose of deriving class index entries the classification number is to be open using Sought link, unsought link and false link. Accordingly, in the below example only one Sought links is found i.e. Physics representing C in the

Colon Classification. Further in all the CIEs the class number and in the BIEs the Call No. is to be written by pencil.

Chain Index

C - Physics (Sought Link)

Class Index Entry

		PHYSICS.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. C

Book Index Entry (Author)

	HOPKINS(Benett).	
	Introduction to physics. Ed2.	C N55

Book Index Entry (Title)

	INTRODUCTION TO physics.	
	By Hopkins.Ed 2.	C N55

TWO PERSONAL AUTHORS

The CCC Rule (Ch. MD) define that in case of the title page consist with the two name of only two joint authors, both name can be used on the heading as in the sequence they occurred with conjunction 'and' to be used while rendering the heading.

Further, as the rule state that in such cases the book index entry will be made of the permutation of the names in the main entry.

This rule also state that book index entry can also be rendered under the collaborators like editors, illustrator, translator, etc.

Title: 2

Mathematics: New Aspects/ by S.N. Roy and Bipin Ghosh/ New Era Publications/ New Delhi, Year of Publication 2011

Call No.- B P11

Acc. No.- 3458

Size: 20 x 18 cms.

Page: iv, 350

Main Entry

	B	P11
		ROY (S. N.) and GHOSH (Bipin). Mathematics: New aspects.
	3458	

Tracing

Mathematics.

Roy (M.N.) and Ghosh (Bipin).
Ghosh (Bipin) and Roy (M.N.).
Mathematics.



Chain Index -
B - Mathematics (sought link)

Class Index Entry

	MATHEMATICS.
	For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number B

Book Index Entry (Author)

	ROY(M.N.) and GHOSH (Bipin).
	Mathematics. B P11

Book Index Entry (Joint Author)

		GHOSH(Bipin) and ROY(M.N.).	
		Mathematics.	B P11

Book Index Entry (Title)

		MATHEMATICS: New aspects.
		By Roy and Ghosh. B P11



Title 2

**Education in India/by Jatin Rai and Siddharth Mishra/Golden
Publishers/ New Delhi / year 2014**

Call no.- T. 44 'P 14


Acc no.- 2386


Size - 26 x 24 cm

Page: vi+520

Chain Index
 T - Education (Sought link)
 T. - False link
 T.4 - Asia, Education (Unsought link)
 T.44 - India, Education (Sought link)

Main Entry

	T.4 4 P 14
	RAI (Jatin) and MISHRA (Siddharth). Education in India.
2386	

Tracing	India, Education. Education.
	Rai (Jatin) and Mishra (Siddharth). Mishra (Siddharth) and Rai (Jatin). Education in India.
	

Class index Entry

		INDIA, EDUCATION.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number T.44

Class index Entry

		EDUCATION.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. T

Book Index Entry (Author)

		RAI (Jatin) and MISHRA (Siddharth).
		Education in India. T.44 P14
		○

Book Index Entry (Joint Author)

		MISHRA (Siddharth) and RAI (Jatin).
		Education in India. T.44 P 14
		○

Book Index Entry (Title)

	EDUCATION IN india.
	By Rai and Mishra. T.44 P 14
	○

THREE OR MORE AUTHORS

The Classified Cataloguing Code Rule (Ch. MD) have provision for three and more personal author which state that:

- The name of the first author alone to be used as the heading and after the first name and others is to be followed in the main entry.
- The book index entry shall be rendered under the heading of the main entry.
- No book index entry shall be rendered under second or third author.

The rule (Ch MD) states that in case if the title page consist with name of three and more joint authors, the first author alone to be used in the heading of the main entry by adding the phrase and others. No Book Index Entry for other authors i.e. other than the first author has to be prepared.

Title: 1

UNEMPLOYMENT IN INDIA /by Aman Verma, Karan Patel and Ravi Sharma/Indian Press/New Delhi

Call no.- Y: 433. 44 P12

Acc no.- 556

Page: xi, 234

Size: 21x19 cm

Year - 2012

Main Entry

	Y:433.44 P12	
	556	VERMA (Aman) and others. Unemployment in India.

Tracing	India, Unemployment, Destitution, Social Pathology, Sociology. Unemployment, Destitution, Social Pathology, Sociology. Destitution, Social Pathology, Sociology. Social Pathology, Sociology. Sociology. Verma (Aman) and others. Unemployment in India.
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Chain Index - Y:433.44

Y - Sociology (Sought link)

Y: - False link

Y:4 - Social Pathology, Sociology (Sought link)

Y:43 - Destitution, Social Pathology, Sociology (Sought link)

Y:433 - Unemployment, Destitution, Social Pathology, Sociology (Sought link)

Y:433. - False link

Y:433.4 - Asia (Unsought link)

Y:433.44 - India, Unemployment, Destitution, Social Pathology, Sociology (Sought link)

Class Index Entry

		INDIA, UNEMPLOYMENT, DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:433.44

Class Index Entry

		UNEMPLOYMENT, DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:433

Class Index Entry

		DESTITUTION, SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:43

Class Index Entry

		SOCIAL PATHOLOGY, SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y:4

Class Index Entry

		SOCIOLOGY.
		For documents in this Class and its Subdivisions, see the Classified Part of the catalogue under the Class Number. Y

REFERENCES

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Ranganathan, S.R. 1960. *Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code*. Ed. 5. Bombay: Asia Publishing House, Print.

Ranganathan, S.R. 2006. *Colon Classification*. rep. Ed. 6. New Delhi: Ess Ess Publications, Print.

○ ACKNOWLEDGEMENTS

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