



# Physical forms of a library catalogue

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Dr. R.K.Bhatt

Associate Professor

B-109 Unit-I



# Physical Form of Catalogues

- In preparation of a Library Catalogue two aspects of its forms to be considered are :
  - Physical or Outer form which relates to its external shape, size, appearance, furniture and equipments to stock the stationery, and
  - Inner Form that relates to Bibliographical entries, Retrieval.

# Physical Form of Catalogues (Contd...)



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- Thus,
  - Physical shape and size
  - Space Requirements
  - Cost of physical production
  - Maintenance etc
- Plays a crucial role as these helps the libraries in deciding which physical form of catalogue is good for them.



# Physical forms of a Catalogue

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(1) Conventional :

- (i) Bound Register
- (ii) Printed Book Form
- (iii) Sheaf or loose leaf form
- (iv) Card Form

(2) Non-Conventional/Modern Forms:

- (i) Visible Index
- (ii) Microform Catalogues
- (iii) Machine Readable Catalogues



# Conventional Forms

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## 1. Bound Register Form:

- (i) Written by handwritten style
- (ii) Easy to use
- (iii) Can be consulted once by once
- (iv) Separate Cards are required for different approaches viz. Author, Title, Subject
- (V) No standardized entries.



# Conventional Forms (Contd...)

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## 2. Printed Book Form:

- It is usually standardized because, it is based on some kind of code.

E.g. :

- British Museum Library (now named as British Library)
- Library of Congress } Print their Catalogue in
- National Library of India Printed Form
- To keep the Catalogue update supplements are issued



# Conventional Forms (Contd...)

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## Advantages of Printed Book Form:

1. Multiple Copies
2. Can be priced and Sold
3. Portable
4. Easier to Consult
5. Occupy less space



# Conventional Forms (Contd...)

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## Disadvantages of Printed Book Form:

- Outdates
- Printing is Costly
- Inadequate in showing the accurate stock of collection





# Conventional Forms (Contd...)

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3. Sheaf or Loose Leaf Form: Slips of paper are put into a loose leaf and bound by some Mechanical Device:

Advantages:

- Adjustable
- Portable
- Flexible nature
- Can be updated easily
- More compact and Occupy less space

Disadvantages:

- Only one record is recorded in one slip
- the principle of corporative Cataloguing



# Conventional Forms (Contd...)

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## 4. Card Form (12.5 x 7.5cm)

### Advantages

- Flexible in Keeping it convenient
- Easy to handle
- Reference and Cross Reference cards can be provided
- Centralized and Cooperative Cataloguing

### Disadvantages:

- Occupies large space
- No Move ability
- Greater maintenance cost
- Manipulations are more



# Non-Conventional

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1. Visible Index form card 12.5 x 20 cm.  
inserted into hinged kraft pocket, popularly known as Kardex usually used for periodicals.
2. Microform Catalogue
3. Machine Readable Catalogue
  - (i) Printed
  - (ii) Card Form
  - (iii) Microform



Just a minute...

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Any doubts...

Any questions...

Thanks