(PREVIEW)

Indian Standard
PRACTICE FOR LAYOUT OF
LIBRARY CATALOGUE CODE

FOREWORD

0.1 This Indian Standard (First Revision) was adopted by the Indian Standards Institution on 4 December 1967, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 Library catalogue is an essential tool for locating documents in a. library. Generally, the library catalogue has to be in the language of the locality. There is a great need in India for establishing catalogue codes for the different Indian languages. With the development of library movement, other Asian countries are also on the eve of a similar situation. A general agreement on normative principles, style, and layout would be helpful. Even at the international level, thought is being turned on a comparative study of catalogue codes for arriving at some uniform practice. In thus context, the Sectional Committee considered a revision necessary and useful.

0.3 The elements to be included in a catalogue code may be considered to fall into the following five categories:

a) Essential elements, such as terminology and rendering of names to be included in all codes;
b) Basic rules applicable to all kinds of documents;
c) Supplementary rules to cover the more complex kinds of documents, such as a composite book, a multi-volumed book and a periodical publication;
d) Modification of the basic rules, additional rules or both necessary in preparing lists, such as a union catalogue of books, a union catalogue of periodical publications, a national bibliography, and an abstracting or indexing periodical; and
e) Supplementary rules to cover documents other than those mentioned above.

1. SCOPE

1.1 This standard specifies the essential elements to be covered by a library catalogue code and recommends a helpful sequence in which they should be given.