

OAK RIDGE NATIONAL LABORATORY

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175

**A MANUAL OF
CATALOGING RULES AND PRACTICE FOR USE IN THE
CATALOGING SECTION OF OAK RIDGE NATIONAL LABORATORY LIBRARY**

Margaret McLeod

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TECHNICAL INFORMATION DIVISION

A MANUAL OF
CATALOGING RULES AND PRACTICE FOR USE IN THE
CATALOGING SECTION OF OAK RIDGE NATIONAL LABORATORY LIBRARY

Margaret McLeod

SECOND REVISED AND AUGMENTED EDITION

MARCH 1964

OAK RIDGE NATIONAL LABORATORY
Oak Ridge, Tennessee
operated by
UNION CARBIDE CORPORATION
for the
U. S. ATOMIC ENERGY COMMISSION

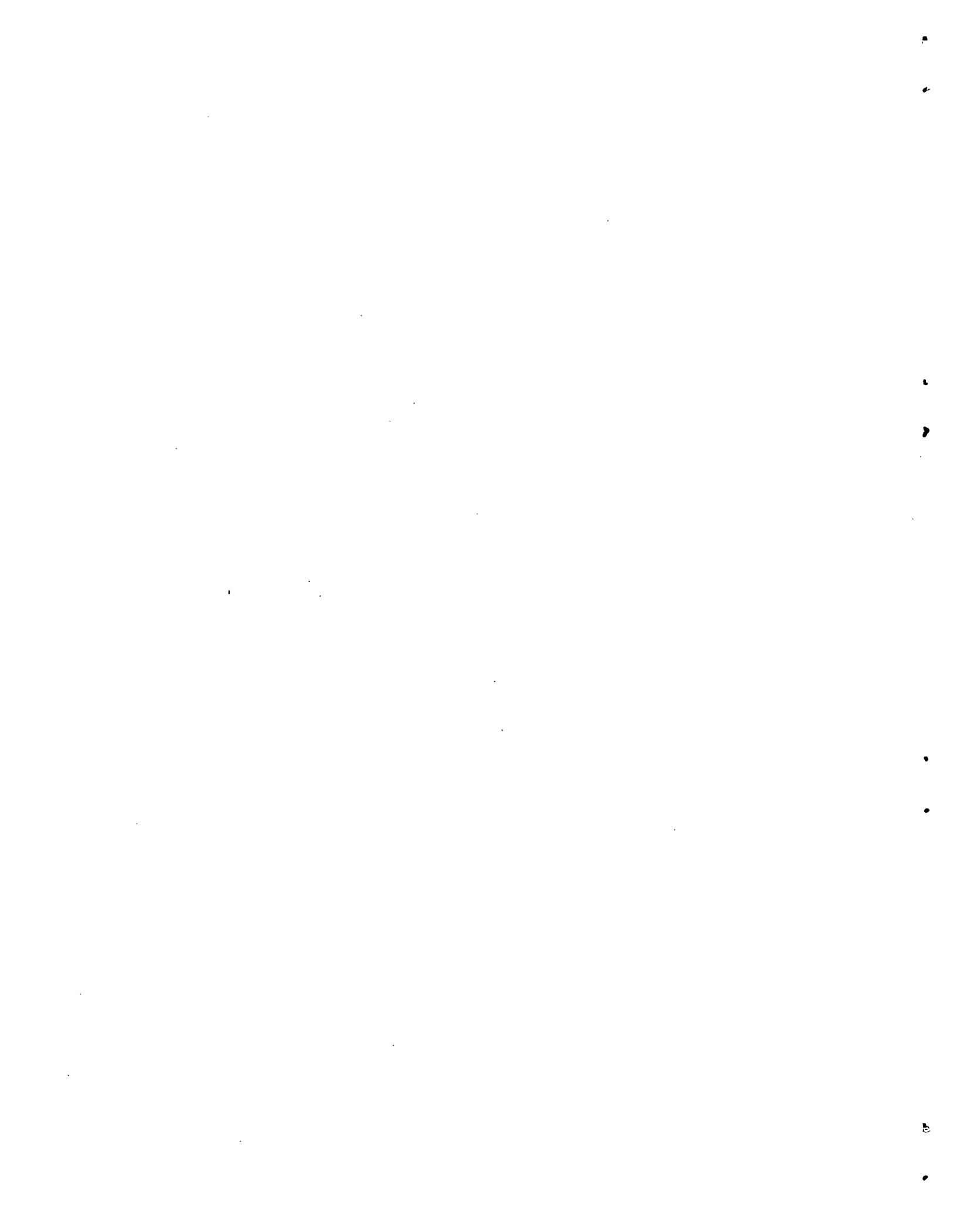


Preface

This book is a manual of the rules used in the catalog section of the Oak Ridge National Laboratory Library and is based on standard cataloging practice. The scope of the rules are: (1) the phase of descriptive cataloging that is concerned with the physical description and identification of books and (2) the format and style of the cards for the different entries under which the book is indexed.

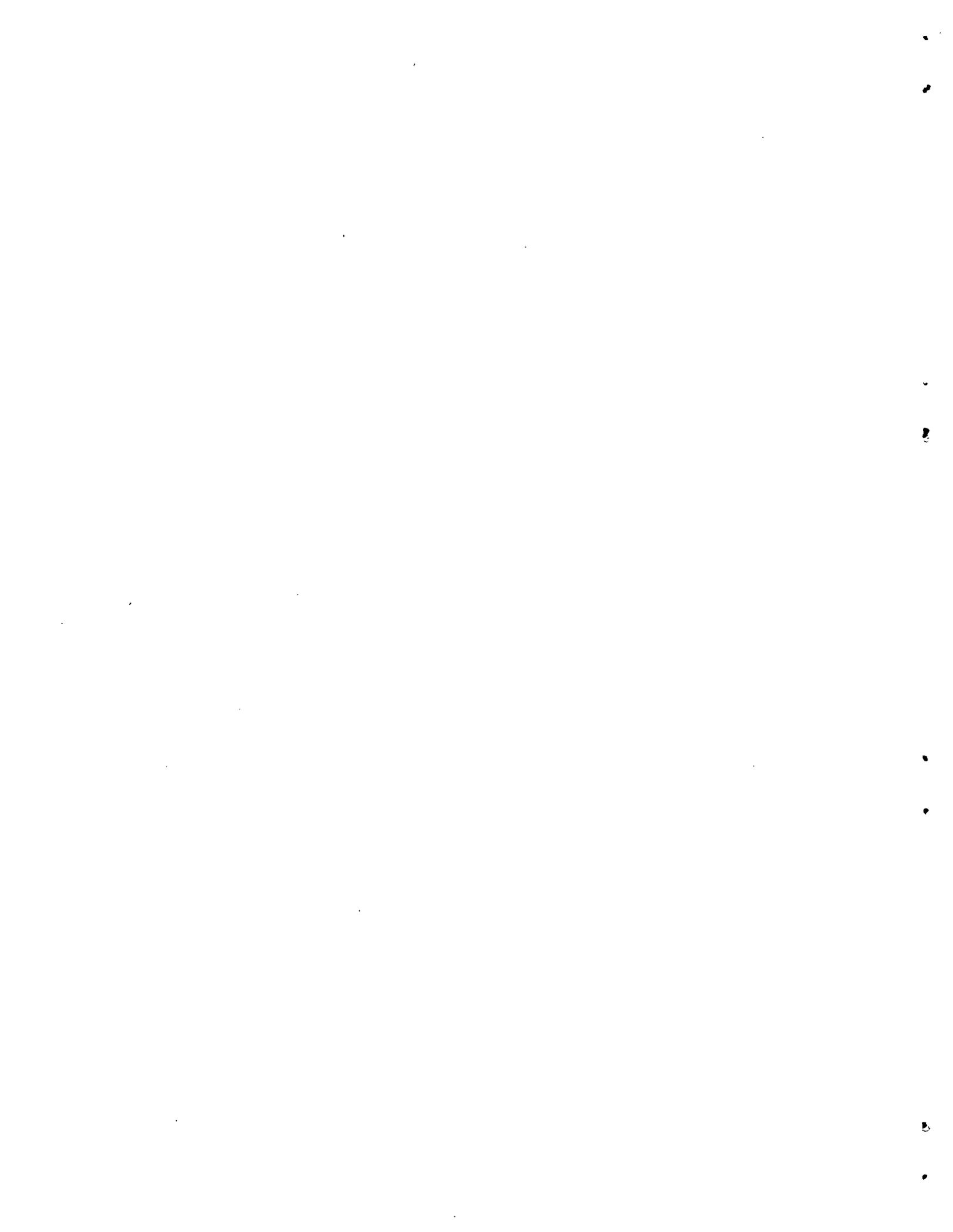
The manual grew out of the needs of this section. Its purpose is to serve as a practical guide for the members of the staff, and for this reason samples have been liberally included. The first chapter deals with the elementary function of the typing of cards, the position on the card of the different components of information that go into the description of each work. Each component is treated in more detail in the succeeding chapters. Chapters on references, and other general cataloging details, were added as the work grew. The manual in typed form was given a "try-out" in the section for several years. The interest of other libraries in such a manual led to the decision to have it printed.

I would like to acknowledge the help of the members of the catalog section in the preparation of this work. Without their enthusiasm and cooperation it could never have been completed. Special thanks are due Mrs. Fawnee Dinsmore and Mrs. Mary Ann Thompson for typing, proof-reading, and selection and preparing many of the samples. To Mrs. Thompson goes the credit for the index.



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I. Typing of Cards

1. MAIN CARD

The main card is the basic or master catalog card, giving all the information necessary to the identification of the book. The entry chosen for this card will be a personal or corporate name, or in some cases such as serials, open entries, or composite works, a title. All other entries under which a particular book is indexed are duplicates of this card with the added entries typed above the main entry. Begin this card at the third line from the top.

A. Indentions

There are three indentions used in typing the body of cards: first indention, five spaces over from left side of card, that is, beginning at the sixth space; second indention, seven spaces over from left side of card, that is, beginning at the eighth space; and third indention, nine spaces over from left side of card, that is, beginning at the tenth space.

(1) **The Main Entry**, author or title, begins at the first indention. If the entry is long and requires a second line, the second line begins at the second indention; similarly, each succeeding line goes back to the second indention.

(2) **The Title** (except in those cases where it is a main entry) begins at the third indention, one space below the main entry, with the second and succeeding lines going back to the second indention.

(3) **The Imprint** is placed four spaces after the period ending the title statement and is arranged in the following order: (1) place of publisher, (2) name of publisher, and (3) date.

(4) **The Collation** begins at the first line below the imprint at the third indention. If more than one line is needed, the second and succeeding lines begin at the second indention.

(5) **The Series Note** goes two spaces after the collation and is enclosed in parentheses.

(6) **The Call Number** is typed at the extreme left side of card, starting at the second space and at the first line at the top of the card.

2. ADDED ENTRIES

An added entry is any entry other than the main entry under which a book is indexed. Added entries fall into three groups: (1) authors (whether personal or corporate) other than the one established as main entry, *and* titles, *and* editors, etc.; (2) series entries (for fuller treatment, see rule 2B); and (3) subject entries under which work is indexed. Authors, titles, editors, and series are typed in black, and subjects are typed in red.

A. Position on Card

Added entries are to be typed on the first line at the top of the card and are to begin at the third indention (N.B., third indention for Library of Congress cards differs from that for the cards we reproduce).

If the added entry is a unit in itself (i.e., it does not include an author and title) and runs over to the second line, begin the first line at the second indention and the second and succeeding lines at the third indention.

If the added entry consists of an author and title, the author entry is to be placed at the top of the card at the second indention and the title is to be placed on the next line two spaces to the right of the author entry.

B. Series Entry (Cf. Rule 18A)

The series is a numbered or unnumbered collection of works under one title or author and title. The series entry shows all works of the series in the library and is entered either on a combined-series card or a unit card.

(1) **Combined-Series Card.** – The combined-series card is a card on which are recorded in a numerical or chronological order as many as possible of the works of that series. It is to be preferred for all numbered series *and* lectures, symposia, or meetings that occur more or less annually, unless the library has only one or two items in the series. When typing this card, put the series entry at the top and list the items in numerical or chronological order giving (1) call number; (2) number of series (respective positions of these two vary with format; cf. samples below); (3) author's name in inverted order, with given name in full if only one, initials if more than one given name, and period; (4) two spaces after the author's name, short title and period; and (5) two spaces after the title, the date. Each work listed on the combined-series card is to be separated by double spacing.

The format for the combined-series card is determined by the manner in which the series has been treated.

1. When the works in the series have been given a series classification (i.e., each work in the series is assigned the same classification number), the cards are set up as in samples 3 through 5:

SAMPLE 3

QD	The chemistry of heterocyclic compounds
400	
C47	
v.	
1	Mann, F. G. The heterocyclic derivatives of phosphorus, arsenic, antimony, bismuth, and silicon. 1950.
2	Allen, C. F. H. Six-membered heterocyclic nitrogen compounds with four condensed rings. 1951.
3	Hartough, H. D. Thiophene and its derivatives. 1952.
4	Bambas, L. L. Five-membered heterocyclic compounds with nitrogen and sulfur... 1952.



SAMPLE 4

QA	U. S. National Bureau of Standards.
3	Applied mathematics series
U5	
no.	
9	_____. National Applied Mathematics Laboratory. Computation Laboratory. Tables of Chebyshev polynomials, $S_n(x)$ and $C_n(x)$. 1952.
10	_____. Tables for conversion of X-ray diffraction angles to interplanar spacing. 1950. (QC 482 U5)



Sample 4 illustrates a series where certain items are given a subject classification as well as the series classification. Note that the subject classification is placed in parentheses at the end of the entry.

SAMPLE 5

QH	Society for Experimental Biology (Gt. Brit.)
302	Symposia
S6	
no.	
1	Nucleic acid. 1947.
2	Growth in relation to differentiation and morphogenesis. 1948.
3	Selective toxicity and antibiotics. 1949.
4	Physiological mechanisms in animal behaviour. 1950.
5	Carbon dioxide fixation and photosynthesis. 1951.
6	Structural aspects of  cell physiology. 1952.

2. When each work of a series has been given a subject classification, the cards are set up as in samples 6 through 8:

SAMPLE 6

	Ciba Foundation symposium
WG	
103	1951 Visceral circulation. 1953.
C52	
QU	
55	1952 The chemical structure of proteins. [1954?]
C49	
QC	
485	1952 Mammalian germ cells. 1953.
C5	
WL	
5	1952 The spinal cord. 1953.
C5	

Samples 5 and 6 illustrate series where the main entry of each number of the series is the same as the series entry. Note that only the titles are listed on these cards.

SAMPLE 7

Princeton mathematical series.	
QA	no.
171 W5	1 Weyl, Hermann. The classical groups. 1946.
611 P63	2 Pontrjagin, L.S. Topological groups. 1939.
641 E36	3 Eisenhart, L.P. An introduction to differential geometry. 1940.
611 H93	4 Hurewicz, Witold. Dimension theory. 1941.

3. When part of a series is numbered and part unnumbered, enter the unnumbered ones first in alphabetical order, for example:

SAMPLE 8

Chemistry collection series	
QD	
181.B1 S6	Soviet research in boron chemistry, 1949/1956- [1957?]-
181.F1 S6	Soviet research in fluorine chemistry, 1949-1956. 1959.
585 S6	1 Soviet research in fused salts, 1949-1955. [1956]
501 S64E	3 Soviet research in catalysis, 1949-1955. [1958?]

(2) **Unit Card.** - Each work in the series is entered on a separate card. The series is typed on the top of the main card according to the usual procedure for added entries. The unit card is used for unnumbered series arranged alphabetically *and* in those cases where the library has only one or two works in a numbered series.

(3) **Series Information Card.** — A card is placed before each series which establishes the form of entry and gives more detailed information as to editors, authors, etc., than is given on the series cards. Two spaces below the last line of this statement add the following note:

For a record of the volumes of this series in this library, see cards immediately following.

At this time, references should be made from authors or editors of the series to the title or from the title to the established form of entry, as the case requires.

SAMPLE 9

International geophysics series, edited by Jacques van
Mieghem

For a record of the volumes of this series in this
library, see cards immediately following.

SAMPLE 10

American Chemical Society
Monograph series

For volumes of this series in this library see cards
immediately following.

The earlier unnumbered volumes are arranged alphabeti-
cally in front of the numerically arranged volumes

SAMPLE 11

Teddington, Eng. National Physical Laboratory.
Symposium.

For volumes of this series in this library see cards
immediately following.

Symposia for 1953-56 issued without numbering



II. Title

3. RECORDING OF TITLE

The title proper is to be typed exactly from the title page as to order, wording, and spelling, but not as to capitalization and punctuation (see Capitalization and Punctuation, rules 34 and 35). Exceptions: Subtitles that precede the title on the title page are to be transposed, for example:

Title page reads: Selected engineering reports / Piezoelectricity ...

Give:

SAMPLE 12

QC	
595	
G7	Gt. Brit. Post Office. Engineering Dept. Research Station, London. Piezoelectricity; selected engineering reports. Lon- don, H. M. Stationery Off., 1957. 369 p.



4. TITLE IN MORE THAN ONE LANGUAGE

When a title page gives the title in two languages, both titles are transcribed. If the title page has titles in more than two languages, the first title is recorded; and if one of the succeeding titles is in English, it also is transcribed. The other titles may as a rule be omitted, for example:

Title page reads:

SILICIUM · SCHWEFEL · PHOSPHATE

Colloquium der Sektion für Anorganische Chemie der
INTERNATIONALES UNION FÜR REINE UND ANGEWANDTE CHEMIE
Münster (Westfalen), 2.-6. September 1954

Text der Vorträge und Diskussionen

SILICIUM · SOUFRE · PHOSPHATES

Colloque de la Section de Chimie Inorganique de
L'UNION INTERNATIONALE DE CHIMIE PURE ET APPLIQUEE
Münster (Westphalie) 2 - 6 Septembre 1954

Texte des Communications et Discussions

SILICON · SULPHUR · PHOSPHATES

Colloquium of the Section for Inorganic Chemistry of the
INTERNATIONAL UNION OF PURE AND APPLIED CHEMISTRY
Münster (Westfalen) September 2 - 6, 1954

Text of the Lectures and Discussions

Give:

SAMPLE 13

QD

171

I5

International Union of Pure and Applied Chemistry. Section
for Inorganic Chemistry.

Silicium, Schwefel, Phosphate; Colloquium... Silicon,
sulphur, phosphates; colloquium...



5. MORE THAN ONE TITLE PAGE

A. Two Title Pages Facing Each Other

The title page occupying the customary position is *usually* to be preferred. However, when two title pages present the work as an individual work *and* as part of a series, select the title page which corresponds to the manner in which the work is to be treated.

(1) **Work Treated as a Series.** — When the work is part of a series and is cataloged as a series, it is treated in the following manner:

Title pages read: (1) Vorlesungen über theoretische Physik von Arnold Sommerfeld Bd. I Mechanik, (2) Mechanik von Arnold Sommerfeld

Give:

SAMPLE 14

QC
20
S6 Sommerfeld, Arnold Johannes Wilhelm, 1868-1951.
Vorlesungen über theoretische Physik. Wiesbaden,
Dieterich, 1947-
v.
Contents.-Bd.1 Mechanik

(2) **Work Treated as a Monograph.** - When the work is one of a series of monographs and each monograph is cataloged separately, it is treated in the following manner:

Title pages read: (1) Chemical analysis...v.6 Analysis of insecticides and acaricides by Francis A. Gunther, (2) Analysis of insecticides and acaricides... by Francis A. Gunther

Give:

SAMPLE 15

QD
75
C45 Gunther, Francis A
v.6 Analysis of insecticides and acaricides; a treatise on
sampling, isolation, and determination, including residue
methods (by) Francis A. Gunther and Roger C. Blinn.
New York, Interscience, 1955.
696 p. (Chemical analysis, a series of monographs on
analytical chemistry and its application, v.6)

B. Title Pages in More Than one Language

(1) If there are title pages in more than one language and text in but one language, the title page which is in the language of the text is to be preferred, regardless of position. The additional title page is indicated by a note, for example:

Added t.p. in English

(2) If there are title pages and text in more than one language, a title page that is in the original language of the work is preferred, unless a translation is known to be the reason for the publication, for example:

Title pages read: (1) A. N. Zaidel' Tablitsy spektral'nykh linii, (2) A. N. Saidel Spektraltabellen, (3) A. N. Saidel Tables of spectrum lines, (4) A. N. Saidel Tables des raies spectrales
Give:

SAMPLE 16

QC 453 Z28	Zaidel', A N Spektraltabellen (von) A.N. Saidel, W.K. Prokofjew (und) S.M. Raiski. Berlin, Verlag Technik, 1955. 550 p. In German, English and French
------------------	---

○

C. Title Pages with Different Imprints

Use the title page with the latest imprint, for example:

Title pages read: (1) Dialogues concerning two new sciences by Galileo Galilei / Translated from the Italian and Latin into English by Henry Crew and Alfonso de Salvio / New York Dover / c1914, (2) Discorsi e dimostrazioni matematiche, intorno a due Nuove scienze attenenti alla mecanica & i movimenti locali del signor Galileo Galilei Linceo... Leida Appresso gli Elsevirii / 1638

Give:

SAMPLE 17

QC
17
G3

Galilei, Galileo, 1564-1642.

Dialogues concerning two new sciences, by Galileo Galilei; translated from the Italian and Latin into English by Henry Crew and Alfonso de Salvio... New York, Dover [1956? c1914]
300 p.

Contains reproduction of the original t.p.: Discorsi e dimostrazioni matematiche...



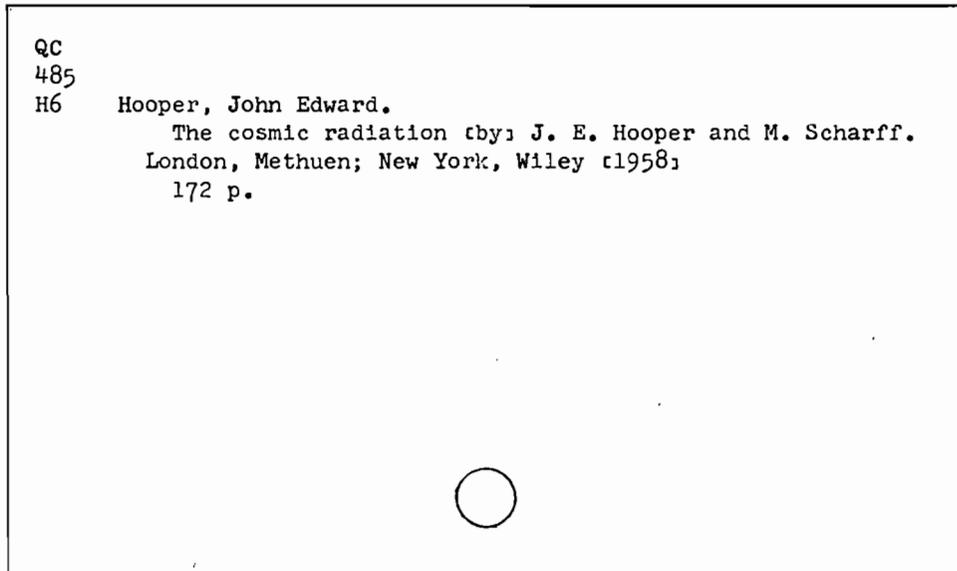
III. Author

6. AUTHOR STATEMENT

The statement of authorship appearing on a work is incorporated in the catalog entry only if it is necessary for one of the following purposes:

(1) **Contributors.** – (a) To name the person or persons contributing to the work in addition to the person whose name is used as the main entry, for example:

SAMPLE 18



(b) To name the person or persons who prepared a work which is entered under a corporate author, for example:

SAMPLE 19

QC
721

N3 National Research Council. Committee on X-Rays and Radio-
activity.

Radioactivity. Report of Committee on X-Rays and Radio-
activity, National Research Council, by A. F. Kovarik and
L. W. McKeehan. Washington, D. C., Published by the
National Research Council of the National Academy of
Sciences, 1925 [1929].

203 p.



(2) **Spelling Variations.** – To show variations in the spelling of the name given in the work from that adopted as the author heading, for example:

Title page reads: A. N. Sidel / Spektraltabellen

Give:

SAMPLE 20

QC
453
Z28

Zaidel, A N
Spektraltabellen von: A. N. Sidel... Berlin, Verlag
Technik, 1955.
550 p.



(3) **Pseudonym.** – To bring out the pseudonym under which an author has written a work, for example:

Title page reads: Basics of phototubes and photocells by David Mark

Give:

SAMPLE 21

QC 715 B8	Buitenkant, Nathan, 1919– Basics of phototubes & photocells [by] David Mark [pseud. 1st ed.] New York, J. F. Rider [1956] 128 p.
-----------------	---



7. TITLES OF DISTINCTION

Titles and abbreviations of titles of distinction, professional or otherwise, are omitted from the author statement, for example:

Title page reads: German-English mathematical vocabulary by Sheila Macintyre, M.A. (Edin.), B.A. (Cantab.) Ph.D. (Aberdeen) and Edith Witte, M.A. (Aberdeen) Formerly assistant in German at Aberdeen University

Give:

SAMPLE 22

PF
3683
M3 Macintyre, Sheila.
German-English mathematical vocabulary, by Sheila
Macintyre and Edith Witte. New York, Interscience, 1956.
95 p.



IV. Imprint

The place of publication, the name of the publisher, and the date of publication constitute the imprint of a work. The imprint serves to identify and characterize a work and to tell the timeliness of its subject matter. Place, publisher, and date are to be recorded in the order of place, publisher, and date (cf. rules 22 and 23).

8. PLACE

The name of the city as it appears on the title page, without street address, will usually be sufficient.

Exceptions: If the place of publication is not well known or is one of several cities having the same name, the name of the state or country is to be supplied in abbreviated form (for accepted abbreviations see rule 33C), in brackets if it does not appear in the imprint, for example:

Title page reads: Englewood Cliffs / Prentice-Hall
Give: Englewood Cliffs [N.J.] Prentice-Hall

Title page reads: Charles C. Thomas / Springfield Ill.
Give: Springfield, Ill., Thomas

Cf. rules 9C through 9E.

9. PUBLISHER

A. Abridgment of Publisher Statement

The publisher statement is abridged as much as possible without loss of intelligibility or identification of the publisher.

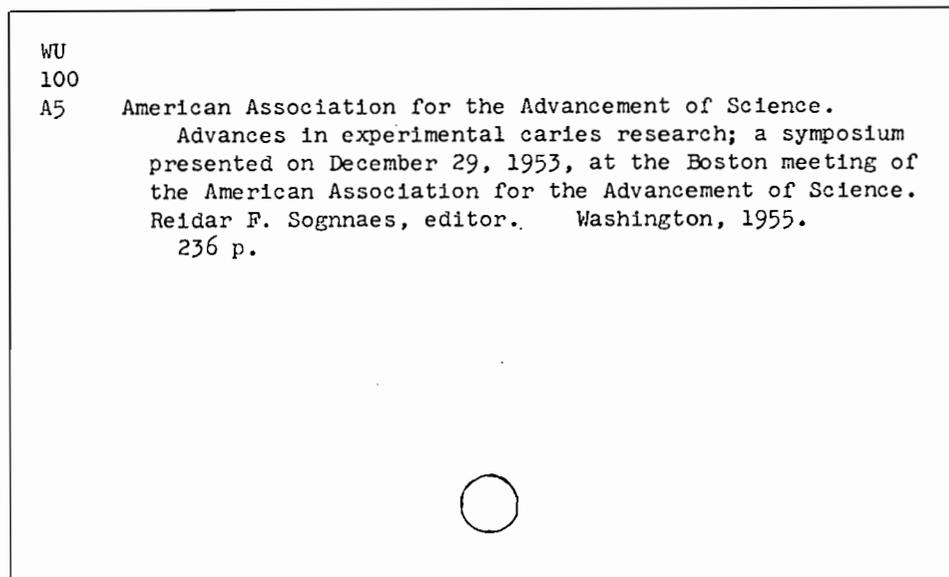
(1) Names known to be forenames are to be omitted in the cases of well-known publishers; where less well known, the initials of the forenames are to be included with the surnames.

(2) Omit the words "publisher" and "press" and their foreign equivalents following the name of the publisher. An exception is made when it is an essential part of the name, as in the case of Academic Press, etc.

(3) Omit the phrases "and company," "and sons," and their foreign equivalents and the terms meaning "incorporated," "limited," and their abbreviations.

(4) The publisher is to be omitted from the imprint for works entered under a corporate author heading, if the same body is responsible for authorship and for publication, for example:

SAMPLE 23



(5) Omit the phrase "published by" and its foreign equivalent when it appears before the publisher's name, for example:

Title page reads: New York / Published by the Savings Banks Trust Company

Give: New York, The Savings Banks Trust Company

Exception: see rule 9B(1).

(6) Omit the name of the press, when both publisher and press appear on the title page, if it is not an essential part of the publishing establishment, for example:

Title page reads: University of London / Athlone Press

Give: [London] University of London

(7) Abbreviate the publisher statement on British and U.S. documents as follows: Government Printing Office to U.S. Govt. Print. Off. and His (or Her) Majesty's Stationery Office to H.M. Stationery Off.

(8) Omit the printer, if given, in program dissertations (theses). Give place and date (the name of the institution is given in the conventional note for theses).

B. Information for Inclusion in Publisher Statement

(1) Include the phrases "published by," "published for," "sold by," "distributed by," etc. (and their foreign equivalents) when used to indicate that the publisher is an agent for a

society, institution, etc., for example:

Title page reads: London / The Society / Sold by Longmans

Give: London, The Society; sold by Longmans

Title page reads: Cambridge, Eng. / Published by Heffer for the Institution of the Rubber Industry

Give: Cambridge, Eng., published by Heffer for the Institution of the Rubber Industry

(2) Include the phrase "published jointly by" followed by the two publishing bodies, for example:

Title page reads: Published jointly by the American Society for Testing Materials and the American Foundrymen's Association

Give: [Philadelphia?] published jointly by the American Society for Testing Materials and the American Foundrymen's Association

(3) Include both publisher's name and the name of a division identified with a particular type of book, for example:

Title page reads: The Blakiston Division, McGraw-Hill Book Company, Inc. / New York / Toronto / London

Give: New York, Blakiston Division, McGraw-Hill

(4) Include press when it is an integral part of publishing establishment, for example:

Title page reads: The Belknap Press of Harvard University Press / Cambridge, Mass.

Give: Cambridge, The Belknap Press of Harvard University Press

(5) Include phrases indicating the official status of a government printer, or the official authorization of a commercial printer, for example:

Title page reads: Ottawa / Edmond Cloutier / Printer to the King's Most Excellent Majesty

Give: Ottawa, E. Cloutier, Printer to the King.

C. One Publisher – Two or More Cities in Same Country

Where large publishing firms have establishments in two or more cities, give the city that appears first on title page, for example:

Title page reads: Springer-Verlag / Berlin / Göttingen / Heidelberg

Give: Berlin, Springer

Title page reads: Verlag H. R. Sauerländer & Co. / Aarau und Frankfurt am Main

Give: Aarau, H. R. Sauerländer

Exception: If the imprint gives two American cities and one is New York, give New York even if it occupies secondary position on title page.

D. One Publisher with Branches in Several Countries

(1) When publisher is American and the American city appears first, the name of that city only is sufficient, for example:

Title page reads: McGraw-Hill Book Company, Inc. / New York / Toronto / London

Give: New York, McGraw-Hill

(2) When publisher is foreign and the foreign city is named first with New York following in second, third place, etc., give foreign city first, followed by New York (only), for example:

Title page reads: Longmans, Green and Co. / London / New York / Toronto

Give: London, New York, Longmans, Green

Title page reads: Elsevier Publishing Company / Amsterdam / Houston / London / New York

Give: Amsterdam, New York, Elsevier

E. Two or More Places and Publishers (Cf. Rule 11B)

(1) If one of the publishers is American and appears first on the title page, give the American publisher only, for example:

Title page reads: New York / John Wiley & Sons, Inc. / London / Chapman & Hall, Ltd.

Give: New York, Wiley

(2) If one of the publishers is American but is preceded on the title page by a foreign publisher, give the two publishers in the order in which they appear on the title page, for example:

Title page reads: Amsterdam / North-Holland / New York / Interscience

Give: Amsterdam, North-Holland; New York, Interscience

(3) If there are two or more publishers and all are foreign, give only the one that appears first on the title page, for example:

Title page reads: Liège / Desoer / Paris / Dunod

Give: Liège, Desoer

10. NEW IMPRINT ADDED TO WORK

When an additional imprint is added to a work either by label, stamp, or inserted slip, give the original imprint when possible, and immediately following this give the added imprint. Indicate in the statement the form in which it was added to the book, for example:

SAMPLE 24

QC	
776	
L5	Littler, D J
1957	An introduction to reactor physics, by D.J. Littler and J.F. Raffle. (2d rev. ed.) Published for the United Kingdom Atomic Energy Authority. New York, McGraw-Hill (1957; label: New York, Pergamon Press; 208 p.

**SAMPLE 25**

QC	
481	
B77E	Brogliè, Maurice de, 1875- X-rays... Translated by J.R. Clarke... London, Methuen (1925; Stamped: New York, Dutton 204 p.



SAMPLE 26

TL
796
M63 Moore, Patrick
Rockets and earth satellites. London, Muller (1959,
c1958; stamped: distributed by Sportshelf, New Rochelle,
N.Y.)
144 p. (The Mechanical age library)



SAMPLE 27

QC
385
S4 Selwyn, Edward William Herbert
Theory of lenses. London, Institute of Physics, 1955
(inserted slip: London, published on behalf of the
Institute by Chapman & Hall)
62 p.



Where the original imprint cannot be read, give imprint from label and state its source in a note, for example:

SAMPLE 28

QA 75 S58	Smith, James Sandford The management approach to electronic digital computers. Fair Lawn, N.J., Essential Books, 1957. 227 p. Imprint from label
-----------------	--



11. VARIATIONS IN IMPRINT

Variations in imprint are changes in publisher or place which take place during the publication of works of more than one volume (cf. rules 22 and 23).

A. Open Entries or Continuations

Open entries or continuations are of two kinds: multiple-volume works, that is, works by the same author or editor published in more than one volume, *and* works of a serial nature issued in successive parts and intended to continue indefinitely.

(1) **Multiple-Volume Works.** — If in works of more than one volume the imprint varies in the different volumes, give the imprint as it appears in the first volume and state the variations in a note, for example:

SAMPLE 29

TP
973

M3 Martin, Geoffrey, 1881-

The modern soap and detergent industry; a complete practical treatise... 2d ed., rev. and enl. London, C. Lockwood, 1931-56.

3 v.

Vol. 3 has imprint: London, Technical Press



SAMPLE 30

QK
603

B25 Baarn, Netherlands. Centraalbureau voor schimmelcultures.

Die Hefesammlung des Centraalbureau voor Schimmelcultures. Beiträge zu einer Monographie der Hefearten.

Amsterdam, Koninklijke Akademie van Wetenschappen, 1931-42.

2 v. in 3

Vol. 2, pt.1-2 published by Noord-Hollandsche Uitg.-Mij.



(2) **Works of a Serial Nature.** — In works of a serial nature, give imprint as it is given on the first volume received. If an American and a British publisher are given on the title page, give *both* in the order in which they appear on the title page (cf. rule 9E). Note variations only when both publishers have changed.

SAMPLE 31

TN	
690	
P65	Progress in metal physics. v.1- 1949- London, Butterworths Scientific Publications; New York, Interscience, 1949- v., annual
	Editor: 1949- B. Chalmers
	Imprint varies: v.6- London, New York, Pergamon

Where variations are numerous and unimportant, give note "Imprint varies."

12. IMPRINT INCOMPLETE OR LACKING ON TITLE PAGE

If it is necessary to supply the imprint or any part of it from some place in the book other than the title page, give the supplied matter in the language of the book and enclose within brackets. If the place of publication is not known, the place of printing is used as the probable place of publication; if neither is known the place is represented by the abbreviation "n.p." for no place. Lack of publisher is not indicated.

PRINTER. If a work with place of publication and publisher unknown has the place of printing and the name of the printer, give these in the imprint.

13. DATE OF PUBLICATION

The date of publication is one of the most important items about a book, and each catalog entry should include a date. The imprint date at the bottom of the title page is given as the date of publication, and is given in arabic numerals, even when written in Roman numerals. If the date is not on the title page, it is to be taken from the verso of the title page, preface, or elsewhere in the book and given in brackets. Always give the latest date; if this is not the same as the copyright date, give both. When using the copyright date, indicate that it is the copyright date by preceding the date with the abbreviation "c" for the word "copyright," for example: [c1945].

If after thoroughly examining a work no approximate date of publication can be found, a reasonable search should be made in other sources, for example, publishers' catalogs, announcements, brochures, etc., of the work. The ordering date of the work is sometimes valuable. After checking these and other sources, an approximate date should be given with a question mark after it, for example: [1954?].

A. Multiple-Volume Works

(1) Give inclusive dates connected by a hyphen for complete works of several volumes, for example:

SAMPLE 32

QC	
20	
W6	Wilson, William, 1875-
	Theoretical physics. London, Methuen [1931-40]
	3 v.



(2) When contents are given for volumes having specific titles, the date is given after each volume [cf. rule 18C(4)]:

SAMPLE 33

QD 453 P3	Partington, James Riddick, 1886— An advanced treatise on physical chemistry. London, New York, Longmans, Green (1949— v.
1	Fundamental principles. The properties of gases. 1949.
2	The properties of liquids. 1951.
3	The properties of solids. 1952.

○

(3) If all volumes of a set are published in the same year, the imprint gives the one date as in works of one volume.

(4) Irregularly dated volumes. — (a) When a volume other than volume one is the first volume published and received, give the date of the first volume published and received, followed by a dash, and then in parentheses explain the date, for example:

SAMPLE 34

QH 205 F7	Freund, Hugo, ed. Handbuch der Mikroskopie in der Technik. Hrsg. unter Mitwirkung zahlreicher Fachwissenschaftler. Frankfurt am Main, Umschau Verlag, 1951— (Bd.5, 1951) v.
-----------------	---

○

(b) Where the work is complete, give inclusive dates and in a note state the irregularities.

(c) Where there are only two volumes in a work, give the dates in the imprint in the order of the volumes, separated by a comma instead of the usual dash, for example; 1901, 1928.

(d) If volume one is the only volume irregularly dated, the inclusive dates are given as usual, but the number and date of the first volume are added in parentheses, for example: 1890–99 (t.1, 1899).

B. Library Set Incomplete

When the library has an incomplete set of a work published in several volumes, give in the imprint the date of the first issue we have, followed by a dash, and in parentheses give the particular issue, edition, volume, etc., with date, for example:

[Utrecht] 1953– (5th issue, 1953)

Berlin, Springer, 1954– (11th Aufl., 1954)

New York, Pergamon Press, 1955– (v.2, 1955)

SAMPLE 35

QW			
4			
R4	Review of medical microbiology. (1st)–		ed.;
	1954–		
	Los Altos, Calif., Lange Medical Publications, 1958–		
	v.	(3d–	1958–)

C. Loose-Leaf Volumes and Works Published in Parts

If the work is a loose-leaf volume designed to receive additions or is a work issued in parts and is cataloged while the work is in progress of being published, the date is left open, that is, 1945–

SAMPLE 36

QA
273
C63 Columbia University. Statistical Research Group.
...Sequential analysis of statistical data: Applications
Prepared by the Statistical Research Group, Columbia Uni-
versity, for the Applied Mathematics Panel, National De-
fense Research Committee, Office of Scientific Research and
Development. (New York) Columbia University Press
1945-
1 v. (loose-leaf)

When the entry is closed, inclusive dates of publication are shown. A later title page replacing the original one may require that the date be changed, for example: 1948 (i.e., 1945-48).

D. Works of a Serial Nature

In open entries or continuations, give the date of the first volume in the imprint followed by a dash. Give date of each succeeding volume opposite its accession number on the shelf list card, for example:

SAMPLE 37

QC
770
A5 Annual review of nuclear science. v.1-
1952-
Stanford, Calif., Annual Reviews, 1952-
v.

40267 v.1 B
44666 v.2 1952 B
47115 v.3 1953 CR

V. Collation

The collation is that part of the catalog entry which specifies the volumes or pages and important illustrative material constituting the book. The collation is given in a separate paragraph, immediately following the imprint. Disregard the illustrative material unless the book consists of little or no text and the illustrations are the significant part of the book.

14. WORKS IN ONE VOLUME

Give the last numbered page or leaf as the number of pages. Disregard the preliminary pages, whether unnumbered or numbered in Roman or arabic figures.

(1) **Pages.** — For volumes with leaves printed on both sides, give the pagination in pages using the abbreviation “p,” for example:

345 p.

For a volume in sections or parts with each section having its own pagination, give the pagination of each section and separate by a comma. This is common in foreign language dictionaries where there is a French [etc.]–English part *and* an English–French [etc.], for example:

363, 462 p.

[Where sections are numerous see rule 14(7)].

(2) **Numbered Leaves.** — In works with leaves printed on only one side, the collation is given in leaves, for example:

67 numb. leaves

(3) **Pages and Leaves.** — A work which has numbered pages and unnumbered leaves is described in pages only; similarly a work that has numbered leaves and unnumbered pages is described only in leaves.

(4) **Columns.** — If an unpagged work is printed in numbered columns, two or more to a page, the number of columns is given in the collation, for example:

850 columns

(5) **Incomplete Copies.** – If the last part of a work is gone and the paging of a complete copy cannot be ascertained, paging is given in the form of 179+ p. with note of the imperfection:

ORNL copy imperfect: all after p. 179 wanting

(6) **Unpaged Works.** – Works published with neither numbered pages nor leaves are described as:

1 v. (unpaged)

(7) **Complicated or Irregular Paging.** – For works published with complicated or irregular paging, the collation is given as:

1 v. (various pagings)

Omit parentheses when various paging and series come together, for example:

1 v., various pagings (Series in physics)

(8) **Loose-Leaf Publications.** – Instead of pagination give the number of volumes:

1 v. (loose-leaf); 2 v. (loose-leaf)

(9) **Sectional Paging.** – If the work is cataloged separately, yet the pagination shows it to be part of a larger work, this is shown in the collation, for example:

233–356 p. (University of California publications in entomology, v. 16, no. 6)

15. WORKS OF MORE THAN ONE VOLUME

(1) **Number of Volumes.** – When a work consists of more than one volume, the number of volumes is given if the set is complete. If the work is still in progress, give the abbreviations v. for volumes or pts. for parts in the collation to indicate work is being published in volumes, but do not specify the number of volumes the library has.

(2) **Bibliographical and Physical Volumes.** – If in works of more than one volume the number of bibliographical volumes is greater or less than the number of physical volumes, both are stated, with the bibliographical volumes given first, for example:

8 v. in 5; 2 v. in 5

(3) **Continuous Pagination.** – When a work published in volumes has continuous paging, the pagination is given in parentheses following the number of volumes, for example:

2 v. (1026 p.)

If there is a series, pagination is separated from the volumes by a comma, for example:

2 v., 1026 p. (Series in physics)

(4) **Regularly Issued Works.** — If the work is a continuation and issued regularly, this is shown after the volumes or parts, for example:

v., annual; v., semiannual; v., quarterly

16. ILLUSTRATIONS

Illustrations are to be disregarded, unless the work consists largely of charts, tables, diagrams, etc., with little or no text, for example:

256 p. (chiefly tables);

64 p., 32 plates

Use the word diagrams (abbreviated to diagsr.) and not the word illustration to describe technical books. If the diagrams, etc., are issued in a pocket inside the cover of a work, this is to be specified, for example:

charts (or) diagsr. (3 in pocket);

tables (2 fold. in pocket);

maps (part fold., 4 col. in pocket) diagsr.

VI. Notes

It is frequently necessary to add notes to supplement information not given in the title, imprint, or collation. Notes may be either conventional in style, following, as far as possible, set forms and generally fixed positions in the catalog entry; or informal notes, consisting of statements quoted from the work or expressed by the cataloger in his own words.

17. ORDER OF NOTES

Various considerations make an arbitrary order for notes impossible. However, several conventional notes do have a definite order, that is, the series is the first note to be given (as indicated below); "At head of title," the second in order; and the contents note is always the last given.

18. FORMAL OR CONVENTIONAL NOTES

A. Series (Cf. Rule 2B)

The series note gives the information that a work is part of a series of publications issued under a collective title. It is given in the catalog entry immediately following the collation and is enclosed within parentheses. Give the series note in the form in which it appears on the work, except that the number of the series is always placed at the end (unless the grammatical construction makes this impossible). If the work issued as part of a series is in several volumes and the series is consecutively numbered, give the series numbering as v. 10-14 or no. 12-15, etc. If the sequence of the series numbering is broken, give as v. 125, 129, 236, etc. There are two kinds of series: title series and author series.

(1) **Title Series.** — A title series is usually a publisher's series under the general editorship of one or more editors. It is usually referred to by title and, if entered in the catalog, is entered under title. Editors are not given in the series note, but are given on the series information card [see rule 2B(3)], for example:

SAMPLE 38

QD
400
C47 Bambas, Louis L
v.4 Five-membered heterocyclic compounds with nitrogen and sulfur or nitrogen, sulfur, and oxygen (except thiazole). New York, Interscience Publishers, 1952.
403 p. (The Chemistry of heterocyclic compounds, a series of monographs, v.4)



(2) **Author Series.** – The author series is a collection of works by an author, either corporate or personal. This series is entered in the catalog under the author with a see reference from the title (for forms of entry see rule 2B).

(a) If all the works in a series are by the same author or authors and the work is cataloged under this author (whether personal or corporate), the appropriate pronoun is substituted for the author's name in the series entry, for example:

SAMPLE 39

QC
631
S6 Sommerfeld, Arnold Johannes Wilhelm, 1868–
Electrodynamics. Translated by Edward G. Ramberg.
New York, Academic Press, 1952.
371 p. (His Lectures on theoretical physics, v.3)



SAMPLE 40

TA
710
A49 American Society for Testing Materials.
Symposium on the use of radioisotopes in soil mechanics;
presented at a meeting of Committee D-18 on Soils for Engi-
neering Purposes, Cleveland, Ohio, March 5, 1952. Phila-
delphia [1953]
34 p. (Its Special technical publication, no.134)



(b) When the author of the series is a corporate body, but is not the author of the individual part being cataloged, the author of the series is to be given in the series note, if it is essential to the identification of the series, for example:

SAMPLE 41

TA
460
H35 Hanstock, R F
The non-destructive testing of metals. London,
Institute of Metals, 1951.
163 p. (Institute of Metals. Monograph and report
series, no.10)



SAMPLE 42

QA

3

U5 U. S. National Bureau of Standards. Institute for Numerical
no.12 Analysis.

Monte Carlo method; proceedings of a symposium held June 29, 30, and July 1, 1949, in Los Angeles, California, under the sponsorship of the Rand Corporation, and the National Bureau of Standards, with the cooperation of the Oak Ridge National Laboratory. Washington, U.S. Govt. Print. Off., 1951.

42 p. (U. S. National Bureau of Standards. Applied mathematics series, 12)



(c) When author and title are integrated in the series statement, give the series in the form in which it appears on the work, for example:

(Publications of the Bureau of Applied Social Research, Columbia University)

(Publications de L'Institut de Mathématique de l'Université de Strasbourg, 11)

(Mitteilungen aus dem Institut für Angewandte Mathematik an der Eidgenössischen Technischen Hochschule in Zürich, Nr. 5)

(3) Works in More than One Series. — (a) If a work is part of more than one series, the second series is placed without parentheses as the first note. The series that is chosen for the first position is the one that is more specialized and less extensive, for example:

SAMPLE 43

Q
111
Ac8 Potier, Robert.
947 ... Le calcul symbolique et quelques applications à la
physique et à l'électricité, par Robert Potier... et
Jacques Laplume... Paris, Hermann & Cie, 1943 r.i.c.
1944,
148 p. (Physique et chimie théoriques, exposés pub.
sous la direction de F. Joliot... IV)

Actualités scientifiques et industrielles. 947.



(b) If the second series is a subordinate part of the first, both the series and subseries are specified in the regular position for the series, for example:

SAMPLE 44

QK
935
S53 Smith, Gilbert Morgan, 1885-
... Phytoplankton of the inland lakes of Wisconsin... by
Gilbert Morgan Smith. Madison, Wis., Pub. by the state,
1920-1924.
2 v. (Wisconsin. Geological and natural history survey.
Bulletin, no.57. Scientific series, no.12)



B. "At Head of Title" Note

The conventional note beginning with the phrase "At head of title" is used to note any essential information, appearing in that position on the title page, that cannot be fitted into and does not belong in another position on the catalog entry. This note is used to give: (1) the names of corporate bodies whose connection with the work is not clearly ascertained or easily stated; (2) names of personal authors that cannot be transposed to the position following the title, because of a case ending or other reason; or (3) any other information that is not provided for by the general rules of cataloging.

(1) **Corporate body or bodies** not chosen as author heading although named at head of title, for example:

Title page reads: International Union of Theoretical and Applied Mechanics and / International Astronomical Union / Symposium on cosmical gas dynamics

Give:

SAMPLE 45

QB 461 I5	Symposium on Cosmical Gas Dynamics. 1st, Paris, 1949. Problems of cosmical aerodynamics; proceedings of the Symposium on the Motion of Gaseous Masses of Cosmical Dimensions held at Paris, August 16-19, 1949. Dayton, Central Air Documents Office (Army-Navy-Air Force) 1951. 237 p. At head of title: International Union of Theoretical and Applied Mechanics and International Astronomical Union.
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(2) **Authors and compilers** when the entry is under a corporate author:

At head of title: N. N. Ershov, \hat{U} . V. Semenov, A. I. Chernyi

Entry: Akademiâ Nauk SSSR. Institut Nauchnoï Informatsii

(3) **Miscellaneous types of data** not included in the body of the entry, for example:

SAMPLE 46

CT	
1870	
M6	Le mondain égyptien et du Proche-Orient; l'annuaire de l'élite, englobant l'Égypte, le Soudan, la Libye, l'Isle de Chypre, le Liban, la Syrie, la Jordanie, l'Iraq, l'Arabie-Séoudite, l'Inde, le Pakistan, Ceylan, l'Indonesie, l'Ethiopie, Aden et Bahrein. 22- année. Le Caire, Impr. Française, 1956- v.
	Title in Arabic precedes French title

C. Contents

Contents are to be given for (1) publications containing several volumes by the same author, (2) works by several authors whether in one volume or several volumes, and (3) to give a more detailed description of the subject matter of the work than the title affords. The contents note (because of its length) is the last note in the catalog entry.

(1) **Partial Contents.** — Where one or more items only of a work are given, give the item as it is found in the work with the pagination, for example:

Includes bibliographies

“Errata”: 2 p. at end

“Appendices”: p. 157–200

Supplement (with its own title page): 80 p. at end

SAMPLE 47

PC

1640

L9 Lysle, Andrea de Roever, called A. de R., 1857-1926.

Nuovissimo vocabolario moderno italiano-inglese, inglese-italiano, redatto secondo gli intendimenti del grande dizionario Lysle-Gualtieri dal prof. Agostino Severino. Supplemento commerciale della prof. ssa Lora Lamia Gualtieri. Elenco separato dei verbi irregolari inglesi e tabella della pronuncia inglese. Pronuncia figurata per tutte le parole. 5. ed. riv. Torino, F. Casanova (1951), 644, 755, 187 p.

Supplemento (with special t.p.): 80 p. at end.



(2) **Complete Contents.** – Complete contents are given (regard contents as complete where “Introduction,” and the “Discussions,” etc., of papers delivered at a meeting or symposium are not included) in paragraphs beginning with the word “Contents.” List the items in the order in which they appear in the table of contents of the work. In listing works by different authors, the title precedes the name of the author (unless such a statement would require the cataloger to supply case endings to the names of the authors; in such cases, the author’s name in inverted form precedes the title). Do not use brackets to show that the word “by” and its foreign equivalents have been supplied. Use only initials for forenames, whether the author has one or more given names. Pagination is not given unless a particular item occupies a disproportionately large part of the work.

(a) For works of one volume, the articles are separated by a period and dash, for example:

SAMPLE 48

QC

670

S35

Schwinger, Julian Seymour, 1918- , ed.
 Selected papers on quantum electrodynamics. New York,
 Dover Publications [1958]
 424 p.

Contents.—The quantum theory of the emission and absorption of radiation, by P.A.M. Dirac.—Sopra l'ellettrodinamica quantistica, by E. Fermi.—On quantum electrodynamics, by P.A.M. Dirac et al.—Über das Paulische Äquivalenzverbot, by P. Jordan and E. Wigner.—Über die mit der Entstehung von Materie aus Strahlung verknüpften Ladungsschwankungen, by W. Heisenberg.—On the self-energy and the electromagnetic field of the electron by V.F. Weisskopf.—Theorie du positron, by P.A.M. Dirac.—



(continued on next card)

(b) For works of more than one volume, the parts of the work are designated, the numbering of the parts being those used in the work itself (except that arabic numbers are substituted for Roman unless both are needed for clarity). Articles of volumes are separated by a period and dash as in the single-volume contents. Supply volume numbering in brackets if it is not on the work. The first line of the contents is started at the third indention; the second and succeeding lines are brought back to the first indention. Each volume begins a new line at the first indention, for example:

SAMPLE 49

QC

125

S6

Solid state physics; advances in research and applications.
 v.1—
 New York, Academic Press, 1955—
 v., annual

Contents.—v.1 Methods of the one-electron theory of solids, by J.R.Reitz.—Qualitative analysis of the cohesion in metals, by E.P.Wigner and F.Seitz.—The quantum defect method, by F.S.Ham.—The theory of order-disorder transitions in alloys, by T.Muto and Y.Takagi.—Valence semiconductors, germanium and silicon, by H.Y.Fan.—Electron interaction in metals, by D.Pines.—

v.2 Nuclear magnetic resonance, by G.E.Pake.—Electron paramagnetism and nuclear magnetic resonance in metals, by W.D. Knight.—



(continued on next card)

(3) **Tabulated Contents.** – In cases of continuations where each volume has a specific title with editor or author and no detailed contents are being given, tabulate the volume titles, for example:

SAMPLE 50

QH			
511			
S6	Society for the Study of Development and Growth. Symposium on development and growth, no.11-19, 1952-1960. 1954-1961. (card 2)		
11	1952	Dynamics of growth processes, edited by E.J.Boell.1954.	
12	1953	Biological specificity and growth, edited by E.G.Butler. 1955.	
13	1954	Aspects of synthesis and order in growth, edited by D. Rudnick. 1954.	
14	1955	Cellular mechanism in differentiation and growth, edited by D.Rudnick. 1956.	
15	1956	Rythmic and synthetic processes in growth, edited by D. Rudnick. 1957.	
16	1957	Developmental cytology, edited by D. Rudnick. 1959.	
17	1958	Cell, organism and milieu, edited by D. Rudnick. 1959.	
			(continued on next card)

(4) **Different Editions.** – In giving the contents for works of more than one volume, where the volumes are of different editions, do not give the edition in the main entry. Give the edition and date after each volume in the contents, the contents note being preceded by the note: "Includes volumes of different editions," for example:

SAMPLE 51

QC			
670			
A2	Abraham, Max, 1875-1922.		
	Theorie der Elektrizität. Leipzig, Stuttgart, B.G. Teubner, 1933- (Bd.2,6.Aufl.,1933)		
	v.		
	Includes volumes of different editions		
	Contents.-Bd.1 Einführung in die Maxwellsche Theorie... 12. und 13. Aufl., 1944; 16. Aufl., 1957; 17. Aufl., 1962.		
	Bd.2 Elektronentheorie. 6. Aufl., 1933; 7. Aufl., 1949; 8. Aufl., 1959		

D. Dissertation Note

Academic dissertations presented in partial fulfillment of the requirements for a degree usually carry a formal statement, more or less uniform depending on the country of origin, naming the institution or faculty to which the dissertation was presented and the degree for which the author was a candidate. This statement is reduced to a brief formal note giving the designation of the dissertation and the institution to which it was presented. If the degree is other than that of the doctorate, the fact is shown, for example:

Thesis—Columbia University
Thesis (M.A.)—Johns Hopkins University

(1) **Designation of Dissertation.** — The word "Thesis" is used to designate any dissertation presented to obtain a degree at an institution or university in the United States. A foreign dissertation is designated by the term, or its abbreviation, found on the work. Some of the terms are: *Thèse* (French), *Proefschrift* or *Academisch Proefschrift* (Dutch), *Afhandling* or *Akademisk Afhandling* (Danish), *Inaugural-Dissertation* (German), and *Avhandling* or *Akademisk Avhandling* (Swedish). In case of translations use what is on the book; for example, many of the theses from the University of Copenhagen are in English translation; therefore "thesis statement" is also translated and this goes on the card as:

Thesis—Copenhagen

(2) **Institution.** — The name of the institution to which the dissertation was presented is named as briefly as possible. The older well-known European universities are designated by the name of the place in which the university is located, for example:

Afhandling—Copenhagen
Proefschrift—Amsterdam

Similarly, the names of American universities are given in abbreviated form, if possible without loss of clarity. In the case of the official universities of states or cities, give the name as: University of _____, for example:

Thesis—Yale
Thesis—Johns Hopkins University
Thesis—University of Tennessee

(3) **Thesis Without Thesis Statement.** — The formal thesis note is used to describe a thesis, even though the work is issued without the thesis statement, if the information is available that the work fulfilled the requirements of the university granting the degree. The absence of the thesis statement is to be noted, for example:

Thesis—Columbia University
Without thesis statement

If the work has been published as a thesis previously, this is noted:

Published also as thesis, University of Illinois, 1925

If the copies of a thesis without a thesis statement are designated as a thesis by means of a mounted label or a statement stamped on work, or the addition of a special title page, the nature of the thesis statement is explained:

Thesis statement mounted on label

Extra t.p., with thesis statement, inserted

(4) *Vita*. — If the thesis contains a biographical sketch of the author, this is noted as *Vita* in the notes without page citation.

E. "Habilitationsschriften," "Programmschriften," etc.

In cataloging addresses and essays presented to European schools or institutions of higher learning, a note similar to that used in describing theses is used. The note is to be stated in the terms of the work, and is to give the institution to which the treatise, essay, etc., is addressed, and the character of the work, for example:

Habilitationsschrift—Jena

19. INFORMAL NOTES

Informal notes are used to give data not covered in the catalog entry or conventional notes (it is difficult to give rules for the informal notes). They are to be expressed either by quotations from the work, by statements phrased in the cataloger's own words, or by a combination of both. They fall into two categories: those that contribute to the identification of the work and those that relate to the bibliographical history of the book.

Two principles to be followed in making informal notes are:

1. Make supplementary notes only for data that cannot be integrated into the body of the entry.
2. Keep the notes as brief as clarity and correct grammatical usage permit.

No definite order for informal notes can be prescribed, and no one work will require all the notes. Arrange notes as logically as possible (i.e., follow the order of the entry).

(1) **Title Page Information not Incorporated in Catalog Entry.** — Information not incorporated in the catalog entry may be noted in the following manner:

Imprint covered by label

Vol. 1, 4th ed., 1936

Includes volumes of different editions

1958 — issued in 2 vols.

Cumulation of bimonthly numbers

(2) Variation from Title Page Title. — (a) Caption title or running title by which the work might be known or identified, for example:

SAMPLE 52

CT		
1013		
W47	Who's who in France, Paris. 1.—	éd.; 1953-54—
	Paris, J. Lafitte, 1954—	
	v.	
	Running title: Who's who in Paris	



(b) Title on spine, for example:

SAMPLE 53

TS		
227		
W34	Welding design & fabrication data book: welding products and processes; metals and fabricating machinery, 1960-61. Compiled by the publishers of Welding Design & Fabrication and Welding Illustrated. Cleveland, Ohio (Industrial Publishing Corporation, c1959;	
	1 v. (various pagings)	
	Title on spine: Welding data book	



(3) Title Variations of a Multiple Volume Work. – Multiple volume works appear from time to time under new titles. Such variations are noted as follows:

Vol. 2 has title:
Subtitle varies
Title varies slightly
Title varies:

(4) Language of Text and Language of Title Differ. – When the language of the text and title differ, the note is given in the following manner:

Text in German (or as case may be)

(5) Notes on Authors, Editors, etc. – Any variation in authors, editors, etc. must be noted, for example:

Authors' names in reverse order in previous editions

(6) Bibliographical History. – Bibliographical history shows the relation to other works, and to earlier editions of the same work, etc., for example:

Previous editions published under title:
First ed. published in 1925 under title:

(7) Journal Reprints. – These may be a collection of papers or an individual paper which originally appeared in a journal and is now printed in book form. This earlier publication in a journal is noted, for example:

Collection of papers originally appearing in journals
Collection of articles reprinted from the 1957–1961
volumes of the Journal of Chemical Education
Formerly published in Air University Quarterly
Review, Feb. 1960

VII. Analytics

An analytical entry is the entry of some part of a work; for example, an individual paper contained in a collected work. Such entries may be for the author, title, and subject of that part of the work so treated. (These rules do not cover independent works which may be part of a series, for those are cataloged in the usual manner as monographs.)

20. ANALYTICS FOR THE ENTIRE WORK

Give contents for the work (see rule 18C). Enter the author, subject, or title analytical entry as for all other added entries, on the top of the card (rule 2A), underscoring the part analyzed.

A. Authors and/or Editors as Analytical Entries

In a work with contents given where authors and/or editors of each article are entered in the catalog, draw a line from the name to the article written and underscore, for example:

SAMPLE 54

QC	Bloch, F
770	
R57	Robert A. Welch Foundation Conferences on Chemical Research.
1958	2d, 1958.
	Atomic structure; proceedings. W.O. Milligan, editor.
	Houston, Texas, 1959.
	203 p.
	Includes bibliographies
	Contents.—Some aspects on the recent development of the theory of the electronic structure of atoms, by P. Löwdin.—Nuclear magnetism and molecular motion, by E.M. Purcell.—State of atoms in magnetic crystals, by T. Nagamiya.— <u>Methods and applications of nuclear magnetism</u> , by F. Bloch.—Application de la notion de susceptibilité irréversible à l'interprétation de l'hystérésis ferromagnétique, by L. Neel.—Orienting molecular and atomic magnets, by C.J. Gorter.—The peaceful uses of nuclear explosives, by E.Teller.

If an author has written more than one article on the same card, do not draw the line down from his name; simply underscore the articles, for example:

SAMPLE 55

QC
794
C63 Zucker, A

Conference on Reactions Between Complex Nuclei. 2d, Gatlinburg, Tenn., 1960. Reactions between complex nuclei (1960) (card 3)

 Contents (cont.)

Scattering and reactions involving lithium ion beams, by J.M. Blair.—Elastic scattering of nitrogen from light elements, by A. Zucker and M.L. Halbert.—Heavy ion reaction mechanism; elastic scattering data, by D.A. Bromley et al.—Inelastic scattering of nitrogen-14 by carbon-12, by M.L. Halbert and A. Zucker.—Elastic scattering of heavy ions by gold, lead, and bismuth, by D.D. Kerlee et al.—Elastic scattering of C^{12} ions from several nuclei, by J. Alster and H.E. Conzett.—Elastic scattering of various nuclei for a fixed Coulomb interaction, by J.A. McIntyre et al.—Elastic scattering from light gases, by E. Newman et al.—Transuranium, fission, and low energy Li Reactions: Recent research with the heaviest elements, by A. Ghiorso.— (continued on next card)

If an editor of a work has also written one or more of the articles, do not draw a line down from his name, but underscore the article on the editor entry card, for example:

SAMPLE 56

QC
585
P7 Birks, J B , editor

Progress in dielectrics. v.1—
London, Heywood, 1959—
v.

Editors: 1959— J.B. Birks and J.H. Schulman

Includes bibliographies

Contents.—v.1 Dielectric breakdown in solid insulation, by J.H. Mason.—Directional breakdown effects in crystals, by J.W. Davison.—The electric strength and high-field conductivity of dielectric liquids, by T.J. Lewis.—Gaseous dielectrics, by T.W. Liao and R.E. Plump.—Ferroelectricity of barium titanate single crystals, by A.D. Franklin.—Non-oxide ceramic dielectrics, by P. Popper.—Electrophoretic deposition of insulating materials, by J.B. Birks.— (continued on next card)

B. Subjects as Analytical Entries

Enter the subject on the top of the card and underscore the author and title of the part analyzed (do not draw a line down from the subject), for example:

SAMPLE 57

TK
9006 Reactor Safety
I5 International Conference on the Peaceful Uses of Atomic Energy
1958 2d. Geneva, 1958.
v.11 Reactor safety and control. Geneva, United Nations,
1958.
550 p. (Its Proceedings, v.11)

Includes bibliographies -

Contents.-Reactor Safety and Containment:

Principles of safety and location of reactors in Sweden, by Magnusson.-Legal aspects of radiation injuries, by Blythe Stason.-Reactor safety, hazards evaluation and inspection, by Beck et al.-Evaluation of containment shielding, by Geller and Epstein.-Risk evaluation of reactor siting, by Gomberg.-Reactor containment, by Brittain and Heap.-Scale model tests of reactor con- tainment, by Baker.-Hydro-
dynamic problems in reactor containment, by Porzel.
(continued on next card)

C. Titles as Analytical Entries

Enter the title on the top of the card, and underscore the part analyzed, for example:

SAMPLE 58

QH
301 Protein chemistry
C68 Cold Spring Harbor, N.Y. Biological Laboratory. Cold
Spring Harbor symposia on quantitative biology, v.1-
1933- (card 2)
v.1 Surface phenomena. 1933.
v.2 Aspects of growth. 1934.
v.3 Photochemical reactions. 1935.
v.4 Excitation phenomena. 1936.
v.5 Internal secretions. 1937.
v.6 Protein chemistry. 1938.
v.7 Biological oxidations. 1939.
v.8 Permeability and the nature of cell membranes. 1940.
v.9 Genes and chromosomes; structure and organization. 1941.
v.10 The relation of hormones to development. 1942.
v.11 Heredity and vari- ation in microorganisms. 1946.
v.12 Nucleic acids and nucleoproteins. 1947.
(continued on next card)

21. ANALYTICS FOR PART OF A WORK

Enter the author and title of the part analyzed on a unit card; the analytical note, including the volume number and inclusive pagination of the analyzed part, takes the position of the collation, for example:

SAMPLE 59

TJ
5
A5 Barnett, Robert C
v.22 Nuclear heated boilers [by] Robert C. Barnett and B.
Norval McDonald. 1960.

(In Proceedings of the American Power Conference.
v.22, 1960, p.169-179)



VIII. Reprints

A reprint is a new printing of a work already printed, with neither new material added nor major changes in the text. It may be made from new or the original plates.

22. REGARD AS DUPLICATES WHEN THEY ARE ADDITIONAL COPIES

A. Impressions (New; Second, etc.)

An impression is defined as all copies of a work printed at one time from one setting of type. There may be several impressions, presumably unaltered, of one edition, that is, there is no change in the work other than a change in the date of imprint. Such impressions are to be handled by adding the date of the latest impression or reprinting of the copy received to the imprint of the Main Entry card only; also adding the date of the reprint to the shelf list card after the accession number of the copy.

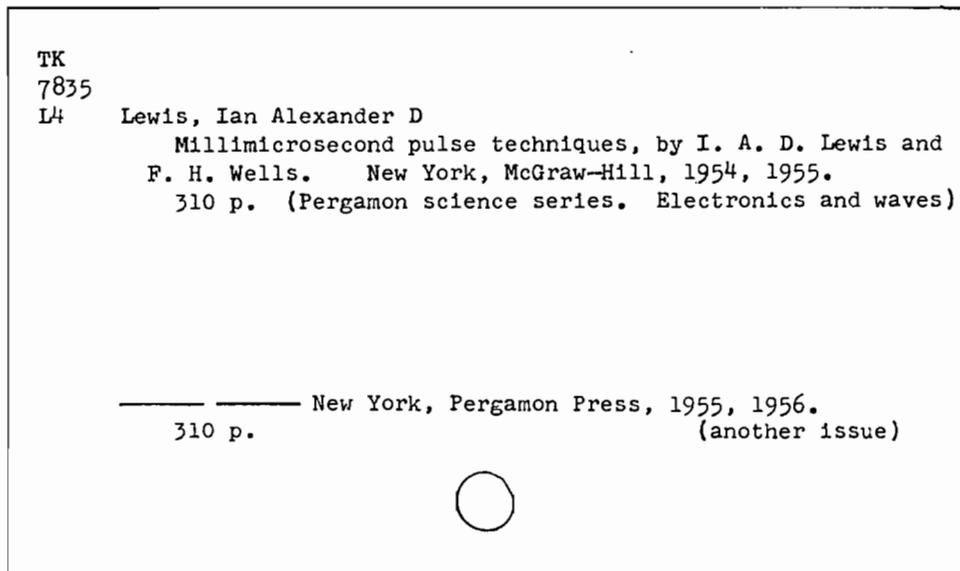
B. Issues (Various)

An issue is defined as a distinct group of copies of an edition. Different issues are those in which intentional changes, usually slight, have been made without resetting the type for the whole work. Such changes may be: (1) a different imprint, the result of the distribution of the sheets of a single impression among two or more publishers, the copies being distinguished by this difference; (2) slight bibliographical changes other than the imprint, for example, changed title, series, or collation, etc.; (3) a revised or corrected impression, that is, revisions and corrections have been incorporated in the original type or plates, but the work does not claim to be a new edition.

Add the new issue to the work already cataloged by means of two long dashes followed by the imprint of the new issue and the words "another issue" in parentheses, for example:

(1) **Issues Differing Only in Imprint.** — Issues which differ in imprint are entered in the following manner:

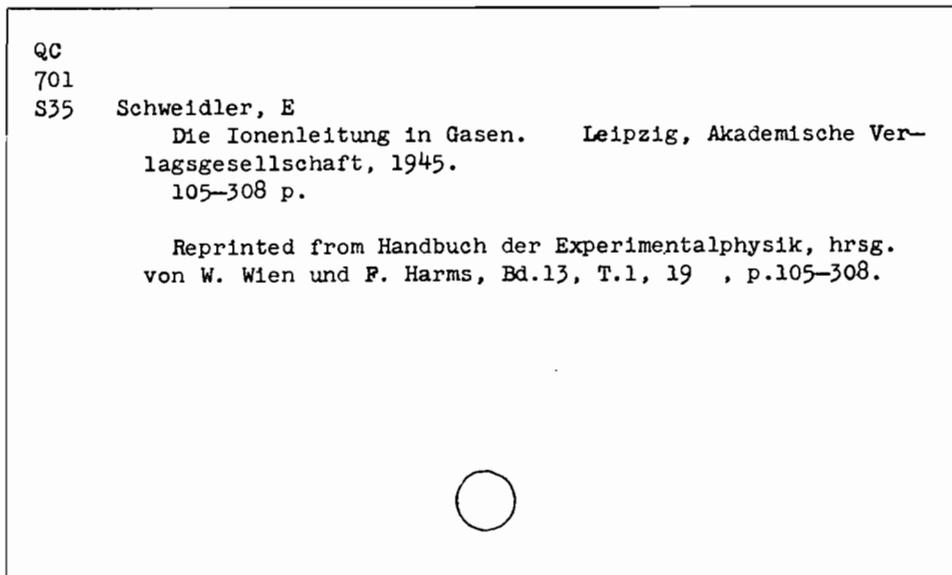
SAMPLE 60



(2) **Bibliographical Variations Other than Imprint.** - (a) Works published separately and also as part of a larger work, for example:

1. When the larger work is not in the library, catalog it as an independent work specifying its relation to the larger work, for example:

SAMPLE 61



Sample 61 illustrates a separately published portion of a work not in the library collection.

SAMPLE 62

TK
9202
H3 Hall, William Bateman.
Reactor heat transfer. London, Temple Press [1958];
68 p. (Nuclear engineering monographs, 3)

TK
9008 ———— New York, Simmons-Boardman. (another issue)
I5 (In Introduction to Nuclear Engineering [1960?])



Sample 62 illustrates a separately published portion of a work that is received and cataloged before the larger work.

2. When the larger work is in the library, prepare an analytic for the article in the larger work, adding the part published separately by a dash entry, for example:

SAMPLE 63

QA
36
En2 Pauli, Wolfgang, 1900-1958.
Bd.5 Relativitätstheorie. [1920];
T.2 (In Encyclopädie der mathematischen Wissenschaften.
Leipzig, 1921. Bd.v-2, Hft.4, p.[539]-775)

QC
6 ———— Leipzig, Teubner, 1921. (another issue)
P3 [539]-775 p.



(b) Changes in collation, printing, etc., for example:

SAMPLE 64

QC 355 S4	Sears, Francis Weston, 1898- Optics. [3d ed., 3d print.] Cambridge, Mass., Addison- Wesley Press, 1949. 369 p. (Principles of physics series)
	_____ 4th print. Cambridge, Mass., Addison-Wesley Press, 1956. (another issue) 2 v.
	○

(c) Changes in title, for example:

SAMPLE 65

QC 21 K6E	Kompaneets, Aleksandr Solomonovich. Theoretical physics. [Translated from the Russian; edited by George Yankovsky] Moscow, Foreign Languages Pub. House, 1961. 592 p.
	_____. Physics in the Soviet Union. New York, Philoso- phical Library [1962] (another issue) 592 p.
	○

In all cases add the new imprint of the work after its accession number on the shelf list card.

(3) **Issues Printed from Revised and Corrected Plates.** – Issues printed from revised and corrected plates are entered as follows:

SAMPLE 66

QC 778 S3	Sacks, Jacob, 1901- The atom at work. Illus. by George R. Cox. New York, Ronald Press Co. [1951] 327 p.
	_____. Rev. print. New York, Ronald Press [1956] 341 p. (another issue)

In these cases add the date of the reprint after the accession number of the new work.

23. FIRST COPY IN LIBRARY

A. Adapting Library of Congress Cards

When we use Library of Congress cards describing an issue of a particular work which differs from the issue in our library, the cards are adapted, similarly, by adding below all notes on the card the two long dashes followed by the new imprint and the words "ORNL copy," for example:

SAMPLE 67

QH 431 B77	Brøndsted, Holger Valdemar, 1893- The atomic age and our biological future. Translated by E. M. Huggard. New York, Philosophical Library [1957] 80 p.
	_____ London, Watts [1957] (ORNL copies)

B. Works Long Out of Print

Reprints of works (by Hafner, Dover, etc.) that have been out of print for years are cataloged in the usual manner, with the original copyright date given after the date of the reprint, for example:

SAMPLE 68

QA
641
E4 Eisenhart, Luther Pfahler, 1876—
A treatise on the differential geometry of curves and
surfaces. New York, Dover Publications (1960, 1909);
474 p.



IX. Editions

24. EDITION

An edition may be the first printing of the original work (that is, first edition) or a subsequent printing of a revised text (for example, second or later edition). An edition subsequent to the first edition should contain other than merely minor amendments.

New editions are to be cataloged as new books. Regard as a new edition only those works where new material has been added to the text, or where the text has been substantially revised. A statement that it is a revised and/or enlarged edition will be found generally on the title page, its verso, or elsewhere. (For handling of different issues or impressions of an edition, see rules 22 and 23.)

25. FACSIMILE REPRINTS

These are reproductions of a manuscript or printed work by means of a mechanical or photo-mechanical process.

A facsimile edition of an original work is to be cataloged as if it were the original, with the actual imprint of the facsimile added after the original imprint, for example:

Title page reads: Photolithoprint reproduction / Edwards Brothers, Inc. / Publishers, Ann Arbor, Michigan / 1944 / Berlin / Verlag von Julius Springer / 1938

Give: Berlin, Springer, 1938; Ann Arbor, Mich., Edwards, 1944.

X. Supplements

Supplements are continuations of works already published. These take various forms: (1) the same author but different titles, (2) the same author and title as the original work, and (3) an independent work with a different author and title, its connection to the original work being formally stated in the work.

26. TITLE DIFFERS FROM TITLE OF MAIN WORK

Enter the supplement on the main card below all other notes by means of a dash to represent the repetition of the author heading, followed by the title of the supplement, the author statement (if necessary, that is, if different from author of main work), edition statement, imprint, collation, etc., as for an independent work, for example:

SAMPLE 69

QA 276 T4	Teaching Machines, inc., Albuquerque, N.M. Descriptive statistics; self-tutoring course by TMI- Grolier. (Rev. format) Limited ed. (Albuquerque, N.M.) 1961. 1 v., various pagings (Its programed textbook series)
QA 276 T4 Suppl.	——— Introductory statistics: Sec. A Descriptive sta- tistics; Sec. B Statistical inference. Panel book; teach- ing machine format. (Albuquerque, N.M., 1961, c1960; xxvi p.

○

SAMPLE 70

QC
481
Sa2 St. John, Ancel, 1882—
Industrial radiology; X-rays and gamma rays, by Ancel
St. John and Herbert R. Isenburger. 2d ed. New York,
Wiley [1943]
298 p.

QC
481 ——— Bibliography on industrial radiology, 1942-1945—
Sa2 by Herbert R. Isenburger. Addenda. Long Island City,
Suppl. St. John X-Ray Service, 1945—
v.



27. TITLE OF SUPPLEMENT INCLUDES TITLE OF MAIN WORK

When the title of the supplement includes the title of the main work, the title of the main work is indicated by a dash following the dash for the author, with title of supplement (if it has one), imprint, etc., for example:

SAMPLE 71

TA
459
U54 United States Steel Corporation.
Atlas of isothermal transformation diagrams ... [2d and
completely rev. ed. Pittsburgh, c1951]
143 p.

TA
459 ——— 1953 supplement. [Pittsburgh, 1953]
U54 529 p.
Suppl.



SAMPLE 72

QC			
457			
S25	Sadtler Research Laboratories.		
	Sadtler standard spectra. (Midget ed.	Philadelphia,	
	Pa., 1959-		
	v.		
	_____ Supplement.	Philadelphia, Pa., 1961-	
	v.		
	_____ Sadtler spec finder.	1960-	Philadelphia,
	Pa., 1960-		
	v.		

○

28. SUPPLEMENT IN THE FORM OF AN INDEPENDENT WORK

A supplement that is an independent work with its own author and title is cataloged in the usual way, with the fact that it is a supplement stated: (1) in the body of the entry, (2) in the series position, or (3) as a note on the card, for example:

SAMPLE 73

QD			
65			
C41	Tables for identification of organic compounds; supplement to		
Suppl.	Handbook of chemistry and physics. (Edited by; Charles		
	D. Hodgman, Robert C. Weast (and; Samuel M. Selby. Com-		
	plied by Max Frankel (and others; Cleveland, Chemical		
	Rubber Pub. Co. (c1960;		
	241 p.		

○

SAMPLE 74

QC
125
S6 Das, T P
Suppl.1 Nuclear quadrupole resonance spectroscopy (by: T. P. Das
and; E. L. Hahn. New York, Academic Press, 1958.
223 p. (Solid state physics: advances in research and
applications, Suppl. 1)



SAMPLE 75

QA
47
H23 Handbook of mathematical tables. 1st- ed.;
1962-
Cleveland, Chemical Rubber Pub. Co. (1962-
v.

Vols. for 1962- issued as supplement to Handbook of
chemistry and physics



29. UNIMPORTANT SUPPLEMENTS

These are noted informally, for example:

SAMPLE 76

AS
911.A2
A5 American foundations and their fields. 1st- ed.;
1931-
New York, American Foundations Information Service.
v.
Vol.7 accompanied by separately paged supplements.



SAMPLE 77

CT
120
R6 Rockefeller Foundation.
Directory of fellowship awards for the years
1917/50-
New York 1951-
v.
Kept up to date with supplements, and reprints from
its Annual reports



XI. Indexes

30. INDEXES

Indexes are cataloged with the sets which they index. The information is given informally, for example:

SAMPLE 78

TK
7800 .
A3 Advances in electronics and electron physics. v.1-
New York, Academic Press, 1948-
v.
Cumulative indexes: author and subject v.1-10 in v.10



SAMPLE 79

T

1

Sol Society for Experimental Stress Analysis.

Experimental stress analysis; proceedings of the Society
for Experimental Stress Analysis. v.1-
rCambridge, Mass., 1943-
v.

————— Cumulative index, v.1-15—

1943-1957—

rCambridge, Mass., 1958-

v.



SAMPLE 80

QC

3

F3 Faraday, Michael, 1791-1867.

Faraday's diary; being the various philosophical notes of
experimental investigation made by Michael Faraday ...
during the years 1820-1862 and bequeathed by him to the
Royal Institution of Great Britain, now, by order of the
managers, printed and published for the first time, under
the editorial supervision of Thomas Martin ... with a fore-
word by Sir William H. Bragg ... London, G. Bell,
1932-36.

7 v.

————— Index. London G. Bell, 1936.

64 p.



XII. References

31. "SEE" AND "SEE ALSO" REFERENCE CARDS

A reference card directs the user of the catalog: (1) from one or more headings under which an item might be looked for to the one adopted as the heading (the "see" reference); (2) to other headings under which related material may be found (the "see also" reference). The "see also" reference occurs most often in subject headings.

It is difficult to give specific rules for the making of references. In many cases, good judgment and experience are the only guides. However, three factors must always be remembered: (1) there must always be an entry in the catalog under the heading to which the reference is made, (2) there must always be an entry in the catalog under the heading from which a "see also" reference is made, and (3) a record must be kept of all references made so that in the event of future changes all references may be made to agree. Below are several categories of references that should be made for entries other than subjects.

A. Compound Names

From parts of a compound name to the form selected as the established heading, for example:

Rothery, William Hume-

see

Hume-Rothery, William, 1899-

Ferté, Sir Philip Bennet Joubert de La

see

Joubert de La Ferté, Sir Philip Bennet, 1887-

La Ferté, Sir Philip Bennet Joubert de

see

Joubert de La Ferté, Sir Philip Bennet, 1887-

De La Ferté, Sir Philip Bennet Joubert

see

Joubert de La Ferté, Sir Philip Bennet, 1887-

B. Prefix Names

1. From the part of a name following the prefix when entry is under prefix, for example:

Launay, Jules de

see

De Launay, Jules

2. From the name with the prefix, if the entry is under the part of the name following the prefix, for example:

De Boer, Jan Hendrik

see

Boer, Jan Hendrik de, 1899–

C. Given Names

From surname to the given name selected as established entry, for example:

Jackson (Roscoe B.) Memorial Laboratory, Bar Harbor, Me.

see

Roscoe B. Jackson Memorial Laboratory, Bar Harbor, Me.

Siegbahn, Mann, 1886–

see also

Manne Siegbahn

D. Titles of Nobility

From family name to name of title when entry is under title, and conversely if entry is under family name, for example:

Wellesley, Arthur, 1st duke of Wellington

see

Wellington, Arthur Wellesley, 1st duke of, 1769–1852

E. Married Women

From maiden name to married name when entry is under the latter, and conversely if entry is under maiden name, for example:

Goeppert, Maria
 see
 Mayer, Maria (Goeppert) 1906–
 Mises, Hilda (Geiringer) von
 see
 Geiringer, Hilda, 1898–

F. Pseudonyms

From pseudonym to real name when entry is under real name, for example:

Mark, David [pseud]
 see
 Buitenkant, Nathan

G. Transliterations

From various transliterations of the same name to the one established in the catalog.

1. If the name is that of one person, the reference is specific, for example:

Yankov, G B
 see
 ĪAnkov, G B

2. If it is the name of more than one person in the catalog, the reference is general, for example:

Ambartsumyan. See the spelling Ambartsumian.

H. Variant Spellings of Surnames

General references should be made from variant spellings of the same name, for example:

Smith. See *also* the spellings Smyth, Smythe.

I. Variant Names of Entries

1. From variant names of a series of conferences, for example:

International Conference on Ionization Phenomena in Gases

see also

International Congress on the Phenomena of Ionization in Gases

2. From name changes of corporate bodies to the one adopted for entry, for example:

Committee on Vacuum Techniques

see

American Vacuum Society

3. From specific or popular name of an office, department, etc., of government bodies to the established entry, for example:

Argonne National Laboratory

see

U.S. Argonne National Laboratory

4. From an established entry under earlier form of name to later form of name where both are established entries, for example:

Society of Public Analysts and Other Analytical Chemists, London

see also

Society for Analytical Chemistry, London

5. From entries under a corporate body to entries under its initials, and vice versa, for example:

IBM

In addition to the title entries immediately following this card see also entries under the heading International Business Machines Corporation.

International Business Machines Corporation

In addition to the entries immediately following this card see also title entries beginning IBM.

J. Division of Corporate Body

From a larger body subdivided by a smaller division, if entry is directly under smaller body; and conversely, from smaller body to larger body of which it is a part, if entry is under the latter, for example:

U.S. Assistant Secretary of Defense (Research and Engineering) Advisory
Group on Electron Tubes

see

U.S. Advisory Group on Electron Tubes

U.S. Cambridge Research Center

see

U.S. Air Force. Cambridge Research Center

K. Place References

1. From place of headquarters of a corporate body entered under name, for example:

London. Physical Society

see

Physical Society, London

2. From place in which a government institution is located, for example:

LeMont, Ill. Argonne National Laboratory

see

U.S. Argonne National Laboratory

3. From the place in which a conference, symposium, etc., is held to the established entry, for example:

Vienna. International Congress of Biochemistry

see

International Congress of Biochemistry. 4th, Vienna, 1958

XIII. Information Cards

32. INFORMATION CARDS FOR CONFERENCES, SYMPOSIA, ETC.

Information cards are cards giving information on a group of related entries. They tell the histories of conferences or symposia, list variations in editors, numbering, and publishers of conferences or series [for series information cards see rule 2B(3)].

SAMPLE 81

International Conference on High Energy Physics

The first seven conferences were held at the University of Rochester and called: Rochester Conference on High Energy Nuclear Physics.

8th- conferences will be held alternately at:

1. Geneva
2. Kiev
3. Rochester



SAMPLE 82

Anglo-American Aeronautical Conference

- 1st Aeronautical Conference (ORNL doesn't have)
 - 2d New York, 1949 (International Aeronautical Conference)
 - 3d Brighton, Eng., 1951
 - 4th London, Eng., 1953
 - 5th Los Angeles, Calif., 1955 (International Aeronautical Conference)
 - 6th Folkestone, Eng., 1957
 - 7th New York, 1959
- 

SAMPLE 83

International Gas Chromatography Symposium

- 1st London, 1956 (Vapour phase chromatography)
 - 1st Michigan State University, 1957
 - 2d Amsterdam, 1958
 - 2d Michigan State University, 1959
 - 3d Edinburgh, 1960
 - 3d Michigan State University, 1961
- 

Sample 83 illustrates two symposia having the same name, which are held in alternate years under different sponsors.

XIV. Abbreviations

33. ABBREVIATIONS

Abbreviations are to be used (except in the recording of titles) whether these are in the heading, the body of the entry, the series note, list of contents, or cited elsewhere. Do not use abbreviations if in poor taste, for example, at the beginning of a statement. Some of the commonly accepted abbreviations for cataloging are:

A. General

Abschnitt	Abschn.
Abteilung	Abt.
arranged	arr.
arranger	arr. (heading)
Auflage	Aufl.
augmented	augm.
Ausgabe	Ausg.
Band (German)	Bd.
band (Swedish)	bd.
baronet	bart. (heading)
bearbeitet	bearb.
chapter	chap.
colored	col.
compagnia	cia.
compagnie	cie.
company	co.
compare	cf.
compiled	comp.
compiler	comp.
corporation	corp.
corrected	corr.
Department	Dept.
diagram, diagrams	diagr., diagrs.

Dissertation	Diss.
edited	ed.
edition	ed.
editor	ed. (heading)
enlarged	enl.
fascicule	fasc.
folded	fold.
government	govt.
herausgegeben	hrsg.
His (or Her) Majesty's Stationery Office	H. M. Stationery Off.
Inaugural-Dissertation	Inaug.-Diss.
including	incl.
Lieferung	Lfg.
neue Folge	n. F.
new series	new ser.
no date of publication	n.d.
no place of publication	n.p.
nouveau, nouvelle	nouv.
number	no.
numbered	numb.
page, pages	p.
part	pt.
partie	ptie.
preface	pref.
pseudonym	pseud.
published	publ.
publisher	publ.
publishing	publ.
revised	rev.
section	sect.
series	ser.
supplement	suppl.
Teil	T.
title page	t.p.
tome	t.
translated	tr.
übersetzt	übers.
umgearbeitet	umgearb.
United States Government Printing Office	U.S. Govt. Print. Off.

various places	v.p.
verbesserte	verb.
vermehrte	verm.
versus	vs.
volume	v., Vol. (at head of statement)

B. Ordinal Numerals

Abbreviations of ordinal numbers are expressed in figures, for example:

English: 1st, 2d, 3d, 4th, etc.

Foreign: 1., 2., 3., 4., etc.

C. Place

Abbreviations are not to be used for geographical names that form an integral part of a corporate name, nor for geographical names (with the exception of U.S. and Gt. Brit.) occurring as the first word of an official heading.

The following abbreviations for names of states and territories of the United States are permissible in headings after the name of a city, county, etc. Names not on this list are written in full.

Ala.	Kan.	Neb.	R.I.
Ariz.	Ky.	Nev.	S.C.
Ark.	La.	N.H.	S.D.
Calif.	Me.	N.J.	Tenn.
Colo.	Md.	N.M.	Tex.
Conn.	Mass.	N.Y.	Vt.
Del.	Mich.	N.C.	Va.
Fla.	Minn.	N.D.	Wash.
Ga.	Miss.	Okla.	W.Va.
Ill.	Mo.	Ore.	Wis.
Ind.	Mont.	Pa.	Wyo.

D.C. District of Columbia

P.R. Puerto Rico

Other abbreviations commonly used:

Alberta	Alta.	Ontario	Ont.
British Columbia	B.C.	Prince Edward Island	P.E.I.
Canada	Can.	Quebec	Que.
Cape Province	C.P.	Russian Soviet Federated Socialist Republic	R.S.F.S.R.
Distrito Federal	D.F.	Saskatchewan	Sask.
England	Eng.	Scotland	Scot.
Germany	Ger.	Union of Soviet Socialist Republics	U.S.S.R.
Great Britain	Gt. Brit.	United States	U.S.
Ireland	Ire.	Virgin Islands	V.I.
New Brunswick	N.B.		
New Zealand	N.Z.		
Nova Scotia	N.S.		

XV. Capitalization and Punctuation

34. CAPITALIZATION

The catalog entry should be capitalized according to the usage of the given language. This means that the principal words in names of corporate entries should be capitalized wherever they occur. Nouns are capitalized in languages which customarily capitalize them.

35. PUNCTUATION

Punctuation of the catalog entry does not necessarily follow that of a work's title page, for example, commas can be substituted for parentheses, etc. Some specific uses of punctuation on the catalog card are:

(1) **Brackets.** – Brackets are used for additional data not appearing on the title page, or not appearing in the book.

(a) *Author Headings.* – Enclose in brackets the name of a personal author if it does not appear in the book, or a corporate author if no part of the name is to be found in the book.

SAMPLE 84

PG
2643
C47 [Chernukhin, Adol'f Efimovich; ed.
English-Russian technical dictionary. New York,
International University Press [1944];
674 p.

Do not put in brackets any data added for identification purposes: (1) dates of birth and death; (2) terms added for identification, for example, Hirsch, Ernst, engineer; or (3) given names or given names of which only initials appear on the title page.

(b) *Body of Entry.* – All additions of data, except punctuation marks, are to be enclosed in brackets.

(2) **Dash.** – The dash is used to connect numbers, signifying “to and including,” for example:

1940–1941

(3) **Interrogation Point.** – It is used after a date to signify uncertainty, for example:

[1945?]

(4) **Period.** – Use the period after abbreviations and to separate the main heading from a subheading, for example:

U.S. Air Force. Cambridge Research Center

(5) **Ellipsis.** – The ellipsis shows omissions of words from the title page or from a direct quotation, for example:

SAMPLE 85

PE	
1683	
J3	James, Glenn, 1882– , ed. Mathematics dictionary ... compiled from the literature and edited by Glenn James ... assisted by Robert C. James ... Rev. ed. Van Nuys, Calif., The Digest Press, 1943, 1946. 273 p.

(6) **Sic.** – Use “sic” to note that a misspelled word has been copied from the book, that is, the spelling exactly reproduces the original.

(7) Parentheses. – Parentheses are used in the author heading, for example:

(a) In personal headings, to indicate the maiden name of married women:

Mayer, Maria (Goepfert)

(b) In corporate headings, to indicate the identifying word following political units having the same name:

New York (City)

New York (State)

Glossary

accession number. The number given to a volume in the order of its acquisition.

added copy. A duplicate of a book already in a library, if it is added, or to be added, to the library. Sometimes called "duplicate," and several added copies may be known as "multiple copies."

added entry. Any other entry than the main entry under which a book is indexed. These may be joint authors, editors, joint editors, subject entries, series, and titles.

added title page. A title page complementary to the one chosen for the main entry of a work, for example, a series title page, or one in another language.

analytical entries. These are entries of some part of a work, or of an individual paper contained in a collected work. Such entries may be for the author, title, and subject of that part of the work so treated.

author. (1) The writer of a book, as distinguished from the translator, editor, etc. (2) In the broader sense, the maker of the book or the person or body immediately responsible for its existence. Thus, a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. A corporate body may be considered the author of publications issued in its name or by its authority.

author authority file. The list of name headings used in a given catalog, and the references made to them from other forms.

author number. A combination of letters and figures assigned to each book for the purpose of preserving on the shelves an alphabetical arrangement by author under each class.

authority file. See **author authority file; subject authority file.**

bibliography. (1) The study of the material form of books, with comparison of variations in issues and copies, as a means of determining the history and transmission of texts. (2) The art of describing books correctly with respect to authorship, editions, physical form, etc. (3) A list of books, maps, etc., differing from a catalog in not being necessarily a list of materials in a collection, a library, or a group of libraries.

call number. Letters, figures, and symbols, separate or in combination, assigned to a book to indicate its location on shelves. It usually consists of class number and book number.

caption title. The title of a work given at the beginning of the first page of the text.

catchword title. A partial title consisting of some striking word or phrase likely to be remembered by an inquirer.

class number. The notation added to a book and to its entry in a catalog to show the class to which it belongs and indicate its location on the shelves of a library, in accordance with the classification scheme in use. Also called "classification number."

closed entry. An entry with completed bibliographical information covering all parts of a given work, namely, a complete set.

co-author. See **joint author.**

collation. That part of the catalog entry which specifies the volumes or pages, and important illustrative material constituting the book.

combined-series card. A card on which are entered several (as many as possible) works of the series.

compiler. One who produces a work by collecting and putting together written or printed matter from the works of various authors. Also, one who chooses and combines into one work selections or quotations from one author.

continuation. A work issued as a supplement to one previously issued. A part issued in continuance of a book, a serial, or a series.

continuous pagination. The numeration, in one continuous series, of the pages of two or more parts or volumes.

corporate author. An entry under the name of a society, institution, government department, or other organized body for works issued in its name or by its authority, whether this be a main or added heading.

cover title. The title printed on the paper cover of a work issued without a title page.

dissertation, academic. An essay or treatise presented by a candidate in partial fulfillment of the requirements for a degree.

duplicate. See **added copy.**

edition. The first printing of an original work (i.e., first edition) or a subsequent printing of a revised text (e.g., second or later edition). An edition subsequent to the first edition should contain other than merely minor amendments.

editor. One who prepares for publication a work or collection of works or articles not his own. The editorial labor may be limited to the preparation of the matter for the printer, or it may include supervision of the printing, revision or elucidation of the text, and the addition of introduction, notes, and other critical matter.

facsimile reprint. A reproduction of a manuscript or printed work by means of a mechanical or a photomechanical process.

Festschrift. A complimentary or memorial publication usually in the form of a collection of essays, addresses, or biographical, bibliographical, scientific, or other contributions, often embodying the results of research, issued in honor of a person, an institution, or a society, as a rule on the occasion of an anniversary celebration.

impression. All copies of a work printed at one time from one setting of type.

imprint. The statement which gives the place of publication, name of publisher, and date of publication.

indention. The distance from the left edge of a catalog card at which, according to pre-determined rules, the various parts of the description and their subsequent lines begin. There are three indentions: (1) First Indention, five spaces over from the left side of the card, where the author heading begins. (2) Second Indention, two spaces over from the first indention, where the second and succeeding lines of the description begin. (3) Third Indention, two spaces over from the second indention, where the title and each new paragraph begin.

issue. A distinct group of copies of an edition.

joint author. A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of the others.

main entry. The basic or master catalog card, giving all the information necessary to the identification of the book. The entry chosen for this card will be a personal or corporate name, or in some cases, such as serial, open entries, or composite works, a title. All other entries, under which the particular book is indexed, are duplicates of this card with the added entry entered above the main entry as the filing word.

monograph. A systematic and complete treatise on a particular subject, usually detailed in treatment but not extensive in scope. It need not be bibliographically independent.

open entry. A catalog entry which provides for the addition of information concerning a work of which the library does not have a complete set, or about which complete information is lacking.

pseudonym. A false name assumed by an author to conceal his identity.

references. See see also references; see references.

reprint. A new printing of a work already printed with neither new material added nor major changes in the text. It may be made from new or original plates.

running title. A title of the book repeated at the head (or the foot) of the pages, not necessarily on both versos and rectos.

see also reference. A card to direct the user of the catalog from a term or name under which entries are listed to other headings under which related material may be found.

see reference. A card to direct the user of the catalog from one or more headings under which no entries are listed to the one adopted as the heading.

series. A number of separate works, usually numbered, issued in succession, with a collective title which generally appears at the head of the title page, on the page opposite the title page, or the verso of the page facing the title page.

series information card. A card placed before the series cards, showing the established form of entry and giving more detailed information, for example, editors, etc., than is necessary to put on the series cards.

shelf list. A record of the books in a library arranged in the order in which they stand on the shelves.

spine. That part of the cover or binding which conceals the sewed or bound edge of a book, usually bearing the title, and frequently the author. Called also "backbone" and "backstrip."

subject authority file. The book or card list of subject headings used in a given catalog and the references made to them.

subtitle. The explanatory part of the title following the main title.

supplements. Continuations of works already published.

thesis. See *dissertation, academic*.

title. (1) In the broad sense, the distinguishing name of any written production as given on the title page, including the name of the author, editor, translator, the edition, etc., but excluding the imprint. (2) In the narrow sense, the title does not include the name of the author, editor, etc.

title page. A page at the beginning of a book or work, bearing its full title and usually, though not necessarily, the author's (editor's, etc.) name and the imprint.

transliteration. A representation of the characters of one alphabet by those of another.

union catalog. An author or a subject catalog of all the books, or a selection of books, in a group of libraries, covering books in all fields, or limited by subject or type of material; generally established by cooperative effort.

verso. The reverse, or left-hand, page of a book.

vita. A bibliographical sketch of the author included in a thesis.

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