

**Needs and Importance
of
Copy Catalog
and
Cooperative Cataloguing**

By

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Introduction

- The purpose is to discuss the need and importance of Copy catalogue and cooperative cataloguing within public libraries network in Gujarat.
- Library catalog is a mirror of any library.
- Catalog can be printed, sheaf form, card form, electronic or in digital form.
- This can be of individual library or a specific group of libraries.

Brief History

- Library cooperation and cooperative cataloguing is not a new concept.
- Library of Congress introduced card services in United States in 1901.
- In Great Britain, Library cooperation can be traced back to 1902.
- Establishment of combined catalogue for publication at a Central Office to assist librarians to avoid purchasing of reference books already available at other London libraries.
- In 1907 some public libraries in London established a scheme of exchange of printed catalogues and also agreed to lend books to each other. Later the schemes of printed catalogues were replaced by card and sheaf catalogues.

Brief History

Contd

- Even in South Africa library cooperation was accepted in 1933 for inter-library lending for mutual benefit to participating libraries.
- Libraries could develop their individual collection in specialized areas looking to the need of local clusters.
- This special collection can be shared by other libraries in a consortium with the help of union catalogue or cooperative cataloguing system.
- This could help each participating libraries to reduce operational cost and optimize their resources, specifically with regards to periodical acquisitions and reference work.

Copy Catalogue

- The quality of cataloguing concerns a lot for bibliographic control.
- The standard of full, accurate and timely bibliographic records is must to produce reliable access in a cost effective manner.
- Copy cataloguing reflects the same above.
- In fact copy cataloguing is the process of building upon original cataloguing. It involves the process of matching an established bibliographic record with an exact duplicate item described to be added in to a collection.
- Best examples of the copy cataloguing are the world catalog of OCLC and library of congress catalog which holds millions of MARC records.
- Sometimes records are improved or corrected in the process of copy cataloguing at the user library end.

Copy Catalogue

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- Copy cataloguing alone is not generally considered “professional” level work, although some copy cataloguing such as upgrading and improving minimum level records does reach a level of complexity that rivals original cataloguing and is appropriate for a librarian to perform alongside original cataloguing.
- This is sometimes called advanced copy cataloguing.
- In many cases, CIP data is not AACR2 compliant. In such cases it must be made AACR compliant and the cataloguer must have sufficient reading knowledge of the foreign language material in order to analyze the content and provide appropriate subject headings and a suitable classification number for such advanced copy cataloguing MLS or equivalent Master.

Co-operative Cataloguing

- Various type of cooperation started as soon as the application of computers emerged for library activities.
- Cooperation between group of libraries viz. regional libraries, specific type of libraries i.e. academic or special or public libraries, took place rapidly.
- Use of CIP data or regional and national bibliographies like INB or BNB etc. was done to create local catalogues of individual libraries.
- Computer based catalogs were developed by libraries and shared between the groups of libraries & later between groups of libraries on co-operative basis using different types of computer network facilities viz. LAN, WAN, intranet, internet etc.
- Cooperative cataloguing made the librarian's task quite easier to cope up with backlogs for online catalog.

Cooperative Catalogue

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- The volume of information being published in the world during the last couple of decades has grown rapidly. Due to new research inventions in almost every field, new information generates throughout the day and at the same time information gets obsolete quickly.
- Acquisition of all desirable materials and continuing published knowledge in almost every field has generated a difficult situation in libraries, especially in the developing countries.
- Sharing of information or resources through the library cooperation provides a best solution for this critical issue. Sharing of information helps the libraries to perform a balance and up-to-date information service for its clients.

Cooperative Catalogue

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- Union Catalogue is one of the important bibliographic tools which is widely used in library cooperation activities.
- Library Catalogue provides bibliographic information of a collection of a particular library where the Union Catalogue provides the bibliographic information about the collections of range of libraries with the physical location of information.
- Union Catalogue is available in different types such as local, regional, national and international. Among these types National Union Catalogue is the most significant type due to its objectives, goals, format and specially the coverage of geographical area.

Conversion of Catalogues

- The online searching has become the preferred form of access.
- Now, the major challenge, most libraries and archives facing is the need to convert to electronic form all the finding aids and catalogues, that is retro-conversion.
- This challenge has in recent years received priority attention. It will be many years before it is fully met.
- In the conversion of earlier finding aids (catalogues), it is usually desirable to upgrade the content, to bring the data in line with current standards of description and to ensure the consistency which enables cross-searching of related resources.

Conversion of Catalogues

Contd

- These catalogues may be the subject of further improvement as opportunity and resources permit. Some of the existing standards are-
 - MARC21 for creating database structure.
 - Anglo American Cataloging Rules-2 (AACR2) for rendering information.
 - Library of Congress Subject Headings (LCSH) for assigning Subject Headings.
 - ALA-LC Romanization Tables – For entering the records in roman letter (Transliteration schemes for non-roman scripts, Developed and maintained by Library of Congress, 1997.)
 - Indian Standards - Indian script code for information interchange -
11/2/2012 ISCII. New Delhi: Bureau of Indian Standards, 1991. (IS 13194: 1991)

Impact of Online Catalogues

- Online cataloging has greatly enhanced the usability of catalogs and the rise of **MA**chine **R**eadable **C**ataloging (MARC) standards in the 1960s.
- Rules governing the creation of MARC catalog records include not only formal cataloging rules like AACR2 but also special rules specific to MARC, available from the Library of Congress and also OCLC.
- MARC was originally used to automate the creation of physical catalog cards; Now the MARC computer files are accessed directly in the search process.

Impact of Online Catalogues

Contd

- OPACs have enhanced usability over traditional card formats because: The online catalog does not need to be sorted statically; the user can choose author, title, keyword, or systematic order dynamically.
- Most online catalogs offer a search facility for any word of the title; the goal of the grammatic word order (provide an entry on the word that most users would look for) is reached even better.
- Many online catalogs allow links between several variants of an author name. So, authors can be found both under the original and the standardised name (if entered properly by the cataloguer).
- The elimination of paper cards has made the information more accessible to many people with disabilities, such as the visually impaired, wheelchair users, etc.

MARC

- The first event was the creation of the MARC format (an abbreviation of Machine Readable Cataloging) by a team led by Henriette Avram in the Library of Congress. MARC was originally intended to be-
- first, a method of mechanizing the creation of Library of Congress catalogue cards and,
- second, a means of communicating catalogue records between different databases—in the first instance, between LC and the British National Bibliography.
- From these relatively modest aims, MARC rapidly grew into an international standard that is used by libraries throughout the world to contain the results of their cataloguing and the basis for almost all online catalogue systems.

MARC 21 (Main Fields)

001 Record-Id (for Union Database)

003 Record Id of University

005 Date and Time of Latest Transaction

006 Fixed-Length Data Elements – Additional Material Characters (R)

008 Fixed-Length Data Elements – General Information (NR)

040 Cataloguing Source

080 UDC Number

082 DDC Number

084 Other Class Number

1XX Main Entries – General Information

100 Main Entry – Personal Name (NR)

130 Main Entry - Uniform Title (NR)

20X-24X Title and Title-Related Fields – General Information

240 Uniform Title (NR)

245 Title Statement (NR)

246 Varying Form of Title (R)

25X-28X Edition, Imprint, Etc. Fields – General Information

250 Edition Statement (NR)

260 Publication, Distribution, etc. (Imprint) (NR)

3XX Physical Description, Etc. Fields – General Information

300 Physical Information

340 Physical Medium

5XX Notes – General Information

500 General Note

501 With Note

504 Bibliography Note

505 Formatted Control Note

520 Summary, Etc.

544 Location of other Archival Materials Note

546 Language Note

561 Ownership and Custodial History

6XX Subject Access Fields – General Information

600 Subject Added Entry – Personal Name (R)

630 Subject Added Entry – Uniform Title (R)

650 Subject Added Entry – Topical Term (R)

651 Subject Added Entry – Geographical Name (R)

653 Index Term – Uncontrolled (R)

70X – 75X Added Entries – General Information

700 Added Entry – Personal Name (R)

730 Added Entry – Uniform Title (R)

740 Added Entry – Uncontrolled Related / Analytical Title (R)

841 – 88X Holdings, Alternate Graphics, Etc. – General Information

845 Terms Governing Use and Reproduction (R)

850 Holding Institution (R)

852 Location (R)

856 Electronic Location and Access

9XX Local Use Fields

900 Date of Merging to Union Database

\$a Date of Merging

905 Cataloguers Name

\$a Name of cataloguer

910 Reviewers Name

\$a Name of Reviewers

Comparison between AACR-II and MARC 21

Field Names As Per AACR2	Tag Number as per the MARC21
Title and Statement of Responsibility	Area
1. Title Proper	245\$a
2. Parallel Titles	245\$b, 246
3. Other Title information	246
4. Statements of responsibility	245\$c
5. Items without a collective title	245
Edition Area	
1. Edition Statement	250\$a
2. Statements of responsibility relating to the edition	250\$b
Publication and Date Area	
1. Place of Publication	260\$a
2. Name of Publisher	260\$b
3. Date of the Manuscript	260\$c
Physical Description Area	
1. Extent of item	300\$a
2. Other Physical Details	300\$b
3. Dimensions	300\$c

Comparison between AACR-II and MARC 21

Contd

Field Names As Per AACR2	Tag Number as per the MARC21
Note Area	
1. Nature, Scope, or form	500
2. Language	546
3. Source of title proper	500
4. Donor, source, etc. and previous owner(s)	561
5. Place of writing	535
6. Published versions	534
7. Access and literary rights	506
8. Reference to published descriptions	510
9. Summary	520
10. Contents	505
11. Ancient, medieval, and Renaissance manuscripts (Style of writing, Illustrative matter, Collation, Other physical details, Opening words)	556

OCLC

- In year (1968) that the MARC format was made available, OCLC (then the Ohio Colleges Library Consortium) was started by Fred Kilgour.
- OCLC, sought to provide two services to the libraries, then of Ohio now of the whole world.
- The first was a supply of standardized catalogue data, created by LC and OCLC's members, so that they could add items to their catalogues quickly and inexpensively.
- The second was to aggregate all that cataloguing data into an electronic database that could perform the role of a national union catalogue.
- Today, an original cataloguing record created in an OCLC member library is added to the database (in the MARC format) on the day when the item is catalogued. This means, that the OCLC union catalogue is completely current.

International Standardization

- International standardization of catalogue data was another important development in union catalogues.
- With the MARC record and the pioneering work of OCLC we had the mechanisms for sharing data but the purpose of union catalogues could not be achieved if the data transmitted by those mechanisms was non-standard and if, for example, the same item was represented in a union catalogue with different access points and mutually incompatible descriptions.
- The blueprint for international standardization was set forward by IFLA in the 1970s under the name of UBC (Universal Bibliographic Control).

International Standardization

Contd

- The idea of UBC was that each item would be catalogued once only in the country in which it was published and in accordance with internationally agreed cataloguing standards.
- This ambitious idea was very difficult to realize because of different cataloguing traditions in different countries and linguistic groups and because of language differences.
- One great step forward in realizing UBC was the creation in the early 1970s of the standard for description of library materials called the ISBD (*International Standard Bibliographic Description*).
- This is the most successful cataloguing standard in history. It covers all library materials and has been incorporated in all national and linguistic cataloguing codes. This means that the descriptive part of any catalogue record is presented in a standard format irrespective of the country in which the record was created.

Integrated Systems

- The remaining component of union catalogues that are effective in resource sharing was the change that took place from stand-alone online catalogues to integrated library systems that combined circulation records and journal check-in records to cataloguing data.
- The catalogue alone answers the question “Which library owns this item?” An integrated system answers the question “From which library is this item available?” The first establishes ownership; the second establishes availability, a matter that is of more direct benefit to the library user.

Necessary conditions for successful Union Catalogues & Resource Sharing Systems

- The confluence of all these developments has meant that we have the mechanisms and standards that enable us to have more effective and current union catalogues than we have ever seen before. This, in turn, makes it possible for more library users to have access to more of the human record than was possible before. That progress is, ultimately, dependent on a number of factors that are necessary to successful union catalogues and resource sharing schemes.
- First, that cataloguing contributed to the union catalogue is done in accordance with national and international standards.

Necessary conditions...

Contd

- Second, that every participating library commits to cataloguing according to their means—that is playing their part in doing original cataloguing for the benefit of all— while using already created records according to their needs.
- Third, that cataloguing is not only standardized but also done in a timely manner. No one, local or remote, can have access to an un-catalogued resource.
- Fourth, a willingness to share local resources with others as well as to take advantage of remote resources through inter-library lending and document delivery. That is, to contribute to as well as take from the resource sharing system
- Fifth, adequate financial support that maintains the union catalogue and the resource sharing system that is based on it.

Necessary conditions...

Contd

- Sixth, a reward system that provides funds for those libraries that are net lenders. Interlibrary lending is one of the very few services that the *provider* pays for and it is very important that those providers have an incentive to continue to provide the service.
- Seventh, a speedy and efficient delivery system linked to the union catalogue that guarantees delivery of books and other tangible objects; that allows for sophisticated facsimile transmission of journal articles and other short texts; and, that permits easy access to available electronic databases.

Benefits

- Libraries can develop and update their catalogs faster.
- We can share our library resources within a group of libraries or consortium easily.
- Union catalog thus developed can be used by user community widely to fulfill their information needs.
- Classification and cataloguing section staff can be spared for providing other library services.
- Strong online union catalog can be used for generating various data products for sale and earned revenue for library activities.
- Accurate catalog or databases can be used by Acquisition section of libraries to avoid duplication, to maintain zero growth rate by knowing very old publications not much in use when the library collection space is limited or we wanted to keep the collection up to date.
- Library can create a different image in the society and change old concept in the mind of library users.

Requirements for Creating Database

- Data entry operator for entering records from print to machine-readable catalogue.
- Hardware and Software – which should include web interface for hosting on web and for database management.
- One responsible officer for taking care of the database and its activities
- Server for Mounting Information

Threats

All the library professional taking part in the cooperative cataloguing movement may not possess same intellectual level. Hence, chances of errors are more. If suitable and proper qualified staff is not available for error correction and data validation of different databases, union catalog or master database will not be of best quality which will again result in spoiling the image of library profession, as for computer technology it is just “Garbage in Garbage out.” For data entry in regional languages like Gujarati, Hindi, Sanskrit etc. proper knowledge, compatible software and hard wares will be required for all participating libraries.

Conclusion

From years together public libraries in Gujarat are run by local authorities or trusts, corporation, state government etc. They are having 90% common collections, but remaining 10% collection in the form of books, manuscripts, pictures and drawings, rare books and other type of documents are known to others who are really interested to use the same for research work, study etc.. By cooperative cataloging and hence developed union catalogs, we will be able to provide unique service to the mankind, information seekers and book lovers.

Thank You

