Glossary of cataloguing terms

For terms not covered in this thesaurus see: Online Dictionary for Library and Information Science by Joan M. Reitz (www.abc-clio.com/ODLIS/odlis_d.aspx)

AACR2 (Anglo American Cataloguing Rules, Second Edition) A standard cataloguers use to determine the descriptive content (title, author, publication statement, series statement etc.) of a catalogue record. Although still used sometimes, it has since been replaced by new standard RDA (Resource Description & Access).

Access points Searchable catalogue entry points for titles, names, and subjects contained in a catalogue record.

Authority control The process of creating consistent and unique access points for names and subjects that enables users to distinguish between different people with the same name and to find all books on a particular subject under one subject heading.

Authority file Lists of “authorised” access points in a library catalogue, which are maintained and applied to new items to ensure consistent access.

Authority record The authoritative form of a heading used in a library catalogue for names, series, subject etc and assigned to new items as they are added to the library collection. Authority records are based on cataloguing standards.

Bibliographic record An entry representing a specific item in a library catalogue.

Cataloguing The process of creating a database record for each resource in a library’s collection. A catalogue record contains descriptive information such as the title, author/s, publication, and physical details of the resource. It also contains information about the subject, including searchable subject headings, often a summary or contents note, and a classification number such as a Dewey Decimal number. This database of records is often known as a library’s ILS (Integrated library system) and can be accessed and searched by users on public computers.

CIP (Cataloguing-In-Publication) This is cataloguing information which is usually put on the verso of the title page of a book prior to its publication. The cataloguing information is supplied by the National Library or Library of Congress.

Dewey Classification A Dewey Decimal Classification number for an item most closely matches the main topic of the resource. Dewey numbers enable books on the same topic to be grouped together on the shelf.
**Copy cataloguing** The process of locating an existing catalogue record for the resource to be catalogued, and making a copy of that record, often by downloading it into an integrated library system

*see also Holdings*

**Date of publication** The earliest year in which a particular edition of a work was published. (e.g. if a work is published in 2000 and reprinted in 2002 without alteration then the date of publication is 2000)

**Descriptive cataloguing** This cataloguing process is concerned with describing a physical item, identifying the main entry, and selecting added entries.

*See also Classification*

**Edition** A particular version of a work where the updates/alterations do not significantly change the overall content of the work.

**Editor** A person, family, or corporate body contributing to an expression of a work by revising or clarifying the content, or by selecting and putting together works, or parts of works, by one or more creators. Contributions may include adding an introduction, notes, or other critical matter, or preparing the expression of a work for production, publication, or distribution.

**Holdings** The location details of how many copies a library has, where the item is shelved in that library (e.g. classification number and call letters)

**ILS (Integrated library system)** A computer-based library system which provides two or more functions (acquisitions, cataloguing, circulation and the online public access catalogue) and relies on a single database of bibliographic data to perform these functions e.g. MUSAC, Access-it, .elm, Oliver


**ISSN (International Standard Serial Number)** An internationally recognized number assigned to each serial publication by the International Serials Data System. Used for magazines, periodicals and journals.

**Iwi-Hapū Names List** [http://natlib.govt.nz/iwi-hapu-names] — a list of iwi and hapū names developed to assist cataloguers, archivists and indexers to describe material about Māori.

**LC/NACO Authority File** [http://authorities.loc.gov/] — available from the Library of Congress. Members input authority records for personal, corporate, and jurisdictional names; uniform titles; and series headings to the LC/NACO Authority File. The National Library contributes authority records for New Zealand names to this file.
**LCSH** (Library of Congress Subject Headings) A controlled vocabulary of authorised subject headings, added to catalogue records. Covers aspects such as names, topics, places, time periods, form, and genre. Subdivisions such as –Juvenile literature and –Juvenile fiction describe resources intended for children.

**Main entry** The principal entry in a catalogue which contains the complete record of an item. Is usually the 1st named author of an item or if no author, or more than 3 authors it is the title. A full catalogue entry giving all the information necessary for identifying a work. The main entry includes the tracings for all other entries, or access points, under which a work is entered in the catalogue. The main entry is usually an author entry.

**MARC** (Machine Readable Cataloguing) System of codes developed by Library of Congress so that libraries can share machine readable bibliographic data. It is a record that a computer can read and interpret. Each record conforms to a national standard for communication of bibliographic information, established and used by the National Library and the Library of Congress.

**Monograph** A publication in one complete part (e.g. book) or in a finite number of separate parts (e.g. multi volume book).

**Nga Upoko Tukutuku / Māori subject headings** A separate list of subject headings, designed to describe material by, for, or about Māori. The list contains terms and scope notes in English and Māori. Available through the National Library of New Zealand website.

**Non book resources** Resources other than printed resources (e.g. audiovisual material, computer software, e-resources)

**Note** Descriptive information which cannot be fitted into other areas of bibliographic description (e.g. “Includes index”).

**OPAC** (Online Public Access Catalogue) An electronic version of a library’s catalogue, accessible to users on a terminal. Software that provides user access to information contained in a library collection.

**Original cataloguing** The process of creating a new record (not copied) using standards such as SCIS Standards for Cataloguing and Data Entry and cataloguing tools such as SCIS Subject Headings to create the record.

**Parallel title** When the title of a resource is printed in another language or script.

**RDA** (Resource Description & Access) is the main cataloguing standard that cataloguers use to describe a resource. It contains instructions on transcribing the resource and creating authorised access points. The standard has been used by National Library of New Zealand cataloguers since 2013, superceding AACR2.
**Record** In database management systems, a collection of related data items, or fields, which are treated as a single unit. It is comparable to a record in a manually kept file.

**Reissue** A re-release of a resource that has been previously published. Cataloguers create a new record as the reissued resource usually has a different publication date, and often a different publisher to the original.

**Record Manager** ([schools.natlib.govt.nz/services/cataloguing-service-schools](http://schools.natlib.govt.nz/services/cataloguing-service-schools))

The Record Manager database enables school library teams to locate and download catalogue records, which can be imported into their school library management systems. Record Manager uses Library of Congress Subject Headings, which can be aligned to SCIS Subject headings.

**SCIS** ([Schools Catalogue Information Service](http://www.2curriculum.edu.au))

SCIS is a catalogue record subscription service that allows you to transfer a completed catalogue record for every item in your collection directly into your catalogue. The record can then be amended to your own collection requirements.

**SCISWeb** Is the online access point for schools that subscribe to SCIS to gain access to catalogue records and other SCIS services. Once subscribed, schools are provided with a username and password to gain access to SCISWeb.

**Serial** A publication issued in successive parts and intended to be continued indefinitely.

**Series** A number of works related to each other by the fact that they have a collective title, as well as each work having its own title proper.

**Statement of responsibility** A statement taken from the item which describes the person(s) and/or corporate body or bodies responsible for the intellectual or artistic content of the item.

**Subject headings** Are a controlled vocabulary developed specifically to provide subject access in library catalogues. Subject headings follow set format and terminology guidelines. Schools based Subject headings and Thesaurus terms can be accessed via the SCIS website [www2.curriculum.edu.au/scis/subject_headings.html](http://www2.curriculum.edu.au/scis/subject_headings.html)

**Title page** The page which generally provides the most complete information about the author and title. Cataloguers directly transcribe the title, author/s, and publication details from the title page if possible.

**Title page verso** The back of the title page also an authoritative source of cataloguing data for information not included on the title page.
Universal Product Code The barcode commonly found on products e.g. books in retail stores, which identifies each product. The code is read into the computer by passing it over a scanner. Not always the same as an ISBN.

Variant title Cataloguers may create extra access points for a title when the title appears in slightly different forms on the resource, or when there are numerals, abbreviations or symbols in the title, to increase the chances of a resource being found through a title search.