

## ACRONYMS AND VARIOUS CATALOGING TERMS

**AACR2** or **AACR2R** – Anglo-American Cataloguing Rules. Provides guidelines for descriptive cataloging.

**Access points** – Can also be called headings. A name, term, code, or number by which a bibliographic record can be searched, identified, and retrieved.

**Added entry** – Is a personal name, corporate name, title, or series entry in a bibliographic record that is made in addition to the main entry.

**Authority control** – The cataloging function of providing established headings as access points in bibliographic records and linking those headings to authority records that display, with appropriate references, in the OPAC.

**Authority record** – MARC record that contain the decision for an established heading, sometimes with references. Authority records are created for names, subjects, uniform titles and series.

**Bibliographic (bib) record** – End result of the cataloging process; represents the item in a catalog and enables its retrieval; can be in card form or machine readable form (MARC).

**Bibliographic record number** – Unique number assigned to a bibliographic record. May also be called accession number or database control number. In an OPAC this should be a searchable number and will provide an access point.

**Call number** – Is made up of a classification number (usually from LCC or DDC) plus author notation (Cutter number) and/or date.

**Cataloging (Descriptive cataloging)** – Creating the bases of a bibliographic record by describing an item using AACR2R rules; includes transcription of title and statement of responsibility, publication information (imprint), physical description, assigning main and added entries.

**Chief source of information** – Where the bibliographic information comes from; especially the title. AACR2R is very specific as to what the chief source of information is for each format of materials.

**CIP** – Cataloging-in-Publication - A Library of Congress publisher program that provides bibliographic records on the t.p. verso of published books. CIP cataloging is done from galley proofs or electronic files sent to the Library of Congress by the publisher. Some publishers do their own CIP cataloging which is published in their books, but it is not cataloging sanctioned by the Library of Congress.

**Classification** – Classification arranges items in a logical order on library shelves and groups like subjects together. Classification numbers along with Cutter numbers are combined to form what is usually called the call number.

**Collection** – Materials owned by the library and organized in such a way that they can be easily retrieved.

**Colophon** – Statement at the end of an item giving information about one or more of the following: title, author, publisher, printer, date of publication, printing date.

**Control fields** – Information used by the computer to make the bibliographic records retrievable. Control fields do not usually display to the patrons.

**Copy cataloging** – Utilizing and possibly editing a bibliographic record created by someone else before adding it to your own catalog.

**Corporate body heading** – Access point in a bibliographic record representing an organization or group of persons identifiable by a particular name, that acts as an entity, and that is responsible for or related to the work. Example of corporate bodies include associations, business firms, nonprofit enterprises, governments, religious bodies, ships, buildings, and conferences.

**Cutter number** – Symbols (usually combination of letters and numbers) used to distinguish items with the same classification number, in order to maintain alphabetical order on the shelves.

**DDC** – Dewey Decimal Classification System; classification system used mostly by public libraries and schools.

**Edition** – All copies made from essentially the same master and issued by the same entity.

**ILL** – Interlibrary loan - Process of sharing bibliographic items among cooperating libraries.

**Imprint** – Cataloging definition: Publishing information about the bibliographic item; usually gives place of publication, publisher, and date of publication. Publisher definition: A subsidiary organization to the publisher.

**Indexing** – To make something searchable in the OPAC.

**Integrating resource** – A resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples of integrating resources include updating loose-leafs and updating Web sites.

**ISBD** – International Standard Bibliographic Description – An internationally agreed upon framework for cataloging rules for description that states what essential items of information must appear in the bibliographic record, the order in which those items will be given, and the standard punctuation and spacing that must be used.

**ISBN** – International Standard Book Number - Publishers number. Standardized number used since about 1968; books published before that will not have these numbers. Usually found on the t.p. verso or back cover. ISBNs are used for searching and matching bibliographic records.

**ISSN** – International Standard Serial Number. Number used to identify serials.

**LC** – Library of Congress; coded as “DLC” in MARC records.

**LCC** – Library of Congress Classification; classification system used mostly by university and research libraries.

**LCCN** – Library of Congress Control (formerly Catalog) Number; accession number assigned to LC cataloging and used as access point.

**LCSH** – Library of Congress Subject Headings or “Red books.” Lists subject headings established by LC. Also accessible online through OCLC and some local systems as the “subject authority file.”

**LLSAP** - Local Library System Automation Program – A shared database sponsored by most Illinois Regional Library Systems.

**Main entry** – Name entry in a bibliographic record that represents the individual chiefly responsible for the intellectual content of the item or title entry of a bibliographic record where no personal or corporate entity was deemed to have such intellectual responsibility.

**MARC** – Machine readable cataloging. System to encode bibliographic information so that a computer can read and interpret the data in the bibliographic record.

**Monograph** – Publication either complete in one part or intended to be complete in a finite number of parts; often referred to as a book.

**OCLC** – Online Computer Library Center – Nonprofit, membership, computer library service and research organization. Provides cataloging services, interlibrary loan, and reference services.

**OCLC number** – The unique number assigned to each OCLC bibliographic record. This number is searchable in OCLC and should be searchable in your local OPAC.

**OPAC** – Online Public Access Catalog – A library catalog made up of bibliographic records in machine-readable format (usually MARC) available via a computer.

**Original cataloging** – Creating a new bibliographic record from a workform or from the skeleton of a related record when no matching cataloging record is found.

**Personal name heading** – Access point in a bibliographic record that represents a specific person responsible for or related to the resource.

**Physical description** – The description of the book that includes the number of pages or leaves, details about types of illustrations, and the size of the item. Each format has different details that are noted in the physical description that characterize what the item is, the type of sound or video, etc., and the size.

**Preliminaries** – Title page, t.p. verso, any pages preceding the t.p., and the cover. Preliminaries are often preferred sources of information for certain parts of the bibliographic description.

**References** – Links that take a searcher from an unused heading to a used heading (See reference) or from a used heading to another related used heading (See also reference).

**Sears** – Sears List of Subject Headings. Subject headings primarily used by small- to medium-sized public and school libraries; has accompanying DDC numbers.

**Serial** – Publication issued in successive parts, bearing a numeric or chronological designation, and intended to be published indefinitely.

**Statement of responsibility** – Statement related to the person(s) responsible for the intellectual or artistic content of the item.

**Subject analysis** – Subject analysis is the function of using controlled vocabulary to tell what the item is about and/or to describe what the item is. Controlled vocabulary means that everyone is using the same term to describe the same concept or type of item.

**Technical reading** – Examining an item; i.e. a book to create an accurate bibliographic description, considering the chief source of information; presence or absence of contents page, bibliography and/or index; cover and jacket information; size, pagination, illustrations. A similar process should be used with other formats, examining the chief source of information for that format, and all other pertinent information.

**T.p. (title page)** – Page at beginning of the item, bearing the title proper and usually the statement of responsibility and sometimes publication information.

**T.p. substitute** – If the item doesn't have a t.p., the t.p. substitute is the source used to notate information usually taken from the t.p.

**Title proper** – Main title; usually from the t.p. or t.p. substitute; does not include the subtitle or other title information.