

INFS 321

Information Sources

Session 9 – Bibliographies II

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College of Education

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2014/2015 – 2016/2017

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Session Overview

At the end of the session, the student will be able to :

- Describe uses and characteristics of subject bibliography, bibliography of bibliographies, universal bibliography, library catalogs

Session Outline

The key topics to be covered in the session are as follows:

- Topic One : Subject Bibliography
- Topic Two: Bibliography of Bibliography
- Topic Three: Universal Bibliography
- Topic Four: Library Catalogue

Reading List

- Katz, A. William (2002) Introduction to Reference, Work Vols. I & II, 8th ed.

Topic One

SUBJECT BIBLIOGRAPHY



Definitions

- lists of materials that relate to a particular discipline or subject scope
- often attempts to select the most worthwhile books on a particular subject
- Sets itself to time, form, origin
- may be retrospective, current (at least at date of publishing) inclusive of all forms from individual monographs to government publications.



Uses of Subject Bibliography

- good place to start when collecting in a specific area
- give a valuable overview of a discipline, and very useful in collection development
- important when building retrospectively, and allow the librarian to see what has been considered historically worthwhile in a field.
- intended for research workers and other special areas



Limitations of Subject Bibliography

- are out of date the day they are published
- May contain books that currently have little value, having been replaced by newer and better titles (fields that need cutting edge materials)
- subjectivity of compiler - Personal opinions vary & can influence such a compilation
- finding some materials listed can be very time-consuming & frustrating, and sometimes impossible if item is no longer being published.



Topic Two

UNIVERSAL BIBLIOGRAPHY



Universal Bibliography

- Tool which lists all documents of all kinds of materials, produced in all countries, in every language, at any time and all themes
- First effort towards compilation of universal bibliography Konrad Gesner – Bibliotheca Universalis Zurich 1545
- Contains details of about 15,000 books by 300 authors in Latin, Greek, Hebrew. Excluded books published in vernacular languages
- Arranged works alphabetically by authors' Christian name



Why Universal Bibliography is not possible

- Many books which no recorded information is available
- Many books which recorded information available but book themselves not available for rechecking
- Documents to be recorded enormous especially current ones; impossible to record all
- Number of languages so great difficult to know all recorded materials
- Arrangement of such bibliography big problem. Alphabetical arrangement not always suitable.
Classified arrangement, no scheme yet to meet all requirements
- Lack of resources and necessary manpower
- Difficult to keep up-to-date



Alternatives to Universal Bibliography

- Selective universal catalogue
- Complete national bibliography
- Collection of published catalogues of national libraries



Topic Three

BIBLIOGRAPHY OF BIBLIOGRAPHIES



Bibliography of bibliographies

- List bibliographies which direct readers to useful bibliographies through subject, individual , place
- To identify bibliographies on a specific subject
- Good starting place when trying to locate a list of works on a specific subject
- eg. general bibliography of bibliographies
Theodore Besterman : A world bibliography of bibliographies
- eg of current bibliography of bibliographies is the *Bibliographic Index*.
- subject index to bibliographies that have been published in books, pamphlets and more than 2,700 periodicals



Topic Four

LIBRARY CATALOGUES



Definition of Library catalogs

- list materials held in the collection of one library
- list titles owned by a library, and in some cases, those they have access to through interlibrary loan
- bibliographies that represent the choices made by a group of people building a library collection
- large institutions feature an OPAC- Online Public Access Catalog



Uses of Library catalogs

- to help patrons and librarians locate items, keeping track of and organize materials
- Can be used for development of collections as "stock selection tools."
- As collection tool, give insight into what is considered important in a particular subject area, and what is not, by its exclusion helping to identify materials written about a subject area
- gives standard information on author, publisher, ISBN, and possibly prices



Characteristics of Library catalogs

All library catalogues, regardless of format, inform library user:

- Whether the library owns a particular copy of a particular item.
- Which works by a specific author are in the collection.
- Which editions of a particular work the library owns.
- What materials are available on a particular subject.



Advantages of Library catalogs

- Accessible on Internet, and encompass wide range of subject areas
- Useful if retrospective collecting is being done, since alert librarians to existence of titles
- Provide a picture of what materials another library found important to include
- Can be a preliminary starting place for building of any subject area, especially in retrospective collecting
- Appropriate as alerting tools for collection development, must
be used with authoritative annotated list and reviews



Disadvantages of Library catalogs

- Can present bias viewpoint of the developer, and "may not reflect the interests, collection levels, or other purposes of library.
- Very limiting because only include holdings of one or a handful of library collections, and do not give clear picture of what is really available in universe of knowledge
- Could lack authority in subject area, and only be in catalogue because library does not have a good system for weeding
- impossible to know if an item is worth buying simply by finding it in library collection
- doing subject search in a library catalogue brings up numerous listings to look through.



Arrangement in Library catalogs

Two basic types : Alphabetical and classified.

Alphabetical: divided arrangement and dictionary arrangement.

In divided arrangement, subject separated from title and author entries. Two or three different catalogues one is subject catalogue alphabetically arranged and the other is author/title catalogue also alphabetically arranged.

•Typically, arrangement of card entries in a catalogue is a divided catalogue.



Arrangement in Library catalogs 2

- **Classified arrangement** : entries are based on classification number.
- close and related subjects are brought together in catalogue and arranged hierarchically, from general to the specific.
- Usually index shows the classification number assigned to different subjects in collection as a guide when using this type of catalogue arrangement.



Arrangement in Library catalogs 3

Classified arrangement

- **Advantage** of classified arrangement is that it allows users to know strength of library's collections in particular subject area.
- **Disadvantage** : quite technical and users who are not familiar with classification scheme may find it difficult to use.



Arrangement in Library catalogs 4

Dictionary arrangement.

- All entries (author, title or subject) combined and arranged alphabetically together.
- A dictionary arrangement therefore has only one catalogue arranged from A to Z.
- Advantage: very simple but it has disadvantage of scattering related document.



Components of Library catalog entry

- **Heading:** gateway to the whole entry of a catalogue. The heading could be an author, title, subject, series and so on.
- **Title area:** indicates title and person or body responsible for producing intellectual content of document.
- **Edition :** edition statement whether named or numbered. revised or updated, second edition (2nd ed), third edition (3rd ed) etc.



Components of Library catalog entry 2

- **Material or type of publication:** type of material or publication, slide, map or audio recording.
- **Publication details:** where item was produced, those who produced it, date of publication.
- **Physical description:** number of physical unit, number of pages, illustrations and so on
- **(ISBN) International Standard Book Number:** country code, a publisher identifier, a title identifier, and a check digit. ISBN expanded from a **10-digit to a 13-**



Components of Library catalog entry 3

- **(ISSN)** International Standard Serial Number
8-digit number.
- **Tracing** (Added entries): other points that can be used to access same catalogue entry,
- **Call Number**: comprises classification no. which depicts subject heading; author-cutter number, first three letters of the main entry heading of a document,



Important terms

- **BIBLIOGRAPHIC RECORD:** A term used to describe the cataloguing information for an item. Included are author, title, publisher, date of publication, physical description of the item and any other pertinent information needed to identify the materials as a unique item.
- **ACCESS POINT:** A term or name that can be used to retrieve the bibliographic information from a card or an online catalogue. Example , authors name , title of the book and so on.



Important terms 2

- **ADDED ENTRIES:** Other access points besides, the main entry to identify the work. For example , joint author and title series.
- **CATALOGUE CODE:** This is a set of rules for the guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment



Types of Catalogues

THE BOOK CATALOGUE:

- Earliest form of catalogue. Ancient libraries listed titles in collection on paper that were bound in book form.
- Economical; portable; However, difficult to revise

•THE CARD CATALOGUE

- Cards filed in alphabetical order in drawers that fit into a specially designed cabinet.
- Libraries either type or print their own cards, or an outside printer, or already printed cards from commercial dealer or many library supply companies.
- extremely flexible and can be kept up to date since cards can be inserted or withdrawn at any time.
- easy to use and can be consulted by several readers at once

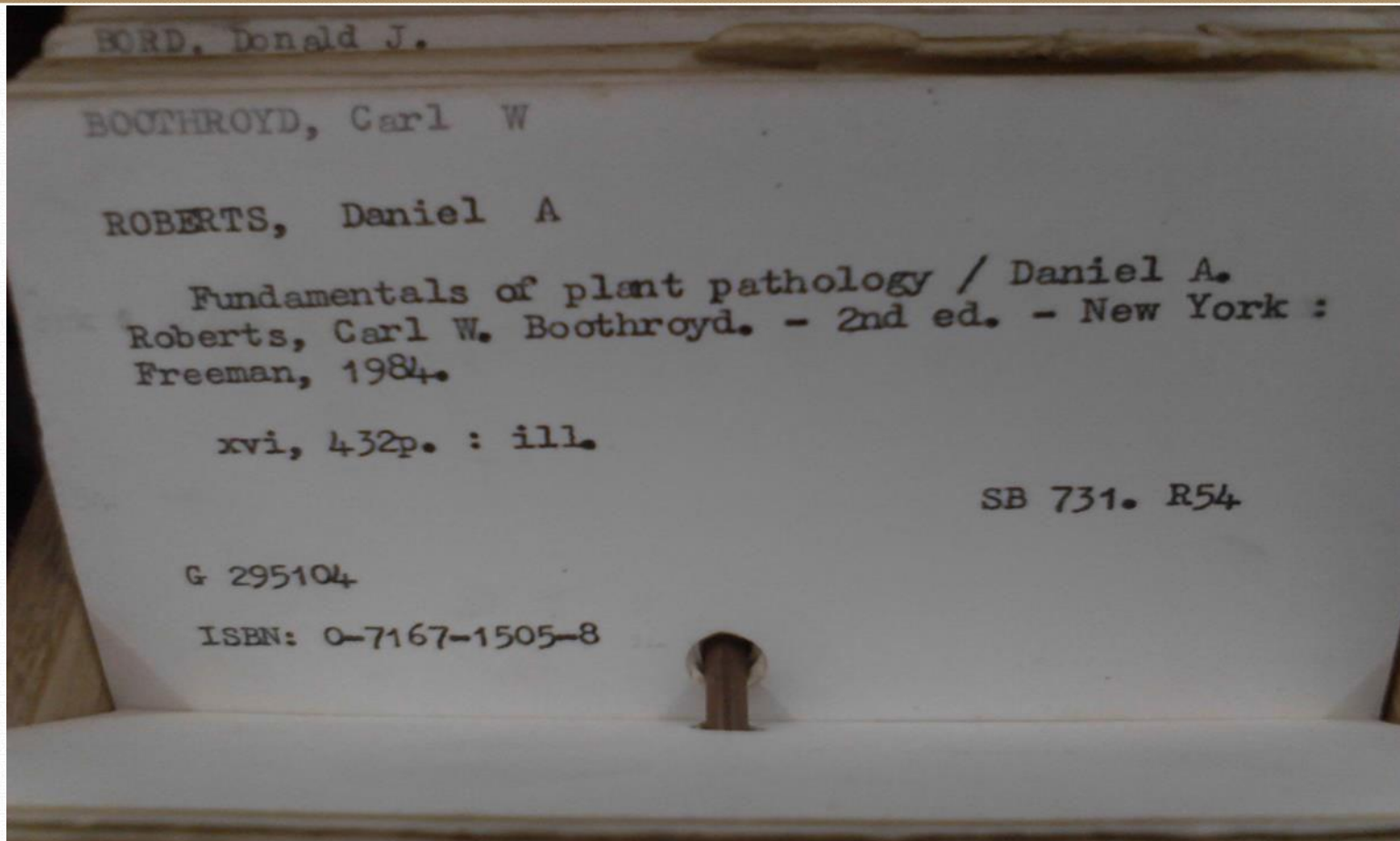


Types of Catalogues

- The Card Catalogue



Types of Catalogues



Types of Catalogues

Disadvantage of card catalogue

- Is bulky; not portable
- laborious to produce few cards
- durability of cards is another problem

CD ROM CATALOGUE

- Most popular backup system for online catalogs.
- Inexpensive substitute for online library system.



Types of Catalogues

Microform catalogue

- has catalogue records in micro-images; use microform reader to see.
- various media/forms or format, eg. microfilm, microcard, microfiche and ultrafiche.
- useful backup device to supplement and complement machine readable database or online catalogue.



Types of Catalogues

- OPAC(Online Public Access Catalogue)
- The most popular catalog form.
- With a touch screen or keyboard users can get or access to most up-to-date information.



Types of Catalogues

The screenshot displays the University of Ghana Online Catalogue (UGCat) website. The browser window shows the URL library.ug.edu.gh. The page header includes the University of Ghana logo and the text "UNIVERSITY OF GHANA ONLINE CATALOGUE (UGCat)". A navigation bar contains links for "Balme Library", "Off - Campus Access", "Databases by Subject", "Databases Quick A - Z", "Databases A - Z", "Institutional Repository", "Research Guides", and "Live Chat : Ask-a-Librarian". Below this, there are links for "My Library", "Help Topics", "Fines", "New Search", "Print", "Help", and "Login".

The main content area is titled "University of Ghana Online Catalogue (UGCat)". It features a search interface with a dropdown menu for "Keyword" (with a sub-menu showing "Keyword", "Title", "Author", "Subject", "Call Number", and "Resource Name"), a search input field, and a "View Entire Collection" dropdown. Below the search area, there are several search options with arrows: "→ Subject", "→ Author", "→ Course Reserves by Lecturer", "→ Course Reserves by Course Name", "→ ISBN / ISSN", "→ Title", "→ Call number", and "→ Author / Title".

On the right side, there is a "See also:" section with links for "My Library Account", "What's new in the Libraries", "Suggest Items for Purchase", and "Comments and Suggestion Box".

At the bottom of the page, it says "WebPAC PRO © Innovative Interfaces, Inc.".

Types of Catalogues

Advantages of OPAC

- instant response from system.
- Several access points than manual
- Can also be accessed from outside library
- Can be integrated with other operations
- OPAC is easy to maintain than card and book catalogues.

Disadvantages

- OPAC users may need more assistance.
- Need for extensive staff training



Activity

Visit any library of your choice and examine

- The Bibliographic Index

The University of Ghana Online Catalog (UGCaT

- www.libr.ug.edu.gh



References

- Kumar, Krishan (2006) Reference Service 5th ed.
Delhi: Vikas Publishing House pp. 302 – 307;
364- 372

