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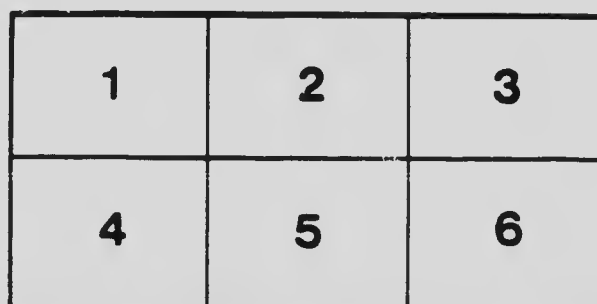
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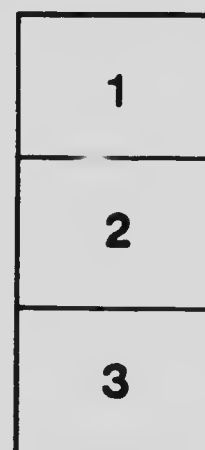
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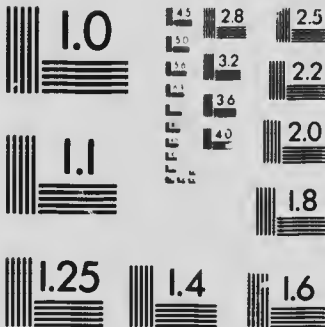
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FILING RULES FOR DICTIONARY CATALOGUES

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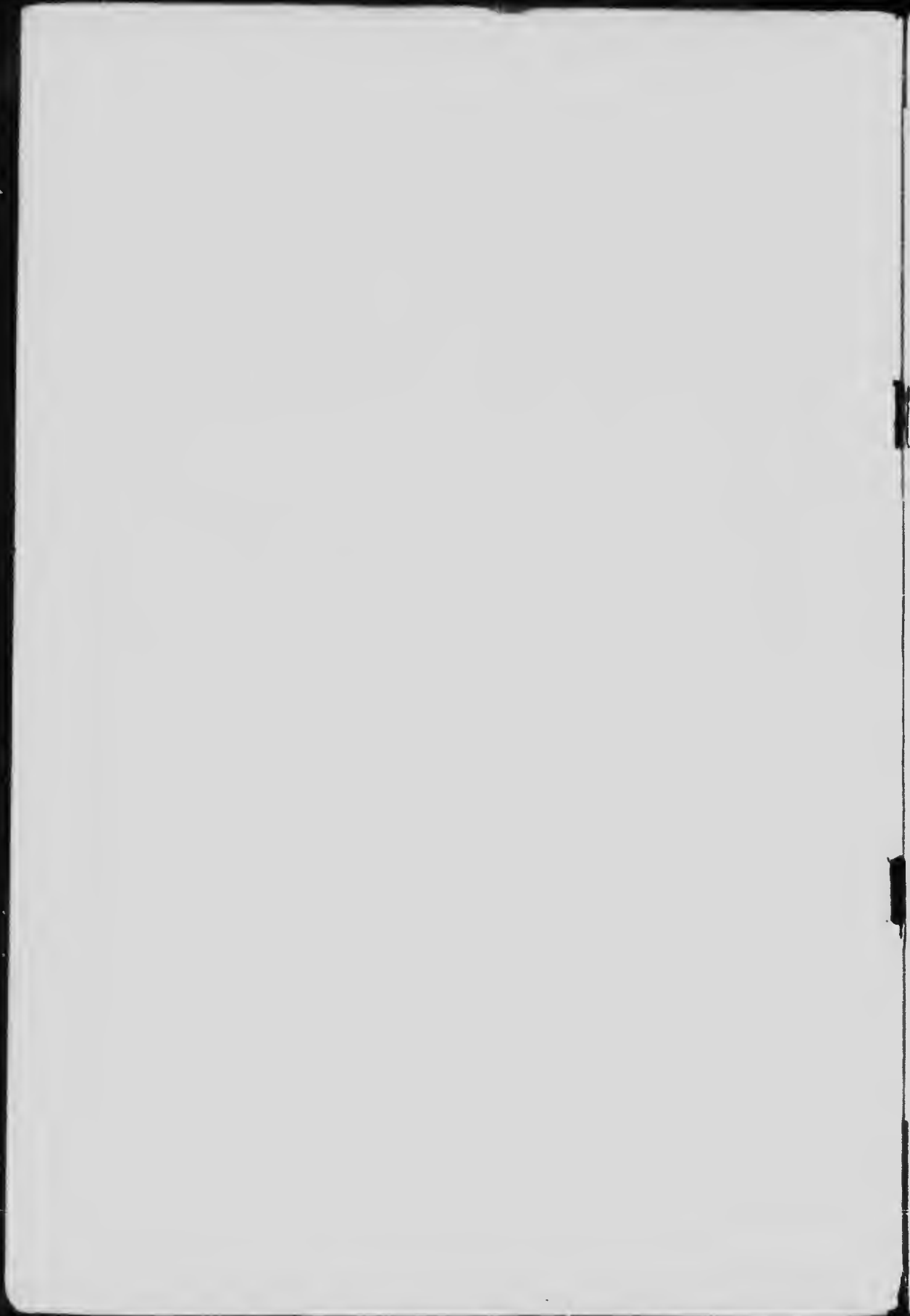
WINIFRED G. BARNSTEAD, B.A.

Chief of the Classifying and Cataloguing Department, Toronto Public Library

Instructor in Cataloguing, Department of Education Training School
for Librarianship, 1916-1918

Recommended by the Minister of Education for use in the
Public Libraries of Ontario

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FOREWORD

The object in publishing filing rules for a dictionary catalogue is to furnish the libraries of Ontario with suitable standard rules, and to provide a manual on filing for the Department of Education Training School for Librarianship.

A dictionary card catalogue planned according to library science gives the best service. A code of rules for filing is essential to libraries in order that catalogue entries may be arranged according to a well-ordered plan; it is required to furnish a uniform system as a guide for all who may be entrusted to file cards in the same catalogue.

An individual may have sole charge of a file and may invent a system of his own; if such system is not recorded in the form of rules, the inventor's successor is likely to meet with difficulties, other members of the staff will not be able to understand the file in all its details, and persons wishing to consult the catalogue will not get the same satisfaction as that given by a system planned according to the best practice in library science. One person's experience is an insufficient qualification for making satisfactory rules.

No filing rules compare favourably with those produced through modern library science. The solution of the variety of problems with which librarians have been confronted has given us filing rules for dictionary catalogues that provide for a very wide range of details. There are slight variations in the codes used by trained librarians, but every well-organized library uses but one set of rules.

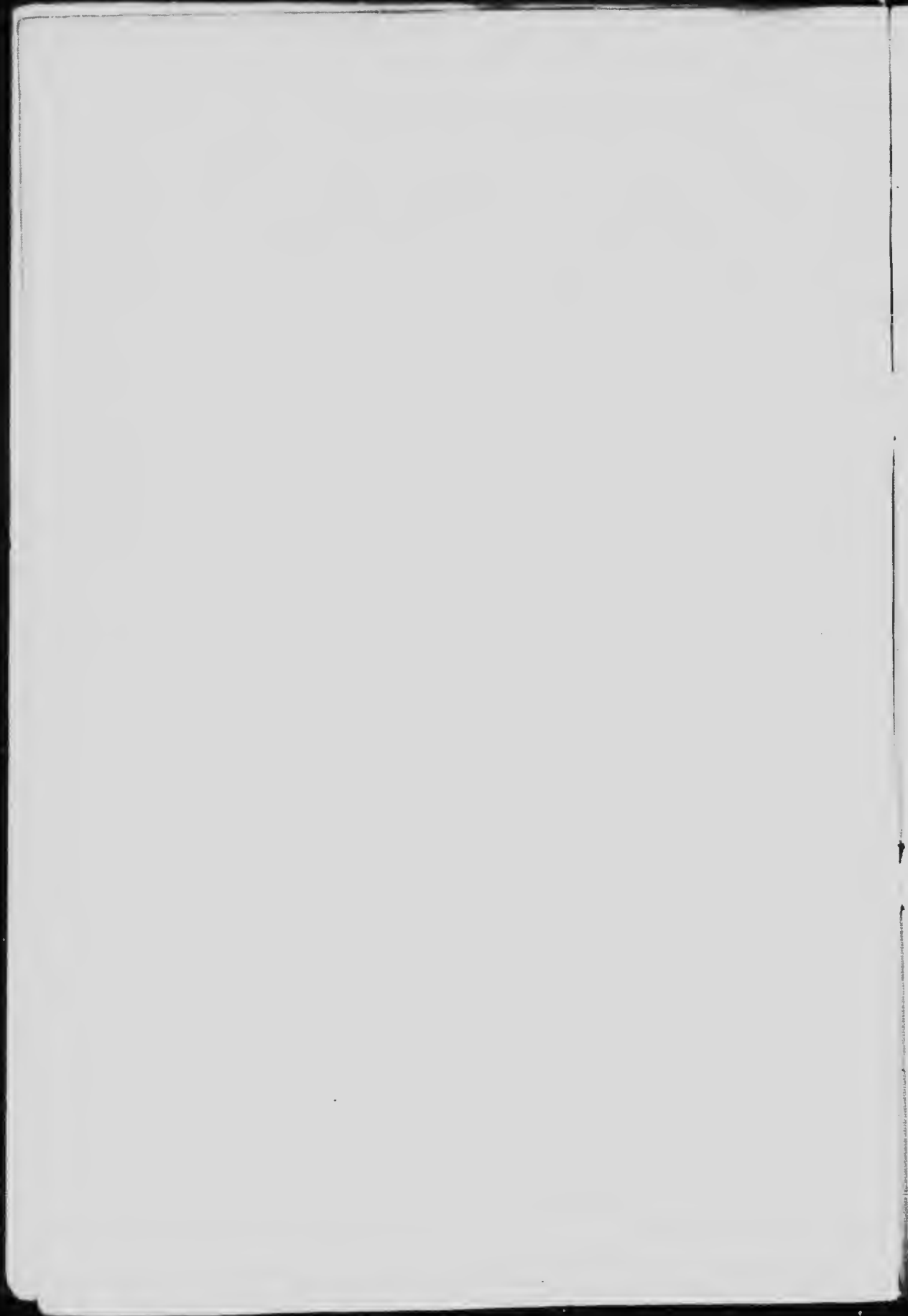
Miss Barnstead gives us rules that should serve as a standard for Ontario libraries. Her experience in the largest Canadian public library, her knowledge of the best experience of British, Canadian, and American librarians, and her familiarity with the most approved of existing rules, qualify her for arranging a system for the Province of Ontario.

W. O. CARSON,

Inspector of Public Libraries.

PREFATORY NOTE

The rules here presented are based upon the arrangement of headings given in Cutter's "Rules for a dictionary catalogue." The aim of modern filing is the grouping of like material together, with the least possible deviation from the familiar dictionary form. Therefore a strictly alphabetical arrangement has been maintained, with only the most necessary exceptions. The illustrations are adapted to the needs of Canadian libraries, and have been selected as an interpretation of the rules, and a guide for all filing difficulties.—W.G.B.



FILING RULES FOR DICTIONARY CATALOGUES

Abbreviations

Arrange abbreviations as if spelled in full, but elisions as they are printed.

Example.

I., E.A.
I.L.P., see Independent labour party.
Ibsen, Henrik.
Independent labour party.
I.L.P. year-book.
McDougall, George Frederick.
McDougall, George Millward.
Macdongall, W. B.
St. John, Henry.
Saint John, Henry Craven.
St. John, James Augustus.
Saint John, City.
Ste. Anne de la Perade.
Sainte Anne de la Pocatière.

Who makes what.
Who'd be a king.
Wholesale accounting.
Who's who.
Whose hand.

Added entry, see Author arrangement.

Ampersand

The character & is arranged as if spelled in full in the language of the title, "and," "et," "und," etc.

Example.

Doll's house & other plays.
Doll's house model book.
France & the United States.
France & Allemagne.

Apostrophe, see Possessive case.

Article

Disregard the article if it is at the beginning of the title, otherwise alphabetize as any other word.

Example.

The house beautiful.
A house-boat on the Styx.
How Canada was won.

The hundredth chance.
 Time and time-tellers.
 The Times, London.
 The girl of Thanet.
 The girl of the Blue Ridge.
 La guerre en Orient.
 Guyot.
 Die Journalisten.
 Junghans.
 Ein Kampf ums Recht.

Foreign articles to be disregarded at beginning of title.

Danish, Norwegian, Swedish	Dutch	French	German	Hungarian	Italian	Portuguese	Spanish
den det de en et ett	de het, 't een eene	le la l' les un une	der die das ein eine	az, a egy	il, lo i gli, gl' la le l' uno, un una, un	o a os as um uma	el, lo la los las un una

Associations, see Places: Places, Compound names.

Author arrangement

Arrange all authors alphabetically within three main divisions: 1. Author as a main entry. 2. Author as an added entry. 3. Works about an author.

1. Main entry (authors).

Arrange author as a main entry alphabetically, disregarding any appellatives as comp., ed., tr. Under the author, arrange alphabetically by title.

2. Added entry (authors).

Arrange author as an added entry after main entry, disregarding the appellatives comp., ed., tr. Under the author as an added entry, arrange alphabetically first by author of text and second by title.

3. Works about an author.

Arrange works about an author after all added entries. Arrange second by author of text, or if anonymous by title of book.

Short rule: Arrange authors in three divisions: 1. Authors including comp., ed., etc. 2. Added entries including comp., ed., etc. 3. Subjects.

Bible

Arrange Bible according to the grouping of the Books of the Bible, not alphabetically. Within these groups arrange: 1. Complete texts. 2. Selections. 3. Special phases of the Bible, as Antiquities, Commentaries, etc.

Example.

Bible.
Bible. French.
Bible—Selections.
Bible—Antiquities.
Bible. Old Testament.
Bible. Old Testament—Selections.
Bible. Old Testament—Criticism.
Bible. Old Testament. Genesis.
Bible. Old Testament. Genesis. Indian.
Bible. New Testament.
Bible. New Testament. Gospels.
Bible. New Testament. Colossians.

Bishop's see and Nobleman's title

Arrange a bishop's see and a nobleman's title among the personal names, not among the places.

Example.

Salisbury, Edward, bp. of.
Salisbury, Edward Elbridge.
Salisbury, Robert Cecil, 1st earl of.
Salisbury.
Salisbury—Cathedral.

Compiler, see Author arrangement.

Compound forenames, see Forenames, Compound.

Compound names of places, see Places, Compound names.

Compound surnames, see Surnames, Compound.

Congresses

Arrange congresses or conferences distinguished by number or date chronologically, not alphabetically.

Example.

International geographic congress, 6th, London, 1895.
International geographic congress, 9th, Geneva, 1908.

Dates, see Numerals.

Editor, see Author arrangement.

Elisions, see Abbreviations.

Family names, see Surnames. Family names.

Firms

Arrange firms after the same personal name.

Example.

Maemillan, William.
Maemillan, firm, publishers, New York.
Wilkinson, Sir John.
Wilkinson, William.
Wilkinson, Symons & West.

Forenames

Forenames used as headings precede surnames.

Example.

George V.
George, Henry.
George, Lake.

Headings like Charles, Henry, etc., when very numerous may be divided into classes: saints, popes, sovereigns, princes, noblemen, surname, geographical name, title. Arrange popes by their number, sovereigns alphabetically by country, and numerically under the country. Arrange other names alphabetically within the class.

Example.

Peter, Saint.
Peter, Saint, apostle.
Peter, Saint, bp. of Alexandria.
Peter, the Great, king of Cyprus.
Peter I, the Great, emperor of Russia.
Peter III, emperor of Russia.
Peter Friedrich Ludwig, duke of Oldenburg.
Peter of Blois.
Peter of Langtoft.
Peter, pseud.
Peter, Albert.
Peter, Robert.
Peter Simple. Marryat, F.

Forenames, Compound

An entry with two or more forenames may be regarded as compound forenames and arranged within the class after the single name.

See Example under Forenames, Peter Friedrich Ludwig.

Geographical names, see Person, place, subject, and title having the same name.

History

Arrange history period subdivisions chronologically, not alphabetically.

Example. ▀

Canada—History.
 Canada—History—New France-1759.
 Canada—History—1759-1791.
 Canada—History—1791-1841.
 Canada—History—War of 1812-1815.
 Canada—History—Rebellion—1837-1838.
 Canada—History—Union—1841-1867.
 Canada—History—1867-1900.
 Canada—History—1900-

Hyphenated words

Disregard hyphen, arranging words as if separate; but arrange as one word, when the first part is only a prefix.

Example.

Fur-farming in Canada.
 Fur trade.
 Furbeck.
 North-west peninsula.
 Northcote.
 Northwest passage.

 Cooperation.
 Co-operative movement.
 Cooperridor, George T.
 Interchangeable.
 Inter-collegiate association.
 Interest.

Initials

Arrange initials before complete words beginning with the same initial letter, and arrange initials standing for authors before those beginning a title.

Example.

B., R.J.
 The B.E.F. times.
 Bab.
 G., C.
 G., W.J.
 G., company.
 G...r. Th...r.
 Gaef, Willem van der.

International congresses, see Congresses.

Joint author, see Author arrangement. Added entry.

Mac, Me, M', see Abbreviations.

Names, Personal, see Forenames; Surnames.

Nobleman's title, see Bishop's *see* and nobleman's title.

Numerals

Arrange numerals as if the figures were written in full in the language of the text.

Example.

1914 and other poems.
1912? Germany and sea power.
Nineteen years in Polynesia.
Nineteenth century and after.

Periodicals

File a periodical used as an author, after the entry for the periodical itself.

Example.

The Bookman, monthly.
The Bookman.
Robert Louis Stevenson, a Bookman extra number.
The Bookman literary year book.

Person, place, subject, and title having the same name

When the same word serves for several kinds of heading, arrange in the following order: person, place, subject, title.

Example.

Rivers, Frank.
Rivers.
Rivers of Great Britain.
York, Eva Rose.
York, County, Ontario.
York, England.
York, Town, Ontario.
York, Township, Ontario.
York almanac and royal calendar.

Personal names, see Forenames: Surnames.

Places

Arrange in one alphabetical file publications of a country, province, or city, and works about a country, province, or city. Associations, institutions or titles beginning with the name of a country, province, or city follow all other entries under place.

Example.

Quebec, City.
Quebec, County.
Quebec, Province.
Quebec act, 1774.
Quebec Bible society.
The Quebec gazette.

Places. Compound names

Arrange compound names of places and names of societies and institutions as separate words.

Example.

New, Catherine.
New Brunswick.
New Canadianism.
New Jerusalem church.
New Spalding club.
Newfoundland.
Newnes art library.
Newspapers.

Popes, see Forenames.

Possessive case

Arrange the possessive case singular with the plural. Disregard all punctuation marks and the apostrophe.

Example.

Boy scout's hike book.
Boy scouts of Bob's hill.
Boy scouts' year book.
Painters.
Painters' colours.
Painters of Vicenza.
Painters, sculptors, architects.

Prefixes, see Surnames compounded with prefixes: Titles of honour and distinction.

Pseudonyms

Arrange pseudonyms after the corresponding real name.

Example.

Carleton, Will.
Carleton, William.
Carleton, William, pseud.
Carleton, Quebec.
Paul, Saint, apostle.
Paul V, pope.
Paul, uncle, pseud.
Paul, John, pseud.
Paul, John Haywood.

Publishers, see Firms.

Punctuation marks, see Possessive case.

Rulers, see Forenames.

Saints, see Forenames.

St., Ste., see Abbreviations.

" See also " cards

File " See also " cards in front of the cards with the same entry.

Example.

Law, William.
 Law, see also
 Commercial law.
 Law.
 Law—History.
 Law—Periodicals.

Shakespeare

Arrange Shakespeare entries in three divisions.

1. Collected works in one alphabetical file.
2. Single works arranged alphabetically by title, followed by criticism arranged second by author.
3. Works about the author including Biography, Criticism, Dictionaries, etc., arranged alphabetically by the sub-headings.

Example.

Shakespeare, William.
 Complete works.
 Shakespeare, William.
 Dramatic works.
 Shakespeare, William.
 Œuvres complètes.
 Shakespeare, William.
 Works.
 Shakespeare, William.
 As you like it (Text).
 As you like it (Criticism).
 Shakespeare, William.
 King Henry IV.
 Shakespeare, William.
 Poems.
 Shakespeare, William.
 Romeo and Juliet.
 Shakespeare, William.
 Sonnets.
 Shakespeare, William.
 Taming of the Shrew.

Arrange translations and originals under author alphabetically by title. It is not necessary to keep the translation next to the original.

Societies, see Places: Places, Compound names.

Subject subheadings

Arrange subheadings alphabetically under subjects, followed by all country or place subdivisions.

Example.

Architecture.
 Architecture—Bibliography.
 Architecture—Dictionaries.
 Architecture—Societies.
 Architecture—France.
 Architecture—Greece.
 Architecture—Rome.

Surnames

The surname used alone precedes the same name with forenames. When initials only are given, they precede fully written names beginning with the same initial.

Example.

Brown.
 Brown, T. L.
 Brown, Thomas.
 Brown, Thomas Lewis.

Surnames. Family names

Arrange surnames with family or house following the name after the single name and before any compound names or titles beginning with the same name.

Example.

Scott, Sir Walter.
 Scott family.
 Scott-Elliot, W.
 Scott and Scotland.

Surnames, Compound

Arrange surnames compounded of two names with or without a hyphen after the first name but before the next longer word.

Example.

Burne, Niehol.
 Burne-Jones, Sir Edward Coley.
 Burnet, Gilbert.

Surnames, and forenames the same

When surnames and forenames are the same, arrange chronologically. Names without dates precede those with dates, using the title of honour or epithet to distinguish.

Example.

Murray, John, B.A.
 Murray, John of Polmaise.
 Murray, Sir John, 1715-1777.
 Murray, John, 1786-1851.

Surnames compounded with prefixes

Arrange surnames compounded with prefixes as single words.

Example.

De la Mare.
De Laneey.
Deland.
De la Pasture.
De l'Orme.
Le Gallienne.
Legg.
Le Gras.
Legros.
Mach.
McHale.
Maehar.
Machinery.
McHugh.

Title

Arrange titles alphabetically by the words forming the title, disregarding the initial article only. If titles under an author's name are the same distinguish by edition or date.

Example.

The school of Shakespere.
School of the prophets.
School organization.

Champlin, John Denison.
 The young folks' cyclopædia of common things; 3d ed.
Champlin, John Denison.
 The young folks' cyclopædia of common things; 4th ed.

Titles of honour and distinction

Disregard all prefixes as Mrs., Sir, Lady, or suffixes as bp., comte, bart., unless used to distinguish where forenames are the same. If title is used instead of a forename file in front of those with forenames.

Example.

Grove, Miss.
Grove, Sir George.
Grove, Joseph.

Translations, see Note under Shakespeare.

Translator, see Author arrangement.

Umlaut

Disregard the umlaut, arranging as single letters. If umlaut is spelled out arrange according to letters.

Example.

Fröbel, Friedrich.
Frobenius, Leo von.
Froebel, Julius.



