

## Catalogs of Library Materials H 1361

**BACKGROUND:** *This instruction sheet provides guidelines for assigning headings to works that are catalogs of various types of library materials. These guidelines follow, whenever possible, the more general principles for catalogs presented in H 1360. For provisions applicable to publishers' catalogs, including publishers' catalogs of works in microform, see H 1965.*

*Note: The order of headings used in the text and examples below is not significant since the arrangement of headings depends largely upon the class number assigned to the work being cataloged (cf. H 80).*

### 1. Library catalogs of printed works on a subject.

**a. General rule.** Assign the following combination of headings to library catalogs of printed works on a specific topic:

650 #0 \$a [topic of the works listed] \$v Bibliography  
\$v Catalogs.

*or, if the catalog is limited to periodicals:*

650 #0 \$a [topic of the works listed] \$x Periodicals  
\$v Bibliography \$v Catalogs.

610 X0 \$a [name of the institution] \$v Catalogs.

6XX X0 \$a [name of the collection, if any] \$v Catalogs.

#### *Example:*

650 #0 \$a Medicine \$v Bibliography \$v Catalogs.

610 #0 \$a John Smith Medical Library \$v Catalogs.

600 10 \$a Doe, John \$x Library \$v Catalogs.

*Note: Following the provisions of H 1427, the name of a private book collection is normally a personal name with the subdivision **-Library**.*

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### 1. *Library catalogs of printed works on a subject.* (Continued)

**b. Union catalogs.** If the catalog is a union catalog, assign the following two headings:

650 #0 \$a [topic] \$v Bibliography \$v Union lists.  
(or 650 #0 \$a [topic] \$x Periodicals \$v Bibliography \$v Union  
lists.)  
650 #0 \$a Union catalogs \$z [place]

**c. Imprints.** For catalogs listing imprints, that is, works published in a particular place or in a particular language, see H 1660.

### 2. *General library catalogs of printed works.* To library catalogs not limited to a specific topic, assign one or both of the following headings, as appropriate:

610 X0 \$a [name of the institution] \$v Catalogs.  
6XX X0 \$a [name of the collection, if any] \$v Catalogs.

### 3. *Catalogs of specific types or categories of books.* To catalogs limited to a specific type or category of books, assign the heading for the type of books with the subdivision **–Bibliography–Catalogs**. *Examples:*

650 #0 \$a Early printed books \$v Bibliography \$v Catalogs.  
650 #0 \$a Private press books \$v Bibliography \$v Catalogs.

### 4. *Catalogs of audiovisual materials.*

**a. General rule.** Assign to catalogs of audiovisual materials (all forms treated collectively) on a topic the following combination of headings:

650 #0 \$a [topic] \$x Audio-visual aids \$v Catalogs.  
(or 650 #0 \$a [topic] \$x Study and teaching \$x Audio-visual aids  
\$v Catalogs.)  
(or 650 #0 \$a Audio-visual materials \$v Catalogs.)  
[Assign this heading if the catalog is nontopical.]  
610 X0 \$a [name of the institution] \$v Catalogs.  
6XX X0 \$a [name of the collection, if any] \$v Catalogs.

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### 4. *Catalogs of audiovisual materials.* (Continued)

**b. Special forms.** For works that list only one form of audiovisual materials, such as films, use, under topical heading, the free-floating subdivision appropriate for that form, for example, **-Discography**, **-Film catalogs**, **-Audiocassette catalogs**, **-Audiotape catalogs**, **-CD-ROM catalogs**, or **-Compact disc catalogs**. Under the headings for the name of the institution in which the materials are housed and the name of the collection, use the subdivision **-Catalogs** rather than the more specific form heading used under the topic. *Example:*

*Title: Catalogue of engineering films in the John Doe Film Collection at the Smith Library.*

650 #0 \$a Engineering \$v Film catalogs.  
610 20 \$a Smith Library \$v Catalogs.  
610 20 \$a John Doe Film Collection \$v Catalogs.

If the work is not topical, assign, instead of **Audio-visual materials-Catalogs**, the more specific form heading with the subdivision **-Catalogs**, for example, **Video tapes-Catalogs**.

*Note: For classification of discographies, see F 582.*

**c. Microform catalogs.** Use the subdivision **-Microform catalogs** to refer to microforms in general or to any specific type of microform, such as microfilms. Assign the following combination of headings to microform catalogs:

650 #0 \$a [*topic of the works listed*] \$v Bibliography  
\$v Microform catalogs.  
[Omit **-Bibliography** if the heading **Manuscripts** or the subdivision **-Manuscripts** is used.]

610 X0 \$a [*name of the institution*] \$v Microform catalogs.

6XX X0 \$a [*name of the collection, if any*] \$v Microform catalogs.

When possible, assign an additional heading for the form of the material stored in a particular type of microform, for example, **Pamphlets-Bibliography-Microform catalogs**; **Periodicals-Bibliography-Microform catalogs**. Otherwise, assign the general heading **Microforms-Catalogs** as the additional heading.

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### 4. Catalogs of audiovisual materials.

#### c. Microform catalogs. (Continued)

Examples:

*Title: Guide to the Doe Collection of geographical materials in microform in the Smith Library.*

650 #0 \$a Geography \$v Bibliography \$v Microform catalogs.

610 20 \$a Smith Library \$v Microform catalogs.

600 10 \$a Doe, John \$x Library \$v Microform catalogs.

650 #0 \$a Microforms \$v Bibliography \$v Catalogs.

*Title: Early printed books on microfilm in the Smith Library.*

*[collection has no specific topic]*

650 #0 \$a Early printed books \$v Bibliography \$v Microform catalogs.

610 20 \$a Smith Library \$v Microform catalogs

### 5. Catalogs of manuscripts. Assign the following combination of headings to catalogs of manuscripts and catalogs of types of manuscript materials:

650 #0 \$a [topic] \$x Manuscripts \$v Catalogs.

*[Omit this heading if the manuscript collection has no specific topic.]*

650 #0 \$a Manuscripts, [language or nationality, if pertinent]

\$z [place where presently located] \$v Catalogs.

(or 650 #0 \$a [type of manuscript material], [place, if pertinent]

\$v Catalogs.)

610 X0 \$a [name of the institution] \$v Catalogs.

*[If the institution designated is not a library or archive in its own right, and the manuscripts listed represent archival materials, interpose the subdivision -Archives between the name and the subdivision -Catalogs.]*

6XX X0 \$a [name of the collection] \$v Catalogs.

*[If the manuscript collection represents the archives of an individual person, assign as the name of the collection a heading of the type [name of person]-Archives-Catalogs.]*

*Note: For classification of catalogs of manuscripts, see F 495, sec. 3.*

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### 5. Catalogs of manuscripts. (Continued)

#### Examples:

*Title: Catalog of Americana, 1500-1800, in the manuscript collection compiled by John Doe in the Historical Society, Baltimore.*

651 #0 \$a United States \$x History \$x Manuscripts \$v Catalogs.  
651 #0 \$a United States \$x History \$x Sources \$x Manuscripts \$v Catalogs.  
650 #0 \$a Manuscripts, American \$z Maryland \$z Baltimore \$v Catalogs.  
610 20 \$a Historical Society \$x Archives \$v Catalogs.  
600 10 \$a Doe, John \$x Library \$v Catalogs.

*Title: Early science; a collection of manuscripts from the Smith Library: an index to the microfilm collection.*

650 #0 \$a Science \$x Manuscripts \$v Microform catalogs.  
650 #0 \$a Science \$x History \$x Sources \$x Manuscripts \$v Microform catalogs.  
650 #0 \$a Manuscripts \$z Maryland \$z Baltimore \$v Microform catalogs.  
650 #0 \$a Manuscripts on microfilm \$v Catalogs.  
610 20 \$a Smith Library \$v Microform catalogs.

*Title: Inventory of the personal papers of John Smith, botanist, of Washington.*

600 10 \$a Smith, John \$x Archives \$v Catalogs.  
650 #0 \$a Botanists \$z Washington (D.C.) \$x Archives \$v Catalogs.  
650 #0 \$a Botany \$x Manuscripts \$v Catalogs.  
650 #0 \$a Manuscripts, American \$z Washington (D.C.) \$v Catalogs.

*Title: Calendar of patent rolls 35 Elizabeth I.*

650 #0 \$a Letters patent \$z Great Britain \$v Catalogs.  
651 #0 \$a Great Britain \$x Charters, grants, privileges \$v Catalogs.  
610 10 \$a Great Britain \$b Court of Chancery \$x Archives \$v Catalogs.  
610 10 \$a Great Britain \$b Public Record Office \$v Catalogs.  
651 #0 \$a Great Britain \$x History \$y Elizabeth, 1558-1603 \$x Sources \$v Bibliography \$v Catalogs.

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**6. *Comprehensive library catalogs.*** For a catalog of a library in which holdings in all forms are listed, assign a combination of the headings discussed above, bringing out the particular forms listed, and using collective designations when practical. For example, for a catalog listing all types of printed publications, use the subdivision **-Bibliography-Catalogs**; for one listing audiovisual materials use the subdivision **-Audio-visual aids-Catalogs**.