

A Guide to Classification and Cataloguing in the CMS Library

2004

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CMS Library Classification

1.A Adoption of Dewey Decimal Classification

CMS Library Classification relies extensively on the Schedules, Tables and Manual of Dewey Decimal Classification (DDC). The edition used is *Dewey Decimal Classification and Relative Index*, devised by Melvil Dewey, twentieth edition, in four volumes, edited by John P. Comaromi, et al. (Albany, New York: Forest Press, 1989), hereafter referred to as *DDC 20*, a copy of which is held by the Main Library of the University of Wales, Lampeter, for the use of its Cataloguer.

1.A.i Adoption of the Organizing Principles of DDC

In adopting DDC, CMS Library Classification also adopts its organizing principles, and does so entirely. The CMS classifier is advised that the 'Introduction to the Dewey Decimal Classification' (*DDC 20*, I, xxv-I) covers its conceptual framework and notation, the principle of hierarchy, and how to classify with the DDC, using the Schedules, Tables, Manual, and Relative Index.

1.A.i.a Conceptual Framework

The adoption of DDC entails the adoption of its organizing principles, of which none is more basic than this: the parts of the Classification are arranged by discipline, not by subject. The consequence of this principle is that there is likely to be no one single place for a given subject. The Relative Index in Volume IV of *DDC 20* is a subject index, however, listing under each entry the various disciplines in which the subject is treated. The Relative Index thus provides for searching the schedules according to subject, rather than discipline.

1.A.i.b Notation

As regards the notation of classes or classmarks, section 4.3 of the Introduction to *DDC 20* reads as follows:

At the broadest level, the DDC is divided into ten *main classes*, which together cover the entire world of knowledge. These classes are further divided into ten *divisions* and each division into ten *sections*, although not all the numbers for the divisions and sections have been used. (The word "class" is used generally to indicate divisions, sections, and any other notational level in the hierarchy.) (I, xxvii-xxviii)

The first digit in the notation of a class indicates the *main class*, e.g. the 2 in Main Class 200 (Religion). The second digit indicates the division, e.g. the 3 in Division 230 (Christian theology; Christian doctrinal theology). The third digit in each three-digit number indicates the section, e.g. the second 2 in Section 232 (Jesus Christ and his family; Christology). A decimal point follows the third digit, after which division by ten continues on down to as specific a degree of classification as may be desired (See *DDC 20*, I, xxviii). Notation in DDC is never less than three digits, though either one, two or three of these may be significant. E.g. the class 200 has only one significant digit – 2 – which indicates

the main class, whereas 230 has two significant digits – 2 and 3 – which in sequence indicate the division.

1.A.i.c Principle of Hierarchy

The other important organizing principle of DDC is hierarchy, which is expressed through both notation and structure (see *DDC 10*, I, xxviii-xxix). *Notational hierarchy* is expressed by length of notation. Numbers at any given level are subordinate to a class whose notation is one *significant* digit shorter; coordinate with a class whose notation has the same number of significant digits; and superordinate to a class with numbers with one or more digits longer. *Structural hierarchy* means that aside from the ten main classes every topic is subordinate to and part of all the broader topics above it. The corollary is also true: whatever is true of the whole is true of the parts.

1.A.ii Classifying with DDC

Classifying a work with the DDC requires determination of the subject, the disciplinary focus, and, if applicable, the approach, treatment or form.

- ❖ The title is often a clue to the subject, but should never be the sole source of analysis.
- ❖ The table of contents may list the main topics discussed. Chapter headings may substitute for the absence of a table of contents. Chapter subheadings often prove useful.
- ❖ The preface or introduction by the author usually states the author's purposes and afterthoughts. If a foreword is provided, or an introduction by someone other than the author, it often indicates the subject of the work and suggests the place of the work in the development of thought on the subject. The book jacket or accompanying material may include a summary of the subject content.
- ❖ A scan of the text itself may provide further guidance or confirm preliminary subject analysis.
- ❖ Bibliographical references and index entries are sources of subject information.
- ❖ Cataloguing copy from centralized cataloguing services is often helpful by providing subject headings, classification numbers, and notes. The British Library Cataloguing-in-Publication (CIP) Data, or the Library of Congress CIP Data, for example, appear in online services and are recorded usually on the verso of the title-page of published books. Data from these sources should be verified with the book in hand, however, since the cataloguing record is based on prepublication information. The cataloguing records of research libraries are also often useful, as are the following online services:
 - o *Online Computer Library Center, Inc. (OCLC) Firstsearch* (accessible with authorisation and password)
 - o *Copac*, a merged online catalogue of twenty two of the largest research libraries in the UK and Ireland, including the British Library (accessible via the University of Wales, Lampeter Library Online Catalogue)

After determining the subject, the classifier must then select the proper discipline, or field of study, of the work. The guiding principle of the DDC is that a work is classed in the discipline for which it is intended rather than the discipline from which the work derives. For example, a general work by a sociologist or a church historian on the Cult of the Virgin Mary should be classed in Christian doctrinal theology of Mary, mother of Jesus, not sociology or church history, along with other works on the Cult of the Virgin Mary. In the application of this principle, the discipline from which a work derives is not to be confused with the approach or treatment of a subject or discipline. It should be noted that the principle does *not* imply that the approach or treatment of a subject or discipline is of no

consequence for its classification. While a work is classed in the discipline for which it is intended, Table 1 of *DDC 20*, Volume I, provides notation for *standard subdivisions*, representing recurring approaches and treatments (such as history, theory, or geographical treatment), and physical forms (such as dictionaries, encyclopedias, periodicals, or indexes). The Relative Index may also help by suggesting the disciplines in which a subject is normally treated.

Once the subject has been determined, and information on the discipline has been found, whether or not the Relative Index is used, the classifier should turn to the Schedules and rely on the structure of the Classification and various aids (Tables, Manual, etc.) to arrive at the proper place to classify a work. The summaries in the Schedules are a good means of navigation, and the headings and notes in the Schedules themselves and the Manual provide much guidance.

Where a work includes multiple subjects treated separately or in relation to one another from the viewpoint of a single discipline, or where it treats a subject from the point of view of more than one discipline, the classifier should consult *DDC 20*, I, xxxi-xxxiii, and should adhere to the *rule of application*, the *first-of-two rule*, and the *rule of three*, and other guidelines as described therein.

1.A.iii Reasons Against Wholesale Adoption of DDC

There are significant reasons against wholesale adoption of DDC for CMS Library Classification, though these reasons do not affect the adoption of DDC's organizing principles. In adopting DDC, CMS Library Classification also adopts these organizing principles, and does so entirely. Reasons against wholesale adoption of DDC, however, concern the negative impact of its exclusive use in close classification of the CMS Library holdings. (On close and broad classification, see *DDC 20*, I, xlix.) The CMS Library is a special collection library, most of the holdings of which classify within the Main Class 200 (Religion), most of these within Division 230 (Christian theology; Christian doctrinal theology), and a significant portion of the entire collection classifies within Section 232.91 (232 Jesus Christ and his family; Christology – 232.9 Family and life of Jesus – 232.91 Mary, mother of Jesus). The class of 232.91, where Mariology is also classified, is sub-divided thus: 232.911 Immaculate Conception; 232.912 Annunciation; 232.913 Virginity; 232.914 Assumption (Ascent to heaven); 232.915 Sanctity and virtues; 232.916 Spiritual powers; 232.917 Miracles and apparitions. The character of the special collection is such that large numbers of volumes classify within Section 232.91 and sub-section 232.917, in particular, with the burden of distinguishing between these volumes consequently falling upon the classifier. The Tables in DDC permit further division, though not always along lines that are useful to the Mariologist or student of Marian studies. Although Table 1 (Standard Subdivisions) is particularly useful in respect of 232.917, for example, it does not permit classification that identifies individual sites of miracles, apparitions, shrines and pilgrimages. CMS Library Classification adapts DDC, therefore, to achieve closer classification, which is more relevant to the subjects covered by the collection. But the effect of close classification is notation running into several digits, so CMS Library Classification also adapts DDC to mitigate this effect. The general guiding principle of CMS Library Classification is this: *DDC is used wherever it permits classification that is helpful to the Mariologist or student of Marian studies; but where precision or utility are to be gained by adapting DDC, the classifier should follow the guidelines set out in 1.B.*

1.B Adaptation of Dewey Decimal Classification

CMS Library Classification adapts DDC in two main ways:

- ❖ to achieve closer classification along lines that are relevant to the subjects covered by the collection, and useful to the Mariologist or student of Marian studies
- ❖ to offset the negative effect of close classification, which is notation running into several digits

In addition, CMS Library Classification follows the advice in *DDC 20* on broad classification in respect of disciplines outside religion. Broad classification uses shorter notation in order to enhance the utility of classification for those works classifying outside the main discipline or subject of interest in a special collection library.

1.B.i Reduction of Notation for Main Class and Division

Other adaptations of DDC, which are described below, under 1.B.ii, provide for the close classification suitable for a Marian studies library, with the consequence that CMS Library Classmarks run into several digits to the right of the decimal point. The CMS Library Call Number, which uniquely identifies a catalogue record, and is used as an "address" on the shelf, consists of a document number, sometimes a volume number, and a copy number, in addition to the notation for the item's CMS Library Classmark. The Call Number thereby exacerbates the problem that emerges from close classification, that notation can run into a large number of digits. A solution to this problem exists in the limited subject scope of the holdings of the CMS Library as a special collection library. As is remarked above, in 1.A.iii, most of the holdings classify within the Main Class 200 (Religion), most of these within Division 230 (Christian theology; Christian doctrinal theology). It is thought appropriate, therefore, to omit the first digit in each three-digit number, that is, the third digit to the left of the decimal point, from classmarks within the Main Class 200. By the same measure, it is thought appropriate to omit the first and second digits in each three-digit number, that is, the second and third digits to the left of the decimal point, from classmarks within the Division 230. In this way the class notation of 264 is reduced to 64, and that of 232 is reduced to 2, thereby reducing the negative effect of both close classification and the components of the Call Number.

However, this adaptation of DDC is a contravention of the convention that no number should have fewer than three digits, including zeros. The Introduction to *DDC 20* contains the instruction: 'The classifier should never reduce the notation to less than the most specific three-digit number (no matter how small the library's collection).' (I, xlix) The reasons for *DDC*'s strict line lie in the symmetry, clarity and facility of the DDC system, including the facility with which the assignment of classmarks in one library may be compared with that in another library, where both libraries employ DDC. Notwithstanding these important considerations, clarity is maintained in CMS Library Classification if two important points are considered. Where a CMS Library Classmark consists of only two digits to the left of the decimal point, a third digit (the first in a three-digit number) is to be assumed as 2; and where a classmark consists of only one digit to the left of the decimal point, a third and a second digit (the second and third in a three-digit number) are to be assumed as 2 and 3, respectively. Furthermore, neither clarity nor facility of classification and comparison with other libraries is lost from the CMS catalogue record, because the record provides separately for the CMS Library Classmark, the Dewey Decimal Class Number and Library of Congress Classification. The Catalogue may be searched by entering the notation for any one of these.

1.B.ii Incorporation of Library of Congress Classification

It is remarked above, in 1.A.iii, that the character of the CMS special collection library is such that large numbers of volumes classify within the Main Class 200 (Religion), most of these within Division 230 (Christian theology; Christian doctrinal theology), and a

significant portion of the entire collection within Section 232.91 (Mary, mother of Jesus), and its subdivisions. Since the Tables in DDC do not always permit further division along lines that are useful to the Mariologist or student of Marian studies, various adaptations of DDC are designed to provide for the close classification suitable for a Marian studies library.

Although a catalogue record is uniquely identified by its CMS Library Call Number, which is used as an "address" on the shelf, the Call Number in no way distinguishes the record in terms of discipline or subject. This is the role of classification. And so, for this reason also, it is considered imperative to adapt DDC, making it more sensitive to the character of the special collection and the needs of its users.

1.B.ii.a At 232.91 and 242.74

As is remarked above, large numbers of volumes in the CMS Library classify within Section 232.91 (Mary, mother of Jesus), where Mariology is also classed. Of the first two hundred records to enter the catalogue, eighty three classified here. Only four of the eighty three were to be subdivided according to DDC Table 1, in a way that is useful to the Mariologist or student of Marian studies. A lesser problem exists in respect of Dewey Decimal Class Number 242.74 (Prayers addressed to Mary). Of the first two hundred records to enter the catalogue, sixteen classified here.

There exists a classification system that is more sensitive to the topics of Marian studies, and allows classification that is both closer and more appropriate than that permitted by DDC. CMS Library Classification therefore incorporates aspects of Library of Congress Classification (LCC) to meet these specific requirements. Within Library of Congress Class B (Philosophy, Psychology, Religion), more specifically BL-BX (Religion), and yet more specifically BT (Doctrinal Theology) and BX (Denominations and Sects), the subjects of Mary, Mother of Jesus Christ, and Mariology are classed within the range BT 595-680, and the subject of Prayers and devotions to the Virgin Mary is classed within the range BX 2160-2163.5. The first of these ranges compares very favourably with that provided for Mary, mother of Christ, and Mariology, in the DDC schedules at 232.91, where division by ten continues on down to the next digit as described above, in 1.A.iii, though only seven of the possible ten subdivisions are used.

Since LCC provides for a more sensitive and closer classification of works on the Blessed Virgin Mary and Mariology, CMS Library Classification adopts the Dewey Decimal Class Number for items that classify as 232.91 or 242.74, reducing it to 2.91 and 42.74, respectively, under the guidelines outlined in 1.B.i, and adds the Library of Congress Classification, separating the notation of each system by a decimal point, e.g. 2.91.BT597 (or) 42.74.BX2161. The decimal point that serves to separate two independent notational sequences indicates that the closest (useful) Dewey Decimal Class Number is provided along with the closest Library of Congress Classification. Yet the effect of combining DDC and LCC in this way is to provide a subdivision of Dewey Decimal Class Number 232.91.

Where a subject is treated by a recurring approach or treatment (such as history) or physical form (such as a dictionary) that is represented both by the DDC *standard subdivisions* and within either of the LCC ranges BT 595-680 or BX 2160-2163.5, the classifier should prefer the Library of Congress Classification, adding its notation to the Dewey Decimal Class Number 232.91 or 242.74, as appropriate, reduced to 2.91 and 42.74, respectively, under the guidelines outlined in 1.B.i. Thus, a dictionary on the Virgin Mary classifies as 2.91.BT599, not 2.9103. This constitutes the only exception to the guideline applied elsewhere in CMS Library Classification, to use DDC wherever it permits close classification that is helpful to the Mariologist or student of Marian studies. Specificity,

accuracy and precision, although not gained by this exception, are not lost either; but consistency and sequentiality are gained. Firstly, the exception is consistent with the CMS Library Classification of those items on Mary, mother of Jesus, and Mariology, which cannot be classed under subdivisions 232.911-232.917 in the DDC schedules. *All* items classified as 232.91 in DDC classify according to the adaptation rule outlined in the paragraph immediately above. Secondly, as a result of this consistency, the notation assigned to items treating of Mary, mother of Jesus, and Mariology, also maintains sequentiality, beginning with 2.91, and followed by a decimal point and then the Library of Congress Classification.

If a subject within DDC 232.91 or 242.74 is treated by specific historical period, or specific continents, countries, or localities, or in some other way *not* provided for within the LCC ranges BT 595-680 or BX 2160-2163.5, notation may be added from the DDC Tables after the DDC notation and before the decimal point that separates the DDC notation from the LCC notation. E.g., Historical treatment of the Cult of the Virgin Mary in the Middle Ages, classifies as 2.910902.BT645, where 2.91 denotes Mary, mother of Jesus, and/or Mariology; 0902 denotes the Historical period of the Middle Ages; and BT645 denotes the Cult of the Virgin Mary. This instruction provides for closer classification, and is consistent with the CMS Library Classification's policy of adaptation of DDC *where precision or utility are to be gained*.

CMS Library Classification classifies works on the topics provided for by the DDC subdivisions 232.911 to 232.917 under those subdivisions, and *not* under 232.91 (with subdivisions provided from LCC BT 595-680). The general guiding principle of CMS Library Classification is here followed, that *DDC is used wherever it permits classification that is helpful to the Mariologist or student of Marian studies*. Precision is not to be gained by adapting DDC in this case, for LCC does not provide for closer classification. And utility is gained by retaining the shorter DDC notation rather than by building a number composed of DDC and LCC notation. Thus, e.g., works on the Annunciation classify as 2.912, rather than as 2.91.BT615.

1.B.ii.b At 232.91, 264.0201-264.0209, and 264.021-264.029

The CMS classifier encounters a special difficulty classifying texts of special liturgies, rituals, prayers, and offices, or works about the Virgin Mary in the Liturgy. The DDC schedules provide for the history, meaning, and place of liturgy, ritual, and prayers in public worship in the Roman Catholic Church, at Dewey Decimal Class Number 264.0201-264.0209; and for texts of liturgy, ritual, and prayers at 264.021-264.029. LCC provides for the Virgin Mary in the Liturgy, at BT 645.3; for texts of the offices of the Virgin Mary, at BX 2024-2025 and BX 2027; and for works *about* the offices of the Virgin Mary, at BT 638.

The CMS classifier should proceed as follows:

- ❖ Where the item is a work of historical or other treatment of the Virgin Mary in the Liturgy, prefer DDC Class Number 232.91, adding the notation BT645.3 from LCC, as prescribed above, in 1.B.ii.a, omitting the notation for the Main Class and Division, as prescribed in 1.B.i. The CMS Classmark is 2.91.BT645.3.
- ❖ Where the item is a work of historical or other treatment of the meaning and place of liturgy, ritual, or prayers in public worship, without emphasis on the Virgin Mary, prefer Dewey Decimal Class Numbers 264.0201-264.0209, omitting the notation for the Division, as prescribed in 1.B.i. The CMS Classmark is in the range 64.0201 to 64.0209.
- ❖ Where the item is the text of a liturgy, ritual or prayer(s), or, being an explication, contains the explicated text, prefer Dewey Decimal Class Numbers 264.021-264.029, omitting the notation for the Division, as prescribed in 1.B.i. E.g. The

Litany of Loreto (Litany of the Blessed Virgin Mary) is classified at 64.0274 (Texts of special liturgical services).

- ❖ Where the item is the text of an office of the Virgin Mary, prefer DDC Class Number 232.91, adding, as appropriate, the notation BX 2024 (Offices of the Virgin Mary), or BX 2025 (Little Office of the Blessed Virgin Mary), or BX 2027 (Little Office of the Immaculate Conception), from LCC, as prescribed above, in 1.B.ii.a, omitting the notation for the Main Class and Division, as prescribed in 1.B.i. E.g. The CMS Classmark for Offices of the Virgin Mary is 2.91.BX2024. Where the item is a work *about* the offices of the Virgin Mary, prefer DDC Class Number 232.91, adding the notation BT 638, from LCC, as prescribed above, in 1.B.ii.a, omitting the notation for the Main Class and Division, as prescribed in 1.B.i. The CMS Classmark is 2.91.BT638.

1.B.ii.c At 232.917

A further adaptation of DDC to incorporate LCC has the effect of providing a method of subdividing a Dewey Decimal Class Number, like the adaptation described above, in 1.B.ii.a. The Class Number concerned here, however, is 232.917 (Mary, mother of Jesus – Miracles and apparitions). The classifier should begin by assigning Dewey Decimal Class Number 232.917, reducing it to 2.917 under the guidelines outlined in 1.B.i. Table 1 (Standard Subdivisions) is useful in respect of 232.917, particularly as it provides for historical and geographical treatment (without subdivision), as well as treatment by specific continents, countries, and localities, and historical periods. Where applicable, the classifier should therefore assign the standard subdivision 09 (Historical and geographical treatment) or 0901-0905 (Historical periods) from Table 1. Where two or more standard subdivisions are applicable, the classifier should class works according to the table of precedence provided at Table 1 (DDC 20, I, 3). DDC Table 2 provides the notation for further subdivision if the subject is treated by specific continents, countries, or localities, e.g. where the item is a work on miracles and apparitions in a particular region of France. In DDC, the most important caveat with respect to standard subdivisions is that they are added only for works that cover or approximate the whole of the subject of the number. Miracles at Lourdes cannot be classified as 2.917094479 (where 44 denotes France, and 79 the Haute Pyrénées), because Lourdes neither covers nor approximates either the whole of France or the Haute Pyrénées; yet DDC provides for no closer classification than this in respect of Lourdes. DDC does not permit classification that identifies individual sites of miracles, apparitions, shrines and pilgrimages: such sites do not appear in Table 2.

Since LCC provides for classification by notation that denotes individual sites of miracles, apparitions, shrines and pilgrimages, CMS Library Classification adapts DDC by incorporating this aspect of LCC. Provision is made within the subdivisions of Library of Congress Classification BT 660. Here, the incorporation of LCC into the notation of the CMS Library Classmark takes a different form to that described above, in 1.B.ii.a, and is not to be confused with it. Where the incorporation of LCC is to identify more specifically than DDC allows, a particular site of miracles, apparitions, shrines or pilgrimages, it is not necessary to incorporate the entire notation of LCC, but only to provide that part of the notation that denotes the specific site. This is a letter and number combination to the right of the Classification number and separated from it by a decimal point. And this is appended to the Dewey Decimal Class Number exactly as further subdivisions would be if they were derived from the DDC Schedules or Tables, i.e. by adding it to the right of the DDC notation and omitting the decimal point from the LCC notation. Thus, in CMS Library Classification, apparitions of Nossa Senhora da Fatima classify as 2.91709F3. It is felt that because F3 denotes Nossa Senhora da Fatima, it is both inappropriate and unnecessary to provide further subdivisions of 09 (Historical and geographical treatment) from DDC Table 2, which would indicate treatment by specific continents, countries, or localities.

However, if the subject of a particular shrine or site of miracles and apparitions is treated by specific historical period, notation may be added from Table 1 accordingly, after the subdivision 09 and before the letter and number combination denoting the specific site.

This adaptation of DDC gives rise to two problems. The first regards the classification of items on miracles, apparitions, shrines and pilgrimages relating to Lourdes. Rather than providing a letter and number combination to denote Lourdes, LCC provides two separate classification numbers for such material: BT 653 for Lourdes, and BT 654 with further subdivisions for shrines and sanctuaries named after Lourdes. In order to avoid confusion with the incorporation of LCC described in 1.B.ii.a, CMS Library Classification ignores the separate classification of Lourdes in LCC, assigning the letter L to denote Lourdes, adding the notation provided by LCC to denote shrines and sanctuaries named after Lourdes, e.g. 2.91709LO6 (Ostakker, Belgium. Notre Dame de Lourdes en Flandre [Basilica]). The second problem is conditional on which edition of the Library of Congress Processing Department Subject Cataloging Division's *Classification* is used by the CMS classifier. The edition published at Washington, in 1962, for example, does not assign classification numbers for either the Madonna of Ipswich (I6) or the apparitions and miracles at Naju, South Korea (N35). However, the cataloguing records of research libraries or the online services referred to above, in 1.A.ii, may be consulted for this and other notation that may be absent from the classifier's edition.

1.B.iii Broad Classification outside 200

CMS Library Classification follows the advice in *DDC 20* on broad classification in respect of disciplines outside religion (I, xlix). *Broad classification* means that the notation places the work only in a broad class by the use of shorter notation. The implementation of this advice in respect of the CMS Library holdings, however, is left to the discretion of the classifier. One aid to reducing DDC numbers is the segmentation device provided by the Decimal Classification Division of the Library of Congress and some other centralized cataloguing services. A detailed description of this device is provided in the Appendix to the Manual in Volume IV of *DDC 20*.

2

Cataloguing in the CMS Library

2.A The CMS Library Catalogue

The CMS Library Catalogue is a bibliographical database created using Microsoft Access 2000, a Microsoft Office Application. The database is under construction and the catalogue record is incomplete. The Catalogue currently holds records of two hundred items from the CMS Library holdings.

The explanations and instructions below are intended to guide the CMS Library cataloguer in extracting information from the Catalogue, in reviewing and editing existing catalogue records, and in entering new records. However, for the procedures this involves, as for the efficient use and management of the database, for its further construction and customization by adding more complex components, and for suggestions as to further techniques for extracting information from the Catalogue, the cataloguer is referred to a Microsoft® Access 2000 manual. The CMS Library holds copies of *Quick Course in Microsoft® Access 2000* (Redmond, Washington: Microsoft Press, 1999), and *Microsoft Pocket Guide to Microsoft® Access 2000* (Redmond, Washington: Microsoft Press, 1999).

2.B The Catalogue Records Table and Forms

In the CMS Library Catalogue, the catalogue records are held both on individual *forms* and in the form of a *table*. The most basic component of the database is a *table*, the name of which is 'Catalogue Records'. The table uses a grid or datasheet to display the data of the catalogue *records*. It consists of items of information arranged in columns, called *fields*, which have headings, called *field names*. These describe the type of information in each column. The datasheet arranges the records horizontally, each in its own row, so that each record is composed of an entire row of discrete items of information, each of which is a *field value*. The forms are derived from the table and replicate the fields, field names and field values therein. However, on a form, each field is given its own box. Moreover, forms have the advantage over the table in being customized and the field names and field values in forms are entirely open to view.

Existing catalogue records may be edited and new catalogue records may be entered either in the Catalogue Records Table, by entering data directly into a datasheet, or in the individual forms of Catalogue Records. To enter records in a table or a form, the cataloguer should consult a Microsoft® Access 2000 manual, such as one of those cited in 2.A, above. Records entered in the Catalogue Records Table are automatically entered in a form, and *vice versa*. Before entering the values to subsequent fields, the cataloguer must assign a *Call Number* to the record.

2.B.i The Fields in the Catalogue Records Table and Forms

The Catalogue Records Table, and consequently the forms of each of the catalogue records, contain twenty three fields. The names of these fields are listed below with a brief description and instructions on how to enter field values. Each field is assigned a *data type*. This refers to the characteristics of the information in the field. The Catalogue Records Table uses three data types:

- ❖ *Text*. This is for general purpose data, and can contain letters, numbers, and other characters, such as &, -, /, ?, [, (. A text field can have up to a maximum of 255 characters.
- ❖ *Memo*. This is similar to text, except that the size limit is 65,535 characters.
- ❖ *Yes/No*. This is used for data that has only two possible values, in this case yes/no.

2.B.i.a Call Number

Each item is assigned a *Call Number*. This is the *Key Field*, or *Primary Key*. It uniquely identifies a record, for record keeping in circulation and inventory control, and is used as an “address” on the shelf. In the Catalogue Records this field is a text field, with a field size of 50 characters maximum. The Call Number consists of the notation for the item's *CMS Library Classmark*, a *Document Number*, sometimes a *volume number*, and a *copy number*. Each of these components is separated only by a forward slash. (There are no spaces in the Call Number.) The Call Number begins with the CMS Library Classmark. For this reason the notation assigned to items treating of the same subject maintains consistency and sequentiality, both in the Catalogue Records and on the shelf. The Classmark is followed by a unique document number, which is assigned by reason of the item's position in the sequence in which records are entered in the Catalogue Records Table and Forms, e.g. the ninetieth record to be entered is assigned 90 as a document number. Individual volumes of a multi-volume work are given separate records in the Catalogue, and the volume number provides the next component of the Call Number. If a work consists of no more than one volume, this component of the Call Number is omitted. The final component of the Call Number is the copy number, which is always 1 unless the CMS Library holds more than one copy of the same edition of a work, in which case the copies are assigned numbers, 1, 2, and so on, according to the number of copies held. E.g.:

- ❖ The Call Number of Iogna-Prat, Dominique (ed.), *Marie: Le culte de la Vierge dans la société Médiévale* (Paris: Beauchesne, 1996) is 2.910902.BT645/187/1, where 2.910902.BT645 is the CMS Library Classmark, 187 is the Document Number, and 1 indicates that the CMS Library either has only one copy, or that this is a record of the first of more than one copy.
- ❖ The Call Number of Du Manoir, D'Hubert (ed.), *Maria: Études sur La Sainte Vierge* (Paris: Beauchesne et ses Fils, 1958), Volume V, is 2.91.BT597/67/5/1, where 2.91.BT597 is the CMS Library Classmark, 67 is the Document Number, 5 denotes the volume number, and 1 denotes the copy.
- ❖ The CMS Library holds two copies of McKenna, Megan, *Mary: Shadow of Grace* (London: Darton, Longman and Todd, 1995). The Call Number of the first copy is 2.91.BT602/166/1 and of the second is 2.91.BT602/167/2, where, in each case, 2.91.BT602 is the CMS Library Classmark, 166 and 167 are the Document Numbers, and 1 and 2 denote the copies.

2.B.i.b Title

The full title of the item is recorded in the catalogue record, in a manner consistent with the conventions of referencing the titles of works in the language domain(s) appropriate to the work. In the Catalogue Records this field is a memo field, with a field size of 65,535 characters maximum.

2.B.i.c Main Author/Editor/Creator/Composer

Record the surname first, followed by a comma, a single space and then the first name(s). In co-/multi-authored/edited works, use the name which appears first. In video recordings, use the name of the director or producer/production company. In audio recordings, use the name of the composer or performer (where there are several, as in a

compilation, apply preponderance or priority). In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.d Other Author(s)/Editor(s)/Creator(s)/Composer(s)/Translator(s)

Record here the name(s) that appear(s) after the first in co-/multi-authored/edited works. Also record here translator(s), adding '(trans.)', and authors of introductions, prefacing name(s) by 'Intr.' Record the surname(s) first, as in the Main Author field, in 2.B.i.c, above, and separate name(s) by semi-colons and a single space. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.e Type of Material

Record here the type of primary material or document type e.g. Book, Booklet, Pamphlet, Video, Audio Cassette, 35mm Photographic Slide, etc. In the Catalogue Records this field is a text field, with a field size of 50 characters maximum. The following guidelines are to distinguish between the field values, Book, Booklet, and Pamphlet:

- ❖ Enter Book for those items bound with a separate title-page and contents page(s), where publication details are (usually) full.
- ❖ Enter Booklet for those items which are stapled rather than stitched and bound, with a separate title-page and contents page(s), and where publication details are (usually) full.
- ❖ Enter Pamphlet for those items which are either stitched or stapled, without a separate title-page or contents page(s), where the front cover serves as a title-page and the contents appear on the reverse of the cover, and where publication details are (frequently) incomplete, particularly as regards authorship, which may be lacking.

2.B.i.f Series

If the item appears in a series, the title of the series is recorded in the catalogue record. This field is a text field, with a field size of 255 characters maximum.

2.B.i.g Subject 1

Subjects of works are assigned four fields, though not all of these need to be used. A field value must be entered in the first of these fields, however. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum. *Subject 1* should reflect all parts of the CMS Library Classification, except the *main class* (see 1.A.i.b, above). The *main class* does not (usually) appear as a subject field value because the *main class* denotes the discipline. In collecting the subject information, the cataloguer should turn to the details of the process whereby a subject was determined, as outlined in 1.A.ii, above. The order in which the subject data is entered, and the quantity of that data, will vary between records, as the examples below demonstrate. Variance will reflect the CMS Library Classification's various adaptations of DDC, its incorporation of LCC, the variability in the number and levels of subdivision of a particular subject, and the particular way in which a work treats a subject. This variance should nevertheless broadly conform to the following order. First is the *section* or subdivision of a *section*, though not usually the subdivision denoted by that part of the CMS Library Classmark that most closely classifies the item, because a broader subject is usually required. This is followed by more precise subdivision(s) of a *section*, and hence of the broader subject, and is arrived at through close classification. These subdivisions may be up to an indefinite number restricted only by the *field size*, culminating in the subdivision denoted by that part of the CMS Library Classmark that most closely classifies the item). Finally there is the *division*. The *sections*, subjects and subject subdivisions should be separated by dashes, with spaces, as shown in

the examples below; the *division*, however, should be separated from the subject subdivisions by a full-stop (full-point). In the examples below, the field values for Subject 1 in the Catalogue record are preceded by the record's Call Number, the Main Author/Editor/Creator/Composer, the title, and the publication details.

- ❖ 2.910949618/7/1 Limberis, Vasiliki, *Divine Heiress: The Virgin Mary and the Creation of Christian Constantinople* (London: Routledge, 1994): Mary, Blessed Virgin - Cult - Turkey - Istanbul (Constantinople). Christian doctrinal theology
- ❖ 2.91.BT597/100/1 McNamara, Kevin (ed.), *Mother of the Redeemer: Aspects of Doctrine and Devotion* (New York: Sheed & Ward, 1960): Mary, Blessed Virgin - Mariology - Collections - Several authors. Christian doctrinal theology
- ❖ 2.91409015/102/1 Mimouni, Simon Claude, *Dormition et Assomption de Marie: Histoire des Traditions Anciennes* (Paris: Beauchesne, 1995): Mary, Blessed Virgin - Dormition and Assumption - Historical periods - 1st-5th centuries, 1-499. Christian doctrinal theology
- ❖ 2.9170942/190/1 Gillett, H.M., *Shrines of Our Lady in England and Wales* (London: Samuel Walker, Ltd., 1957): Mary, Blessed Virgin - Miracles, apparitions, shrines and pilgrimages - Treatment by specific countries - England and Wales. Christian doctrinal theology
- ❖ 42.74.BX2163/173/1 John Paul II, *Mysteries of Light: Meditations on the Mysteries of the Rosary with John Paul II: Including Selected Thoughts from the Apostolic Letter 'Rosarium Virginis Mariae' of the Supreme Pontiff John Paul II, Vatican, 16th October 2002* (Slough: Pauline Books & Media, 2003): Devotional literature - Specific prayers and groups of prayers - Prayers addressed to spiritual beings other than God - To Mary - The Rosary. Christian moral and devotional theology
- ❖ 64.02036/134/1 Rubin, Miri, *Corpus Christi: The Eucharist in Late Medieval Culture* (Cambridge: Cambridge University Press, 1994): Public worship - Roman Catholic Church - History, meaning, place of liturgy, prayers in public worship - Communion sacrament - Eucharist, Holy Communion, Lord's Supper, Mass. Christian social and ecclesiastical theology
- ❖ 305.401/140/1 Allen, Prudence, *The Concept of Woman: Volume II: The Early Humanist Reformation, 1250-1500* (Grand Rapids, Michigan; Cambridge, U.K.: William B. Eerdmans Publishing Company, 2002): Social groups - Women - Philosophy and theory. Social sciences

2.B.i.h Subject 2

Subjects that are not indicated or not fully indicated by the CMS Library Classmark are usually recorded in subject fields 2- 4. In the Catalogue Records these fields are text fields, each with a field size of 255 characters maximum. The cataloguer should review the details of the process whereby a subject was determined, as outlined above, in 1.A.ii, and enter in all or some of Subject fields 2-4 the subject information that is not reflected or is only partly indicated by the CMS Library Classmark. The cataloguer is also at liberty to assign subjects not in the DDC Schedules and Tables or in LCC, though DDC and LCC may yet prove very useful in ascertaining the relationships between subjects and subject subdivisions. The cataloguer may, but need not, enter the field values of Subject fields 2-4 in the order prescribed for Subject 1, above, in 2.B.i.g. But the field values should in any case be as full an account of the subjects and their contexts as the *field size* will permit. Individual items of subject information should be separated by dashes, with spaces. The examples below are taken from the same records as those cited under Subject 1, in 2.B.i.g, above. The field values, however, are preceded only by the record's Call Number.

- ❖ 2.910949618/7/1 Christianity and culture - History - Early church
- ❖ 2.91.BT597/100/1 Mary, Blessed Virgin - Theology - In Scripture - In the early church

- ❖ 2.91409015/102/1 Mary, Blessed Virgin - Mariology - Theology - History of doctrines - In the early church
- ❖ 2.9170942/190/1 Mary, Blessed Virgin - Shrines - Aylesford - Bala - Buckfast - Cardigan - Caversham, Our Lady of - Doncaster - Evesham - Fernyhalgh - Glastonbury - Hartley - King's Lynn - Knaresborough: Our Lady of the Crag - Lanherne: Our Lady of Sicheam
- ❖ 42.74.BX2163/173/1 Mary, Blessed Virgin - The Joyful Mysteries - Annunciation - Visitation - Nativity - Presentation in temple - Jesus among the doctors in the temple
- ❖ 64.02036/134/1 Eucharist - Liturgy - History of doctrines - Middle Ages, 600-1500 - Europe
- ❖ 305.401/140/1 Femininity - Philosophy - History - Middle Ages - Renaissance - Early modern

2.B.i.i Subject 3

See the description of Subject 2. E.g.

- ❖ 2.910949618/7/1 Orthodox Eastern Church - Hymns - History and criticism
- ❖ 2.91.BT597/100/1 Mary, mother of Jesus Christ - Immaculate Conception - Virginity - Assumption
- ❖ 2.91409015/102/1 Christianity - History of doctrines - Early church - Syriac - Greek - Coptic - Arabic - Ethiopian - Latin - Georgian - Arminian
- ❖ 2.9170942/190/1 Mary, Blessed Virgin - Shrines - Liverpool: Bishop Eton - London: Our Lady of Warwick Street - Mount St. Bernard - Pen-Rhys - Prinknash - Salmestone Grange - Southwark: Our Lady of St. George's - Stone - Storrington: Our Lady of England - Sudbury, Suffolk
- ❖ 42.74.BX2163/173/1 Mysteries of Light - Baptism in the Jordan - Manifestation of Jesus at Cana - Proclamation of the Kingdom - Transfiguration - Institution of the Eucharist
- ❖ 64.02036/134/1 Eucharist - Corpus Christi (Body of Christ) - Theology - Teaching of doctrines - Reception of doctrines - Corpus Christi festival - The Eucharistic Feast - Sermons - Fraternities - Processions
- ❖ 305.401/140/1 History of philosophy - Women religious - Academia - Aristotle in - Satire - Humanism - Humanist literature and dialogue

2.B.i.j Subject 4

See the description of Subject 2. E.g.

- ❖ 2.910949618/7/1 Byzantine empire - Church history
- ❖ 2.91.BT597/100/1 Mary, Blessed Virgin - Role in redemption - Mediator - Queen of the universe - Mary and the Church
- ❖ 2.91409015/102/1 Christianity - Early church - Traditions on the final destiny of Mary
- ❖ 2.9170942/190/1 Mary, Blessed Virgin - Shrines - Walsingham - West Grinstead: Our Lady of Consolation - Westminster - Our Lady of the Pew: St. Stephen's Westminster - Our Lady of the Pew: Westminster Abbey - Our Lady of Westminster - Willesden - York
- ❖ 42.74.BX2163/173/1 The Sorrowful Mysteries - Agony in the Garden - Scourging - Crowning with thorns - Carrying of the Cross - Glorious Mysteries - Resurrection - Ascension - Descent of the Holy Spirit - Assumption - Coronation
- ❖ 64.02036/134/1 Eucharist - History of doctrines - Interpretation - Mysticism - Heresy - Uses and abuses - Fantasy - Parody

- ❖ 305.401/140/1 History of philosophy - Public dialogue - Gender - Women religious authors - Satire - Public trials - Early humanist dialogue - Early humanist Reformation in education for women - Theory about gender - Women philosophers

2.B.i.k Place of Publication

Record here the city or town as provided on the title-page *verso* (reverse) in printed books. Do not include country. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.l Publisher/Printer/'Sold by'

Record here the name of the publisher. Unlike modern publications, which fairly consistently provide the a publisher's name, early printed books tend on the whole to provide the name of the printer, and/or the name of the person(s) by whom the printed work is to be sold when published. Record only one item of data, as available, in the following order of priority: Publisher; Printer; 'Sold by' or 'To be sold by'. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.m Date of Publication

If dates of copyright and publication differ, select publication date. In the Catalogue Records this field is a text field, with a field size of 50 characters maximum.

2.B.i.n Description

In the Catalogue Records this field is a text field, with a field size of 255 characters maximum. It is used to record physical and other features or attributes of the item. If the item is a printed Book, Booklet, or Pamphlet, *description* will consist of the following:

- ❖ The number of pages, including the number of preliminary pages, recorded separately, e.g. xx + 395 p. Where the page number of the last page of the text and/or of the preliminary matter is not given, the number of the page's position in series should be recorded in brackets, e.g. [150] p.
- ❖ Size, i.e. the height in centimetres of the book when standing
- ❖ Notes to indicate whether the item is illustrated and/or whether it contains maps. Where illustrations appear amid the text, record 'ill.', or e.g. 'ill. (col.)'. Where illustrations are on separate pages from the text, record 'ill.', or e.g. '10 b/w plates'. Where illustrations are on separate pages from the text and grouped together, record e.g. '6 p. of col. plates'. As these and the examples below show, the form in which this data is recorded as the field value need not be consistently precise, though it should be clear.
- ❖ If the printed matter is a Book, a note to indicate whether a hardback or paperback edition should be recorded, i.e. 'hbk'; 'pbk'

The following are examples of descriptions from the catalogue, in each case preceded by the Call Number of the record.

- ❖ 42.74.BX2163/182/2 45 p.; ill. (col.); 15 cm; pbk
- ❖ 42.74.BX2161/151/1 xii + 126 p; 17 cm; hbk
- ❖ 2.91709B28/27/1/1 204 p.; maps; 61 p. of plates; 21 cm; pbk
- ❖ 2.91709F3/171/1 [ii] + [44] p.; 15 cm
- ❖ 2.91709/83/1 184 p.; ill. (some col.); 23 cm; hbk
- ❖ 2.9170944/55/1 x + 182 p.; ill. (16 p. of col. plates); 22 cm; pbk
- ❖ 71.79/16/1 xix + 1380 p.; [32] p. of plates: ill.; 23 cm; hbk
- ❖ 82.0922/28/1 142 p.; ill. (icons); 24 cm; pbk

2.B.i.o Language

Record here the Language(s) in which the document is written, if printed material, or performed, if audio or visual material. Where more than one language is used, separate by a forward slash. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.p International Standard Book Number

In the Catalogue Records this field is a text field, with a field size of 255 characters maximum. Here record the ISBN, ISSN and/or LCCN, as available, separated by a semi-colon and a single space, as necessary. E.g.

❖ ISBN: 0-89870-597-5; LCCN: 96-83643

2.B.i.q Notes

In the Catalogue Records this field is a memo field, with a field size of 65,535 characters maximum. Should any of the following apply, the cataloguer, in the order provided, should enter notes to that effect in the *Notes* field:

- ❖ includes notes, whether footnotes or endnotes
- ❖ includes bibliography
- ❖ includes index
- ❖ includes appendices
- ❖ part of multi-volume work
- ❖ a revised thesis
- ❖ a translation
- ❖ other details of prior ownership, authorship, publication, printing, or classification
- ❖ damaged, fragile or annotated
- ❖ CMS Library holds another copy

The following are examples of Notes from the catalogue, in each case preceded by the Call Number of the record.

- ❖ 2.91.BT601/46/1
Includes footnotes and indexes (pp. 519-24)
- ❖ 2.91.BT602/122/1
Original edition published by McGraw-Hill Book Company, New York, 1952
- ❖ 2.91.BT605.2/165/1
Inscribed on first page before title-page: 'St Pauls 11.8.1998'
- ❖ 2.91.BT605.2/84/1
OCLC FirstSearch provides as Library of Congress Classification BT602 Mary, Mother of Jesus Christ - General Works - 1951-
- ❖ 2.91.BT602/89/1
Includes endnotes, bibliography (pp. 228-42) and index (pp. 243-53). OCLC FirstSearch provides Library of Congress Classification BT645 for same title (1999)
- ❖ 2.91.BT608/4/1
Translation of Parlez-nous de Marie
- ❖ 2.91.BX2025/189/1
Includes All Souls' Day: Commemoration of all the Faithful Departed (pp. 207-31), Penitential Psalms (pp. [232]-240), Litany of the Saints (pp. [241]-249), Litany of the Sacred Heart (pp. 249-51), Litany of the Blessed Virgin (pp. 252-54), Litany of St. Joseph (pp. 254-56), Grace before and after Meals (pp. [255]-268), Prayers for Travellers (pp. [269]-272), and index (pp. [273]-274). Title-p. recto inscribed in ms.
- ❖ 2.91709/74/1

Includes endnotes (pp.134-41) and index (pp. 143-48). Translated from the Latin. Dust cover damaged; spine fragile. Verso page opp. first t-p inscribed with quotation from George Russell ('A.E. '); other pages annotated

❖ 2.914/200/1

Includes footnotes, appendices: Excursus A (pp. [681]-687), Excursus B (pp. [688]-707), Excursus C (pp. [708]-709), Excursus D (pp. [710]-726), Alphabetical table of proper names (pp. [727]-736), Table of periodicals and dictionaries cited (pp. [737]-738), Manuscripts cited (p. [739]), and Table of contents (pp. [740]-747). Title-page and page of dedication have become loose. Stitched spine of book generally fragile.

❖ 2.91709/12/1

Includes appendix, endnotes (pp. [279]-318), bibliography (pp. [319]-332) and index. Previously published: Princeton, NJ: Princeton University Press, c.1991

❖ 2.91709/52/1

Includes bibliography (pp. [153]-156) and index. CMS Library holds another copy

❖ 22.1092/135/1

Includes footnotes and bibliography (pp. [131] -142). Ph.D. dissertation, Marquette University

2.B.i.r Provenance

Here record donor or lender, if item is on loan to the CMS Library. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.s Indexed In

Record where an item is indexed in a major bibliographical resource, e.g. STC, Wing, etc. In the Catalogue Records this field is a text field, with a field size of 255 characters maximum.

2.B.i.t CMS Library Classmark

Here record the CMS Library Classmark (see 1 CMS Library Classification). In the Catalogue Records this field is a text field, with a field size of 50 characters maximum.

2.B.i.u Dewey Decimal Class No

Classifying with CMS Library Classification involves also classifying with DDC (see 1A and 1B, above). Here record the Dewey Decimal Class Number. In some cases this may differ from the DDC component of the CMS Library Classmark (see 1.B.ii.b, above). In the Catalogue Records this field is a text field, with a field size of 50 characters maximum.

2.B.i.v Library of Congress Classification

Classifying with CMS Library Classification may involve also classifying with LCC (see 1.B.ii, above). Whether or not in a particular case this is so, where possible the item should be classified with LCC, and the Classification Number recorded in this field. In the Catalogue Records this field is a text field, with a field size of 50 characters maximum.

2.B.i.w Status: Charged?

In the Catalogue Records this field is a Yes/No field, which has a box that can be clicked if the entry is "Yes". An unchecked box represents a No field value, and a checked box represents a Yes field value.