

**RULES FOR FILING CARDS IN
THE DICTIONARY CATALOGUES
OF THE CARNEGIE LIBRARY OF
PITTSBURGH**

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Rules for filing cards in the dictionary catalogues of the Carnegie library of Pittsburgh by
Various

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VARIOUS

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CARNEGIE LIBRARY OF PITTSBURGH

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PITTSBURGH



PITTSBURGH
CARNEGIE LIBRARY
1915

Preface

The following rules, based on those found in the fourth edition of Cutter's "Rules for a dictionary catalogue," have been compiled for the use of assistants in the Carnegie Library of Pittsburgh. They apply to the filing of *printed* cards, the form used in all the card catalogues of this Library.

No attempt has been made to set forth or defend any rules of entry followed in cataloguing; these rules for arrangement presuppose the acceptance of certain catalogue entries which are followed in this Library. Rules which do not necessitate any deviation from the strictly alphabetical order are not given. For example, no statement is made about the filing of names differing but slightly in spelling, as Green and Greene, Brown and Browne, etc., because they are filed alphabetically in two files as spelled. Some aids have been incorporated to guide the untrained assistant, such as the entries for articles in foreign languages. The alphabetical rather than the logical arrangement has been adopted to facilitate quick reference.

The rules represent the practice followed by the Catalogue Department and have been compiled for publication by Margaret Mann, Chief Cataloguer.

HARRISON W. CRAVER,
Librarian.

March 1, 1915.



Rules for Filing Cards

Abbreviations.

Arrange abbreviations as if spelled in full (except Mr and Mrs), but elisions as they are printed.

Example

A B C of swimming.
A. L. A. See American Library Association.
American Iron and Steel Association.
American Jewish Historical Society.
American Library Association.
A. L. A. booklist.
A. L. A. catalog.
American Library Institute.
Art de linguistique.
Art de l'instruction.
Art d'économiser.
Art des mines.
Art d'être grandpère.
Art digne.
Art d'instruire.
Dr Latimer.
Doctor Luke.
Dr North.
Mozart, W. A.
Mr Dooley.
Mrs Tree.
Much ado about nothing.
Who goes there?
Who'd be king?
Who's who.
Whose home is the wilderness.

Arrange proper names beginning with M', Mc, St., Ste. as if spelled Mac, Saint, Sainte.

Example

Maclaren, J. M.	Saint Pierre, J. H. Bernardin de.
M'Laren, J. T.	St. Vincent, J. J.
McLären, L. L.	Ste. Anne des Monts.
M'Laren, R. S.	Sainte-Beuve, C. A.
MacLaren, W. W.	

Added entry. *See* **Author arrangement.**

Ampersand.

Character & is alphabetized as "and," "et," "und," etc., according to the language used.

Example

Art & craftsmanship.
 Art & artistes au 18e siècle.
 Berlin & the German empire.
 Berlin & seine bauten.

Analytical entries.

Author. File by author and title underscored in contents, disregarding author and title of the main book.

Subject. File first by subject at top of card, second by author of analytical underscored in contents and third by title of analytical. If there is no author in contents file by the author of the main book.

Sample cards

Donnay, Maurice.

Clark, Barrett Harper, *ed.* 842 C51
 Three modern plays from the French, with a preface by Clayton Hamilton. 1914. Holt.

Contents: The prince d'Aucec, by Henri Lavedan.—The pardon, by Jules Lemaitre.—The other danger, by Maurice Donnay.

England. History. Norman period.

Oman, Charles William Chadwick, *ed.* 942 O24h
 History of England. v.2, 4-5. 1904-05. Methuen.

v.2. England under the Normans and Angevins, 1066-1272, by H. W. C. Davis.

v.4. England under the Tudors, by A. D. Innes.

v.5. England under the Stuarts, by G. M. Trevelyan.

China. Politics and government.

Johnson, Samuel, 1822-82. 299 J36
 Oriental religions and their relation to universal religion; China. 1877.

Contents: ELEMENTS: The Chinese mod.—Labor.—Science.—External relations.—Ethnic type.—Resources.—STRUCTURES: Education.—Government.—Language.—Literature.—History.—Poetry.—SAGAS: Rationalism.—Confucius.—Doctrine of Confucius.—Influence of Confucius.—Mencius.—BUNTERS: Foundations.—Buddhism.—Missionary failures and fruits.—Tao-ism.—Philosophy.

"Fung-shui." p.715-717.

Apostrophe. *See* **Punctuation marks.**

Articles.

Disregard article at the beginning of an entry, but consider if not the first word.

Example

The man of his time.	Frau Holde.
Man of mark.	Die Frau Marchesa.
A man of the age.	Frau Sorge.
Man of the world.	Eine frau wie du.
The man of yesterday.	Frau Wilhelmine.
Un homme d'affaires.	
L'homme de neige.	
Homme du peuple.	
L'homme qui rit.	

Articles in foreign languages

Danish or Norwegian.

	<i>Singular</i>		<i>Plural</i>	
<i>n.</i>	<i>common</i>			
den	det		de [di]	the
en	et			a

Dutch.

	<i>Singular</i>			<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>n.</i>		
<i>nom.</i>	de	de	het, 't	de	} the
<i>gen.</i>	des	der	des	der	
<i>dat.</i>	den	der or de	het	den	
<i>acc.</i>	den	de	het, 't	de	
<i>nom.</i>	een	eene	een		} a
<i>gen.</i>	eens	eener	eens		
<i>dat.</i>	eenen or een	eener or eene	eenen or een		
<i>acc.</i>	eenen or een	eene	een		

French.

	<i>Singular</i>		<i>Before vowel</i>	<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>m. & f.</i>	<i>m. & f.</i>	
<i>nom.</i>	le	la	l'	les	} the
<i>gen.</i>	du	de la	de l'	des	
<i>dat.</i>	au	à la	à l'	aux	
<i>acc.</i>	le	la	l'	les	
	un	une			a

Articles in foreign languages—*continued*.

German.

	<i>Singular</i>			<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>n.</i>	<i>m. f. n.</i>	
<i>nom.</i>	der	die	das	die	} the
<i>gen.</i>	des	der	des	der	
<i>dat.</i>	dem	der	dem	den	
<i>acc.</i>	den	die	das	die	
<i>nom.</i>	ein	eine	ein		} a
<i>gen.</i>	eines	einer	eines		
<i>dat.</i>	einem	einer	einem		
<i>acc.</i>	einen	eine	ein		

Hungarian.

a, az	the
egy	a

Italian.

	<i>Singular</i>			<i>Before vowels</i>		
	<i>m.</i>	<i>m.</i>	<i>f.</i>	<i>m. & f.</i>		
<i>nom. acc.</i>	il	lo ¹	la	l'		} the
<i>gen.</i>	del	dello	della	dell'		
<i>dat.</i>	al	allo	alla	all'		
<i>abl.</i>	dal	dallo	dalla	dall'		
	<i>Plural</i>			<i>Before vowels</i>		
	<i>m.</i>	<i>m.</i>	<i>f.</i>	<i>m.</i>	<i>f.</i>	
<i>nom. acc.</i>	i	gli	le	gli ²	le	} the
<i>gen.</i>	dei	degli	delle	degli	delle	
<i>dat.</i>	ai	agli	alle	agli	alle	
<i>abl.</i>	dai	dagli	dalle	dagli	dalle	

¹ lo is used before s followed by another consonant; also before z.² The i of gli is elided only when the substantive begins with an i.

	<i>m.</i>	<i>f.</i>	
<i>nom. acc.</i>	un	una	} a
<i>gen.</i>	d'un	d'una	
<i>dat.</i>	ad un	ad una	
<i>abl.</i>	da un	da una	

Latin.

No articles.

Lithuanian.

No articles.

Norwegian. See Danish or Norwegian.