

**FILING RULES FOR THE
ARRANGEMENT OF THE
DICTIONARY CATALOGS OF THE
CLEVELAND PUBLIC LIBRARY**

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Filing rules for the arrangement of the dictionary catalogs of the Cleveland Public Library by
Linda A. Eastman

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LINDA A. EASTMAN

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Cleveland, 1922

Introductory Note

The following rules have been compiled for the use of assistants in the Cleveland Public Library and for the instruction of the Library's apprentice classes. Because of the latter purpose, a logical arrangement of the rules has been adopted, very full examples have been given, and a few explanations of cataloging terms unfamiliar to the inexperienced filer have been included.

An alternative simplified scheme for Subject and Place arrangement for the branch library catalogs has been indicated in footnotes.

These rules are based on those given in the fourth edition of Cutter's "Rules for a dictionary catalogue," which have been modified to apply to the cataloging practice of this library. They were compiled under the direction of Miss S. K. Hiss, Catalog Librarian, by Miss Bertha Barden, First Assistant in the Catalog Department.

Lipda A. Eastman, Librarian

December, 1922.



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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for ensuring transparency and accountability in financial operations.

2. The second part of the document outlines the various methods and tools used for data collection and analysis. It highlights the need for consistent and reliable data sources to support informed decision-making.

3. The third part of the document focuses on the implementation of internal controls and risk management strategies. It provides detailed guidance on how to identify potential risks and implement effective mitigation measures.

4. The fourth part of the document addresses the importance of regular communication and reporting to stakeholders. It stresses that clear and timely communication is crucial for building trust and maintaining a strong relationship with investors and other interested parties.

5. The fifth part of the document discusses the role of technology in modern financial management. It explores how digital tools and platforms can streamline processes, improve efficiency, and enhance the overall quality of financial reporting.

6. The sixth part of the document covers the importance of staying up-to-date with the latest regulatory requirements and industry trends. It emphasizes that compliance with relevant laws and regulations is a top priority for any financial institution.

7. The seventh part of the document provides a summary of the key findings and recommendations. It reiterates the importance of a proactive and data-driven approach to financial management and offers practical advice for implementing the discussed strategies.

8. The eighth part of the document includes a list of references and sources used in the research. It provides a comprehensive overview of the literature and resources that informed the analysis and conclusions.

9. The ninth part of the document contains a list of appendices and supplementary materials. These materials provide additional details and data to support the main text and offer a more in-depth look at the various aspects of the study.

10. The tenth part of the document is a concluding statement that summarizes the overall purpose and significance of the document. It expresses the hope that the information provided will be valuable and helpful to the intended audience.

Explanations and Definitions

The following explanations are for those filers who may not be familiar with cataloging terms.

Entry

Each card in the catalog which records a book is called an **entry**.

Entries are either **main** or **secondary**. For filing purposes a main entry may be distinguished from a secondary entry by the indentation of the first word on the top line. If the first word is written as far to the left as the body of the card is written, it is a main entry. If the first word is indented three spaces to the right, it is a secondary entry.

Entries may be author, title or subject entries.

Author entries may be either main or secondary entries. They may be headed either by the name of a person, or by the name of an institution, society, government department and the like. The latter are called corporate authors. Author entries are written in black.

Title entries are usually secondary entries, but may be main entries. They are written in black.

Subject entries are secondary entries. The subject is written at the top in red and thus distinguishes a subject from an author or title entry.

Heading

The word or group of words at the head of the card by which its alphabetical place in the catalog is determined, is called a **heading**.

A **subdivision** or **subheading** is that part of a heading which is preceded by a dash (—) or a period (.). *Example:* France -- Army; Agriculture — Statistics; U. S. — Dept. of commerce; Chicago. University.

An **inverted heading** is a heading in which the words are transposed in order to bring the important word first, *e. g.* Gettysburg, Battle of; Psychology, Educational.

Cross Reference

A cross reference is a direction from one heading to another; it may be a *See* reference, *e. g.* Ornithology, *see* Birds; or a *See also* reference, *e. g.* Birds, *see also* Robin.

Alphabetical Arrangement

1. Arrange all entries, English and foreign, according to the English alphabet.

- (a) Disregard marks used to modify vowels and consonants, e. g.
Arrange č, ě, ň, as c, l, n.
Arrange å, ä, æ, ö, ø, in Danish and Swedish as a, o.
Arrange ä, ö, ü, in German as a, o, u.

Example:

Mueller, F. B.
Muller, A. J.
Müller, Max
Münsterberg, Hugo

- (b) Arrange the Gothic characters v (for u) and vv (for w) as u and w.

2. Alphabet letter by letter to the end of the word, and then word by word, beginning with the first word on the top line. Every word (article and preposition included) is to be regarded.

Exceptions:

- ✓ (a) Disregard the initial article.
In French, Italian and Spanish do not disregard initial articles which are compounded with a preposition, e. g. the genitive and dative cases.
(See List of initial articles in foreign languages to be disregarded, p. 26).
- (b) Disregard the abbreviations K. K., I., R., etc. (standing for the words Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc.

Example:

R. Academia española, Madrid	De la terre à la lune
K. Akademie der künste, Berlin	De libris
"And they thought we wouldn't fight"	Du contrat social
The Art amateur	Du pape
L'art de notre temps	Dublin
Art of living	
Art of the Greeks	
Arthur	

3. Arrange initials before words of the same initial letter.

Example:

A. B. C. of electricity	Brown, T. L.
The A. E. F.	Brown, Thomas
Abbeys	