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libraries



59

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15. *International distribution of catalogue cards: present situation and future prospects*

# International distribution of catalogue cards

*Present situation and future prospects*

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Unesco

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## Foreword

In many countries, with a view to improving cataloguing practices and for reasons of economy and, in some cases, lack of sufficient qualified staff, many libraries use the printed catalogue cards produced by one or more of the big libraries for their own cataloguing.

Closer co-operation between the important bibliographical centres of the world and new advances in the use of machines and automation for library purposes should make it possible in the near future to make cataloguing data available in advance of publication of national bibliographies. This would enable national and other important libraries to obtain national and particularly foreign publications for scholarly research at an accelerated rate and to produce printed catalogue cards for such works with greater rapidity. The result would be speedier ordering and cataloguing procedures, faster bibliographical control, reductions in the cost of cataloguing in libraries all over the world, increased sale of publications on an international scale and more rapid availability of resources for scholarly research. New developments may also be expected soon, following recent trends, particularly the initiation by the United States Library of Congress of the 'Shared Cataloguing' project.

The International Advisory Committee on Bibliography, Documentation and Terminology, at its third session held in Moscow in April 1965, recommended that an international study of this question be made to find out to what extent this system was used and to evaluate its usefulness. The present volume is in execution of that recommendation. It describes the various centralized printed catalogue card projects being carried on by 75 institutions in 21 countries and makes certain suggestions for future developments.

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of Unesco concerning the legal status of any country or territory or of its authorities, or concerning the delimitation of the frontiers of any country or territory.

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# Introduction

As their name indicates, catalogue cards are the cards libraries prepare for establishing their catalogues. Many libraries, however, are also using them for other additional purposes and sending them to other libraries and library and bibliographical institutes. This activity has now become so widespread that Unesco's International Advisory Committee on Bibliography, Documentation and Terminology, at its third session in Moscow in April 1965, decided to make it the subject of an international study.

The theme was formulated by Mr. P. Poindron of the Direction des Bibliothèques et de la Lecture Publique, French Ministry of Education; the plan and guiding lines were suggested by Mr. A. Thompson, Secretary-General of the International Federation of Library Associations (IFLA). Under a Unesco contract with IFLA, the actual study was entrusted to the All-Union State Library of Foreign Literature in Moscow (Director, Mrs. M. I. Rudomino).

In September 1965, under the programme approved by IFLA and Unesco, this library drew up a list of countries and institutions to be consulted, and drafted a questionnaire on centralized cataloguing. The draft was discussed at a joint meeting on 30 November 1965, with Mrs. Rudomino in the chair, of the foreign relations bureau of the Librarianship and Bibliography Council of the U.S.S.R. Ministry of Culture and the Librarianship and Bibliography Committee of the U.S.S.R. National Commission for Unesco.

In December 1965, the approved questionnaire, translated into English and French, was sent to 120 addresses in 32 countries. It went to the library association, the national library and agencies and firms

distributing catalogue cards in each country. The text, and the list of countries, are given in Appendixes I and II. By June 1966, nearly all the answers had been received and together with literature on the subject, provided the basis for the present study.

The preliminary conclusions were submitted to Soviet experts in cataloguing: V. A. Vasilevskaja (V. I. Lenin State Library), A. I. Serebrenikov, N. A. Lavrova (All-Union Book Council), G. G. Kricevskij and I. J. Gosin (A. A. Volgin Fundamental Social Science Library, U.S.S.R. Academy of Sciences).

Valuable advice was given by G. G. Firsov, Reader in the N. K. Krupskaja Leningrad State Institute of Culture, and D. K. Žak, Head Librarian of the Bookstock and Catalogue Section, Scientific and Methodological Department, V. I. Lenin State Library.

The author wishes to thank all persons and institutes who co-operated in making this study.

# Survey of the activities of card distribution centres in various countries

To decide how useful and sensible it would be to distribute catalogue cards internationally, it was necessary to find out what the position was in various countries without, however, making an exhaustive survey of all cataloguing centres in each. For the purposes of this study the essential was to know the general trends; hence the concentration on the substantive rather than the geographical aspects.

Nevertheless, the conditions of card distribution, and the methods, are sometimes so specific that a complete picture is impossible without going into some detail on certain countries and even individual centres. This has affected the choice of material and its presentation: first, the problem as a whole, and then, the special position in certain countries.

The study is based on replies to the questionnaire, received from 75 agencies in 21 countries: Australia, 2; Austria, 1; Belgium, 5; Canada, 6; Czechoslovakia, 2; Denmark, 2; France, 3; Federal Republic of Germany, 1; Eastern Germany, 5; Hungary, 1; India, 1; Italy, 1; Netherlands, 3; New Zealand, 3; Norway, 1; Poland, 1; Sweden, 3; Switzerland, 1; Union of Soviet Socialist Republics, 15; United Kingdom, 1; United States of America, 17.

The questionnaire asked to how many libraries and to what type of libraries cards were sent; how the libraries used the cards; for how many titles and for what types of publication were cards prepared; what proportion of the library's yearly acquisitions were entered on cards; were cards distributed together with books or separately; how often were cards distributed, and how long after a book was received did the card for it go out; what cataloguing rules were followed for card

## Usefulness of international distribution of catalogue cards

It is perfectly obvious from the above that the cataloguing needs of libraries are not fully met even in countries which have numbers of major centres providing catalogue card services; the vast majority of libraries replying to the questionnaire do not receive catalogue cards for all their acquisitions during the year.

It was pointed out at the sixty-third annual meeting of the United States Association of Research Libraries in January 1964 that its members—74 scientific and university libraries—acquire 4,750,000 volumes a year. Nearly half these books (46 per cent) are catalogued independently in each library, although all its member libraries use some centralized cataloguing service. This costs them over \$18 million a year, but the number of books remaining unprocessed is steadily increasing. By 1964 it reached 1,267,000—one and half times as many again as the maximum hitherto reached at any time during the last decade [34].

Investigation has shown that existing centralized cataloguing arrangements are unsatisfactory, particularly as regards foreign publications. A committee set up by the United States Association of Research Libraries has put forward a 'program for shared cataloging' which proposes establishing a national cataloguing centre in the Library of Congress, and using the foreign-prepared cards for foreign literature. Contracts for the regular supply of their catalogue cards have been concluded with a number of cataloguing centres in other countries [26, 38].

Two questions arise. Would the international distribution of catalogue cards be an advantage? If so, what are the obstacles? In all probability, it would be an advantage, as distribution outside national frontiers would enhance the effectiveness of the bibliographical

## International standardization of cataloguing rules

This question must now be considered in the light of the results achieved by the International Conference on Cataloguing Principles, held in Paris in 1961, which adopted, almost unanimously, a resolution containing a statement of international principles for bibliographical entries. The Soviet delegation played an active part in the conference, and its document (entitled *Limits to the use of entries under corporate authors*) was approved by a majority. Nearly all the conference recommendations confirmed the principles underlining the Soviet Standard Rules.

The main difficulty in securing international agreement on cataloguing principles was that the two main systems—Anglo-American and Prussian (*Preussische Instruktionen*)—dating from early in the twentieth century, differed on important aspects. The strong points of the Anglo-American system are the use of corporate entries and the simplicity of the alphabetical arrangement of entries by title, and they gave it a marked influence on cataloguing practice in many countries. However, the tremendous increase in the number of publications entered under a corporate author and the complexity of the rules governing the form of the names of institutions as the main heading entail considerable disadvantages, and explain the opposition of librarians and bibliographers in many European countries and in particular, of German librarians, who until recently preferred to keep to the old European traditions as exemplified by the *Preussische Instruktionen*. On the other hand, the main features of the Prussian system—the rejection of corporate entries and the use of the grammatical order of words in the heading have long been criticized by librarians and bibliographers in Austria, Czechoslovakia, Denmark, Norway, Poland, Sweden, Switzerland [3].

## Cataloguing at source

The idea that the catalogue card should be produced simultaneously with the book is not new. It has been suggested by librarians in various countries, and gained force as centralized cataloguing developed. Until very recently, however, technical difficulties made it unfeasible on any extensive scale. For international cataloguing purposes, the most practical version of this idea is cataloguing at source, i.e., the bibliographical details of the book are made out at the time of printing and subsequently reproduced by libraries on cards in the requisite numbers by up-to-date duplicating techniques.

The first practical steps were taken by the publishers of scientific periodicals and serials. To enable readers to compile card indexes, certain journals provided bibliographical summaries of the articles in each number on a separate sheet using the standard  $7.5 \times 12.5$  cm. card. The entries are not usually standardized, and the author's surname and first name are given in the same form as his signature to the article. In some cases, publishers intend these cards to be subsequently mounted on cardboard or photocopied, and print them on one side of a sheet of fine or glassine paper. No attempt has yet been made to survey or generalize this procedure, and no information about its use is available from bibliographical centres or libraries.

As regards books the situation is different. In 1958, the Library of Congress, with a subsidy from the Council on Library Resources in Washington, catalogued from the proofs the books produced by 157 American publishers over a period of months. The full Library of Congress entry was printed in 1,203 books, and over 200 libraries participating in the experiment reproduced this entry on cards and

# Bibliography

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## *Appendixes*

# I *Questionnaire*

1. Please give, in full, the official name of your institute or library.
2. Do you send catalogue cards to libraries, or does your library use catalogue cards prepared by another institute (and, if so, which)?
3. Are cards circulated only at home, or abroad also? Indicate number and type of library (public, specialized, etc.) using them.
4. Are the cards inserted in catalogues or used for reference and bibliographical purposes, or both?
5. For what kinds of publication are cards prepared (current publications only, or previous editions too; home publications only, or foreign also; books only, or books and articles)?
6. For how many titles (books and articles) are cards prepared annually? What proportion of the library's annual accessions do these cards cover?
7. Are cards dispatched with books, or separately? If separately, how long after the reception of the book in the library is the card distributed? How often are cards dispatched (daily, weekly, monthly, less frequently)?
8. What are the subscription conditions? Is it possible to subscribe for individual publications or only for sets (in full or in part)? What is the cost per card or set of cards? Are cards available under international book exchange arrangements?
9. Name the cataloguing code followed in preparing the cards.

10. Do cards show subject headings and class marks? Indicate classification (UDC, Dewey, other).
11. How are the cards reproduced (printing, photo-offset printing, xerography, other methods)?
12. Is the catalogue card service satisfactory? If not, why? Specify difficulties experienced, and any suggestions for improvements.

*Please enclose specimen catalogue cards and a prospectus (if available) with your reply.*

# I *Questionnaire*

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*Please enclose specimen catalogue cards and a prospectus (if available) with your reply.*

## II

### *Countries to which the questionnaire was sent*

Argentina  
Australia  
Austria  
Belgium  
Brazil  
Bulgaria  
Canada  
Cuba  
Czechoslovakia  
Denmark  
Finland  
France  
Federal Republic of Germany  
Eastern Germany  
Hungary  
India  
Italy  
Japan  
Mexico  
Netherlands  
Norway  
Poland  
Portugal  
Romania  
Spain  
Sweden  
Switzerland  
Union of Soviet Socialist Republics  
United Arab Republic  
United Kingdom  
United States of America  
Yugoslavia

### III *Organizations which replied to the questionnaire*

- Australia  
State Library of Tasmania, Hobart.  
National Library of Australia, Canberra.
- Austria  
Österreichische Nationalbibliothek, Josefsplatz 1,  
Vienna I.
- Belgium  
Service des Bibliothèques Publiques, Ministère de  
l'Éducation Nationale et de la Culture, Brussels.  
Bibliothèque Royale de Belgique, Brussels.  
International Union of Public Transport (UITP),  
Brussels.  
International Centre for African Social and  
Economic Documentation (CIDESA), Brussels.  
Société Belge d'Orthopédie, Brussels.
- Canada  
Central Library Services, Department of Education,  
P.O. Box 1540, Fredericton, New Brunswick.  
Public Library Services, Duckworth Street,  
St. John's, Newfoundland.  
Provincial Library, Winnipeg, Manitoba.  
Provincial Library, Regina, Saskatchewan.  
Provincial Library, Halifax, Nova Scotia.  
La Centrale de Catalogage, Fédération des Collèges  
Classiques, 1940 Est, Boulevard Henri-Bourassa,  
Montreal 12.
- Czechoslovakia  
Státní knihovna Československé Socialistické  
Republiky, Klementinum 190, Prague I.  
Matica Slovenská, Nositeľka Radu Republiky,  
Martin-Mudroňova 35.

- Denmark Det Kongelige Bibliotek, Christians Brygge 8,  
Copenhagen K  
Bibliotekscentralen, Mosedalvej 11, Copenhagen  
Valby.
- France Service d'Information Bibliographique, Direction  
des Bibliothèques et de la Lecture Publique,  
4, rue de Louvois, 75 Paris-2<sup>e</sup>.  
University Libraries of France.  
Service de Multigraphie de la Direction des  
Bibliothèques et de la Lecture Publique, Paris.
- Federal Republic  
of Germany Deutsche Bibliothek, Frankfurt am Main.
- Eastern Germany Deutsche Bücherei, Leipzig.  
Deutsche Staatsbibliothek, Unter den Linden 8,  
Berlin W8.  
Technische Universitätsbibliothek, Dresden.  
Universitäts- und Landes-Bibliothek Sachsen-  
Anhalt, Halle, Saale.  
Brandenburgische Landes- und Hochschulbibliothek  
Potsdam.
- Hungary Állami Gorkij Könyvtár, Budapest.
- India National Library, Government of India, Calcutta.
- Italy Centro Nazionale per il Catalogo Unico delle  
Biblioteche Italiane, e per le Informazioni  
Bibliografiche, via del Collegio Romano 27, Rome.
- Netherlands Nederlandse Vereniging van Bibliothecarissen,  
The Hague.  
Koninklijke Bibliotheek, The Hague.  
Centrale Vereniging voor Openbare Bibliotheken,  
Bezuidenhoutseweg 239, The Hague.
- New Zealand University of Otago Library, Dunedin.  
Wellington Public Library.  
Central Library, Department of Scientific and  
Industrial Research, Wellington.
- Norway Norges Tekniske Høgskole, Hovedbiblioteket,  
Trondheim.
- Poland Biblioteka Narodowa, Institut Bibliograficzny,  
Warsaw.

- Sweden  
Göteborgs Universitets Bibliotek.  
Bibliotekstjänst AB, Lund.  
Kungliga Biblioteket, Bibliografiska Institutet  
Centralkatalogsektionen, Box 5039, Stockholm 5.
- Switzerland  
Betriebswissenschaftliches Institut der Eidgenös-  
sischen technischen Hochschule. Bibliothek und  
Dokumentation, Zürich.
- Union of Soviet  
Socialist Republics  
All-Union Book Chamber, Kremlevskaja Nab.,  
d. 1/9, Moscow G.19.  
All-Union State Library of Foreign Literature,  
Moscow.  
Azerbaijan Book Chamber, Baku.  
Armenian Book Chamber, Erevan.  
Byelorussian Book Chamber, Minsk.  
Georgian Book Chamber, Tbilisi.  
Kazakhstan Book Chamber, Alma-Ata.  
Kirghiz Book Chamber, Frunze.  
Moldavian Book Chamber, Kishinev.  
Latvian Book Chamber, Riga.  
Lithuanian Book Chamber, Vilnius.  
Tadzhik Book Chamber, Dushanbe.  
Turkmenian Book Chamber, Ashkhabad.  
Ukrainian Book Chamber, Kiev.  
Esthonian Book Chamber, Tallin.
- United Kingdom  
The Library Association, London.
- United States  
University of Kentucky Library, Lexington, Kentucky.  
The Nassau Library System, 320 Fulton Avenue,  
Hempstead, New York.  
Processing Center, Public Library, Crawfordsville,  
Indiana.  
Library Processing Systems, Allentown, Pennsylvania.  
North Carolina State Library Processing Center,  
Raleigh, North Carolina.  
Ohio State Library, Columbus, Ohio 43215.  
The Co-operative Processing Center of the Nevada  
State Library, Carson City, Nevada.  
Library Services Center of Missouri, Broadway  
and Dunklin, Jefferson City, Missouri.  
Capital Library Service, Greenbelt, Maryland.  
West Virginia Library Commission, Charleston,  
West Virginia.  
California State Library Processing Center,  
Sacramento, California.

Westchester Library System, Technical Services,  
1500 Central Park Avenue, Yonkers, New York  
10710.

Emeline Fairbanks Public Memorial Library,  
Terre Haute, Indiana.

Metro Litho (firm which processes books for  
publishers), 453 West Forty-Third Street,  
Chicago, Illinois 60609.

The New York Public Library, Reference  
Department.

New Mexico State Library, Santa Fé, New Mexico.

Fort Loudoun Regional Library Center. A Service  
Agency of the Tennessee State Library and  
Archives, Athens, Tennessee.

## IV . *Summary of replies*

### *Abbreviations*

- AAC *Rules for author and title entries.* London, New York, 1908.
- ALA *American Library Association cataloging rules for author and title entries.* 2nd ed. Chicago, 1949.
- BNB *British National Bibliography; a subject list of new British books . . .* London, 1950-.
- DB *Deutsche Bibliographie. Verzeichnis aller in Deutschland erschienenen Veröffentlichungen . . .* Frankfurt a./M. 1947-.
- DDC *Dewey decimal classification and relative index.* Devised by Melvil Dewey. 17th ed. New York, 1965.
- DNB *Deutsche Nationalbibliographie. Gesamtverzeichnis des in Deutschland erschienenen Schrifttums . . .* Leipzig, 1931-.
- LC Library of Congress.
- LC rules *Library of Congress rules for descriptive cataloguing.* Washington, 1949.
- NF Normes françaises éditées par l'Association Française de Normalisation (NFZ 44-050, 060, 061, 070).
- NUC *National Union Catalog (United States).*
- ÖB *Österreichische Bibliographie.*
- PI *Preussische Instruktionen. Instruktionen für die alphabetischen Kataloge der preussischen Bibliotheken . . .* Berlin, 1909.
- Regole *Regole per la compilazione del catalogo alfabetico per autori delle biblioteche italiane.*
- Sears *Sears list of subject headings.*
- SISO *Schema voor de indeling van de systematische catalogus in openbare bibliotheken.* 2nd ed. 1964.
- UDC *Universal decimal classification.* Complete English ed. 4th internat. ed. Brussels-London, 1936-54; *Classification décimale universelle . . .* 5<sup>e</sup> éd. internat. Brussels-Paris, 1939-51; *Dezimalklassifikation. Deutsche Gesamtausgabe.* 3. internat. Ausgabe. Berlin, 1934-53.

Name of institution	Circulation and reception of cards	Type and number of libraries receiving card	Use made of cards received	Types of publications covered	Number of titles on cards circulated annually
<i>Australia</i>					
State Library of Tasmania, Hobart	Receives and distributes BNB cards; also distributes own printed cards	50 municipal libraries	Insertion in catalogues	All	23,000
National Library of Australia, Canberra	Receives cards from New Zealand and Japan. Distributes its own cards	University libraries in Australia, national libraries abroad	Reference and bibliography	Australian and foreign books, current publications	—
<i>Austria</i>					
Österreichische Nationalbibliothek, Vienna	Distributes OB cards	5 Austrian university and special libraries	Insertion in catalogues	Current Austrian books and periodicals	5,000
<i>Belgium</i>					
Service des Bibliothèques Publiques, Ministère de l'Éducation Nationale et de la Culture, Brussels	Distributes cards	Public libraries	Insertion in catalogues	Current books in French	1,500
Bibliothèque Royale de Belgique, Brussels	Nil	—	Own catalogues only	—	—
International Union of Public Transport, Brussels	Distributes annotated cards	Libraries of Union members	For information	Articles	600
International Centre for African Social and Economic Documentation, Brussels	Distributes annotated cards	Centre affiliated libraries	For information	Articles	1,500

Subscription conditions	Is card sent with books and how often?	Interval between reception of book, and card	Cataloguing code used	Are class marks and subject headings given?	Technical method used for re-producing cards
2 cents per BNB card. Own cards free	Card sent with book		ALA	Only DDC class marks	Typewriter, Duplicator
Free or by exchange	—	—	—	—	—
Full annual set only, in series, 6 or 7 groschen per card; international exchanges arranged	Separate (fortnightly)	4 or 5 weeks	PI, with modifications	No	Typesetting. Letterpress
Full sets supplied free	Separate (monthly)	—	—	UDC class marks and logograms for reader category	Typesetting. Letterpress
—	—	—	—	—	—
Full set, 1,000 FB	Separate (quarterly)	—	—	UDC class marks	Typesetting. Letterpress
Full set, 1,500 FB	Separate	—	—	UDC class marks. Library's own number	Typesetting. Letterpress

Name of institution	Circulation and reception of cards	Type and number of libraries receiving card	Use made of cards received	Types of publications covered	Number of titles on cards circulated annually
<i>Belgium (continued)</i>					
Société Belge d'Orthopédie, Brussels	Distributes annotated cards	Members	For information	Articles	500
<i>Canada</i>					
Central Library Services, Department of Education, Fredericton, New Brunswick	Distributes cards	Public provincial libraries	Insertion in catalogues	Current Canadian books	5,000
Public Library Services, St. John's, Newfoundland	Distributes cards	54 public provincial libraries	Insertion in catalogues	All	5,000
Provincial Library, Winnipeg, Manitoba	Distributes cards	12 public provincial libraries	Insertion in catalogues	Books	1,875
Provincial Library, Saskatchewan, Regina	Distributes cards	12 public provincial libraries	Insertion in catalogues	Books in English for last 5 years	—
Provincial Library, Halifax, Nova Scotia	Distributes cards	6 public provincial libraries	Insertion in catalogues	Books	16,500
La Centrale de Catalogage, Fédération des Collèges Classiques, Montreal	Distributes cards	300 school libraries	Insertion in catalogues	Recent Canadian and foreign books	—
<i>Czechoslovakia</i>					
Státní Knihovna ČSSR, Národní Knihovna, Prague	Distributes cards	244 scientific, 267 public	Insertion in catalogues	Books	4,200

Subscription conditions	Is card sent with books and how often?	Interval between reception of book, and card	Cataloguing code used	Are class marks and subject headings given?	Technical method used for reproducing cards
Annex to the society's journal <i>Acta orthopedica belgica</i>	Separate (monthly)	—	—	No	Typesetting. Letterpress
Full set free	Together with books		ALA	UDC class marks, subject headings (Sears)	Typesetting. Photo-offset printing
Full set free	With book, 3 times monthly	1 or 2 weeks	ALA	DDC class marks	Typewriter. Duplicator
Full set free	With book		—	—	—
Full set free	Separate, weekly	—	ALA	DDC class marks, subject headings (Sears)	Typewriter. Multilith
Full set free	With book	—	ALA	DDC class marks	Typewriter. Addressograph-Multigraph
Separate titles; 10 cents per card	Separate, yearly	—	Own rules	DDC class marks and LC class marks and subject headings	Varietyper. Multilith. Offset
Full set, 150 crowns	Separate, weekly	1 to 3 weeks; 3 or 4 months	<i>Pravidla jmeného katalogu</i> , Prague, 1959	UDC class marks, subject headings	Typesetting. Letterpress. Typewriter. Photo-offset

Name of institution	Circulation and reception of cards	Type and number of libraries receiving card	Use made of cards received	Types of publications covered	Number of titles on cards circulated annually
<i>Czechoslovakia (continued)</i>					
Matica Slovenská, Nositelka Radu Republiky, Martin-Mudrunova 35	Distributes cards	23 various	Insertion in catalogues	Slovak literature	11,000
<i>Denmark</i>					
Det Kongelige Bibliotek, Copenhagen	Distributes and receives	University libraries	Reference and bibliography, union catalogue	Foreign books, since 1950	20,000
Bibliotekscentralen, Copenhagen	Distributes cards	1,200 public libraries	Insertion in catalogues	Current Danish	3,200
<i>France</i>					
Service d'Information Bibliographique, Direction des Bibliothèques et de la Lecture Publique, Paris	Distributes cards	46 university and special	Insertion in catalogues	Current foreign	800
Service de Multigraphie de la Direction des Bibliothèques et de la Lecture Publique, Paris	Distributes cards	University and scientific	Insertion in catalogues	Theses from Belgium, Denmark, Finland, Netherlands, Norway, Sweden, Switzerland	1,203
University Libraries of France	Each library exchanges for insertion in catalogues	French theses with cards		Theses defended in French universities	—
<i>Federal Republic of Germany</i>					
Deutsche Bibliothek, Frankfurt am Main	Nil	Self only	Insertion in catalogues	Current German and foreign books in German	35,000

Subscription conditions	Is card sent with books and how often?	Interval between reception of book, and card	Cataloguing code used	Are class marks and subject headings given?	Technical method used for re-producing cards
Full set free	Separate, monthly	1 to 3 months	Alphabetical cataloguing rules, Košice, 1962	DDC class marks, Tronovskij class marks (sections 1 and 3), subject headings	Typewriter. Rotaprint. Xerography
Full set and series free	Separate, weekly	—	Own rules, similar to AAC	No	Typewriter. Photo-offset
Full set: 800 bound, 90 crowns; 2,400 unbound, 395 crowns	Separate, weekly	3 weeks	Katalogiseringsregler, Copenhagen, 1958	DDC class marks, subject headings	Typewriter. Photo-offset
Full set free	Separate, monthly	—	NF	UDC class marks, subject headings	Typewriter. Photo-offset
Full set, 1 centime per card	Separate, yearly	—	Paris University Library rules	No. Proposed subject headings supplied with cards	Typesetting. Offset printing
Free, by exchange	With theses, every 2 months	—	NF	—	—
—	—	—	PI	DB subject class marks	Typesetting. Letterpress

Appendix IV

Name of institution	Circulation and reception of cards	Type and number of libraries receiving card	Use made of cards received	Types of publications covered	Number of titles on cards circulated annually
<i>Eastern Germany</i>					
Deutsche Bücherei, Leipzig	<i>Leipziger Titeldrucke</i> (series A and B)	184, all categories; 126 subscribers	Insertion in catalogues	German, foreign concerning Germany	Series A, 29,471; Series B, 19,284
Deutsche Staatsbibliothek, Berlin	Distributes <i>Berliner Titeldrucke</i>	Special libraries in Berlin	Insertion in catalogues	Foreign for last 3 years	19,000
Technische Universitätsbibliothek, Dresden	Receives <i>Leipziger Titeldrucke</i> and <i>Berliner Titeldrucke</i>	—	Insertion in catalogues	—	—
Universitäts- und Landesbibliothek Sachsen-Anhalt, Halle, Saale	Receives <i>Leipziger Titeldrucke</i>	—	Insertion in catalogues	—	—
Brandenburgische Landes- und Hochschulbibliothek, Potsdam	Receives <i>Leipziger Titeldrucke</i>	—	Insertion in catalogues	—	—
<i>Hungary</i>					
Állami Gorkij Könyvtár, Budapest	Receives from U.S.S.R.	—	Reference and bibliography and as book-card	Current Soviet	—
<i>India</i>					
National Library, Government of India, Calcutta	Nil	Library itself only	Insertion in catalogues	—	—

Subscription conditions	Is card sent with books and how often?	Interval between reception of book, and card	Cataloguing code used	Are class marks and subject headings given?	Technical method used for reproducing cards
Full set, series, and separate, 2 or 3 pfennig per card	Separate, weekly	4 weeks	PI	DNB class marks	Typesetting. Letterpress
Full set, 17 marks; series, and separate, 3 pfennig per card	Separate, fortnightly	2 to 4 weeks	PI	Library's own classification	Typesetting. Letterpress
—	—	Some time after book	—	—	—
—	—	4 to 10 weeks	—	—	—
—	—	Some time after book	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

*Appendix IV*

Name of institution	Circulation and reception of cards	Type and number of libraries receiving card	Use made of cards received	Types of publications covered	Number of titles on cards circulated annually
<i>Italy</i>					
Centro Nazionale per il Catalogo Unico delle Biblioteche Italiane, Rome (Biblioteca Nazionale Centrale di Firenze)	Distributes cards	100 public provincial libraries	Insertion in catalogues, and bibliography	Current Italian	20,000
<hr/>					
<i>Netherlands</i>					
Nederlandse Vereniging van Bibliothecarissen, The Hague	—	—	—	—	—
Koninklijke Bibliotheek, The Hague	—	—	—	—	—
Centrale Vereniging voor Openbare Bibliotheken, The Hague	Distributes cards	225 public libraries	Insertion in catalogues	Current Dutch, and foreign literature	2,400
<hr/>					
<i>New Zealand</i>					
University of Otago Library, Dunedin	Receives from New Zealand National Library Service	—	Insertion in catalogues	—	—
Wellington Public Library	Receives from New Zealand National Library Service	—	Insertion in catalogues	—	—
Central Library, Department of Scientific and Industrial Research, Wellington	Receives BNB, LC and NZ National Library Service cards	—	Reference and bibliography	—	—

Subscription conditions	Is card sent with books and how often?	Interval between reception of book, and card	Cataloguing code used	Are class marks and subject headings given?	Technical method used for reproducing cards
Full set and in series; 66,000 lire	Separate, monthly	4 months	Regole	UDC class marks, subject headings	Typesetting, Xerography
—	—	—	—	—	—
—	—	—	—	—	—
Separate titles, 6 cents per card	Separate, daily	6 weeks	<i>Regels voor de titelschrijving, 1960</i>	SISO class marks	Typewriter, Photo-offset
—	—	—	—	—	—
Full set, £3 1s.	Separate, monthly	Card received before book	—	—	—
Full set, £3 1s.	Separate, monthly	Card received before book	—	—	—
—	—	—	—	—	—

## V

*Sample catalogue cards*

*State Library of  
Tasmania  
Hobart (Australia)*

Card sample 3

YATES, Peter

786

An amateur at the keyboard. 1965



*Österreichische  
Nationalbibliothek  
Vienna I (Austria)*

Das große Buch der wilden Tiere. (Übertr. v. Friedrich Plutar.) Mit vielen Bildern v. Janusz Grabianski. (Lizenzausg.) -- Wien: Buchgemeinschaft Donauland [1965]. 236 S. gr. 8°  
Hlw. 54-

ÖB 1965/24, S. 9

