USER FRIENDLY SOFTWARE INTERFACE FOR GENERATION OF CATALOGUE CARD

(According to AACR2 Format)

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1 INTRODUCTION

The need of information is growing and libraries "The Store Houses of Information" play a major role in the collection, organisation and dissemination of information. Availability of precise and timely information is critical. Keeping this in mind libraries in India are also being computerized and automated to meet the growing needs.

The INFLIBNET Programme in the initial implementation proposes to computerize university libraries, to create databases of their holdings at a national level and link the libraries through suitable networking.

The user of the library can use the collection either for study reference or research. At a given point of time a user would never find all the documents on the shelf. In order to know about the complete collection of the library, the user has to depend upon a tool designed by the cataloguer(s) employed by the concerned library. A library catalogue is an indispensable tool, which enables a user to use the library effectively and efficiently.

The work of a cataloguer, the person who prepares a catalogue - involves intellectual efforts. He must have proper understanding of the needs of the users. He must possess a through grasp of the rules of the catalogue code followed by him. He examines each document so as to record it and also interprets it to meet the different approaches of the potential users of catalogue. Thus, the job of cataloguer is not as easy as it might appear to be to a beginner student of library and information science profession.

This paper discusses necessity of catalogue card and the software to be used at the participating libraries for the generation of catalogue cards in machine readable form.

2. CATALOGUE CARD AND ITS OBJECTIVES

The word CATALOGUE has been derived from a Greek Phrase 'Kata Logos'. The catalogue may be regarded as a `WORK IN WHICH CONTENTS ARE ARRANGED IN A REASONABLE WAY, ACCORDING TO A SET PLAN OR MERELY WORD BY WORD.'

Library catalogue should be an effective tool to serve the following two purposes :

1. To locate a particular document by author, collaborator (editor, translator, receiver, adapter, commentator etc.), subject, title or any other specification a user may look under.

2. To bring to notice of users all works written by a author, on a subject and all the editions etc. of a work.

The Card Catalogue is still the most widely used form of catalogue although many libraries are now supplementing it with catalogues produced by computer or other mechanical means. The following description shows the comparison of CARD CATALOGUE FORM with MACHINE READABLE CATALOGUE FORM.

2.1 DESCRIPTION

For Card Catalogue, each entry is recorded on a separate card of the size 12.5 cm x 7.5 cm. These cards are filed in the drawers of a catalogue cabinet.

For m/c readable form, record may be stored on magnetic disc or tape. The records can be read by means of a computer.

2.2 KEEPING IT UPTO DATE

For Card Catalogue, cards are to be arranged or updated in desired manner manually by the person concerned.
For m/c readable form, cards are arranged or updated automatically.

2.3 ACCESSIBILITY

For Card Catalogue, at a time one drawer can be

consulated by one person. While one person is using it, others have to wait. In case the drawers are not allowed to be taken out from cabinet, one person might monopolize a section of the cabinet to the disadvantage of others requiring its use at that time.

For m/c readable form, it has great deal of accessibility depending on the number of terminals, you provide.

2.4 PORTABILITY

For Card Catalogue, cards are put at one place and can not be accessed by a person sitting at Acquisition department or at Periodical department.

For m/c readable form, if number of terminals are provided anybody from anywhere can access the catalogue.

2.5 EASY TO HANDLE & CONSULT

For Card Catalogue, it is more difficult to consult because users find it irk-some to turn cards and also because only one entry can be consulted at a time. Cross references tend to drive a user from one tray to another, which may be far removed.

For m/c readable form, due to availability of user friendly software packages, it becomes easy to handle and consult.

2.6 PRODUCTION & MAINTENANCE

For Card Catalogue, in the initial phase, the production and maintenance costs are very low but printing of entries can be very expansive. A small catalogue is not costly to maintain but owing to its high rate of growth, the catalogue can be very bulky and at the same time too costly to maintain.

For m/c readable form, in the initial phase, it is very costly to produce and maintain the catalogue. The costs are coming down with the developments in computer technology.

2.7 COMPACTNESS

For Card Catalogue, it occupies a large space. Its rate of growth is enormous as compared with other forms of catalogue.

For m/c readable form, it is extremely compact and various types of formats can be provided.

2.8 SPEED OF SEARCH

For Card Catalogue, speed of search is less since it requires human intervation.

For m/c readable form, speed of search is extremely high since the system takes care of searching facility and display the required outputs.

3.USER FRIENDLY SOFTWARE

The cataloguing procedure is a very tedious job for technical staff of library. It was felt that a software, which can
generate the catalogue card according to AACR2 as per the requirement with the data put in ISO-2709 format, will be of great help to library staff. Consequently a program has been developed by using CDS/ISIS Pascal interface utilities at INFLIBNET Programme.

The main features of the program are as follows :

1. One can generate the Catalogue Cards without any background knowledge of library and information science.

2. One can generate the Catalogue Card for the required data record, formatted in ISO-2709, at any time from any place, provided that a terminal is available.

3. One can generate the Main Entry of the Catalogue Card as well as appropriate Added Entries according to AACR2 for the selected set of records.

4. One can select option to generate any of Added Entry individually or simultaneously with Main Entry. So individual generation of Author Added Entry, Subject Added Entry, Title Added Entry, Series Added Entry, Conference/Meeting Added Entry etc. are possible.

5. One can print the resulting output catalogue cards in special type of catalogue stationary since the resulting catalogue cards are having the original size of catalogue card. (ie. 5" x 3")

6. If the records, from the selected set of records for generating catalogue card, are deleted or not accessible then program takes care to skip these type of records.

7. One can repeat the choice of individual generation of Main Entry for more than one time for using Main Entry Catalogue Card as

Main entry, as shelf list or for filing under the class number.

The opening menu of the program provides following options to generate various type of entries of catalogue card according to AACR2 type.

1. MAIN ENTRY
2. AUTHOR ADDED ENTRY
3. SUBJECT ADDED ENTRY
4. SERIES ADDED ENTRY
5. TITLE ADDED ENTRY
6. MAIN AND ADDED ENTRIES [with double column output]
7. MAIN AND ADDED ENTRIES [with single column output]

The inputs for the program are starting record number, ending record number and output filename. By inputting of starting and ending record number, user can specify the set of records for generation of catalogue. By user defined filename, it is convenient to store the output in the harddisk and take the printing as per user's convenience.

User can have output with single column or double column. Since the size of resulting catalogue card is same as original catalogue card, if the special type of catalogue card stationary is available then user can get the printout of the output file on the stationary.

Minimum requirement of hardware is PC-286 m/c with 4 MB RAM. The program is compatible with CDS/ISIS package Pascal interface environment. The data capturing of data records in the database should follow CCF format standardized by INFLIBNET Programme. The master input file should follow ISO-2709 format.

4. CONCLUSION

The catalogue card plays an active role in locating the documents in a library. Earlier it was expected to generate the catalogue card manually by the cataloguer in the library by following certain set of standard rules (viz. AACR2 rules). This difficulty may be avoided by using this program COPSAT.PAS. The program has the capabilities of generating catalogue cards as per AACR2 standard format. An individual library can use this software to generate the computerized catalogue of their library materials. This software may be supplied on request by INFLIBNET Programme. Thus I conclude that the use of computerized catalogue cards is very much needed and the library and information professionals should make maximum use of this software for generating individual library catalogue.

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REFERENCE

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