## An Excellent Reference Tool for Quickly Answering Your Cataloging Questions!!

Developed by <u>Career-Long Cataloger</u> Larry Dershem . . .

### **CATALOGING MADE EASY:**

A Concise Edition of Library of Congress Classification and Subject Headings

Compiled by **Larry D. Dershem** 

## CATALOGING MADE EASY:

A Concise Edition of Library of Congress Classification and Subject Headings

Larry D. Dershem

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Today's cataloging librarians frequently find themselves wading through an endless clutter of books and paperwork. With the fast pace of society in the 21st century, small piles can rapidly become mountains of muddled, disorganized material, making it difficult for librarians to accomplish their tasks in an orderly and efficient manner.

To address this problem, esteemed cataloger Larry D. Dershem has compiled *Cataloging Made Easy*, providing a comprehensible classification scheme that can be used to classify any library's small-to-medium-sized book collections.

Cataloging Made Easy will greatly assist any cataloging librarian looking to quickly and proficiently organize his or her library's books, magazines, filing system, compact discs, DVDs, and any other materials. In order to provide additional aid, Dershem includes an abridged version of the full Library of Congress Classification System and Library of Congress Subject Headings list. This list can be expanded to fit even the most extensive collections, since the Library of Congress classification system was designed by subject specialists to topically arrange the vast collection of the nation's largest library.

Dershem also provides numerous worksheets and illustrations, making this useful and well structured work of great value for anyone looking to organize their collections.

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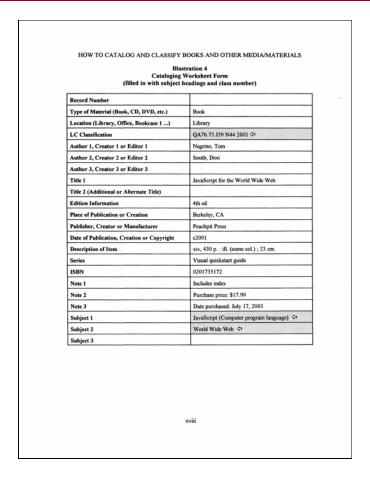
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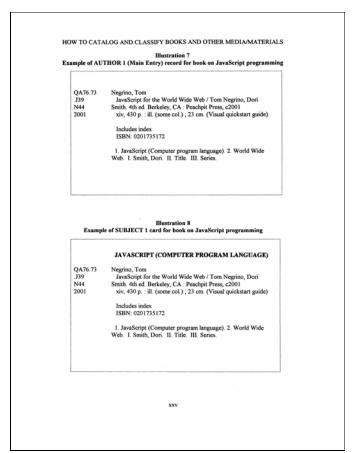
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PREFACExi		CLASSIFICATION SCHEDULES1		
		A	GENERAL WORKS	1
HOW TO CATALOG AND CLASSIFY BOOKS AND O		B-BJ	PHILOSOPHY, PSYCHOLOGY	
MEDIA/ MATERIALS	.xiii	BL-BQ	RELIGION (GENERAL). HINDUISM. JUDAISM.	
A. Introduction	viii	~	ISLAM. BUDDHISM	
A. Introduction	XIII	BR-BX	CHRISTIANITY, BIBLE	
B. Cataloging and Classification Overview	xiii	C	AUXILIARY SCIENCES OF HISTORY	
1. Cataloging		D-DR	HISTORY (GENERAL); HISTORY OF EUROPE	
a. Basic descriptive information		DS-DX	HISTORY OF ASIA, AFRICA, AUSTRALIA, NEW	
b. Additional descriptive information		20 27	ZEALAND	
c. Subject headings		E-F	HISTORY OF AMERICA	
2. Classification		G	GEOGRAPHY. MAPS. ANTHROPOLOGY.	
Z. Choolication	XI V	C	RECREATION	.85
C. How to Catalog and Classify Books & Other Materials	xiv	Н	SOCIAL SCIENCES1	
1. Step 1: Catalog the books		J	POLITICAL SCIENCE1	
2. Step 2: Classify the books		K	LAW - GENERAL1	
a. Assigning subject headings		KB	LAW - RELIGIOUS1	
b. Assigning classification numbers		KD	LAW - UNITED KINGDOM AND IRELAND1	
c. Assigning Cutter numbers		KDZ	LAW - AMERICAS : WEST INDIES1	
d. Assigning an edition date to the classif. nun		KE	LAW - CANADA1	
e. Location identifier (optional)		KF	LAW - UNITED STATES2	
f. Copy number (optional)	xxii	KG-KH	LAW - AMERICAS AND LATIN AMERICA4	
g. Working with tables	xxii	KJ-KKT	LAW - EUROPE6	505
(1) Subject tables	.xxiii		LAW - FRANCE6	
(2) Form tables			LAW - GERMANY6	
h. Affixing classification number labels to			LAW - EUROPE : GREECE - YUGOSLAVIA6	
books, CDs, DVDs, etc.	.xxiii		LAW - ASIA, AFRICA, PACIFIC, ANTARCTICA7	
(1) Dymo LabelWriter printers	.xxiii	KZ	LAW OF NATIONS8	
(2) Avery laser labels	.xxiii	L	EDUCATION8	333
(3) Profess. library labeling systems	.xxiii	M	MUSIC8	339
		N	FINE ARTS8	
D. Putting It All Together		P-PA	PHILOLOGY AND LINGUISTICS (GENERAL). GR	EEK
1. Purpose of cataloging and classification			AND LATIN, LANGUAGE AND LITERATURE8	
<ul> <li>a. Cataloging is merely the process of describing</li> </ul>		PB-PH	MODERN EUROPEAN LANGUAGES8	
an object for future reference		PJ-PK	ORIENTAL PHILOLOGY AND LITERATURE,	
b. Classification is merely the process of assign		INDO-	IRANIAN PHILOLOGY AND LITERATURE8	385
a topical classification num. to an object		PL-PM	LANGUAGES OF EASTERN ASIA, AFRICA, OCEA	ANIA
2. Sample catalog card set for book			HYPERBOREAN, INDIAN, AND ARTIFICIAL	
3. Sample computer database record for book			LANGUAGES8	389
4. Example of book with classif. label applied	.xxix	PN	LITERATURE (GENERAL)	
		PQ	FRENCH, ITALIAN, SPANISH, AND PORTUGU	
HOW TO USE CATALOGING MADE EASY	.xxxi		LITERATURE8	399
		PR-PS	ENGLISH AND AMERICAN LITERATURE9	905
A. Introduction	.xxxi	PT	GERMAN, DUTCH, AND SCANDINAVIAN	
P.O. 1101 (C.11			LITERATURE9	
B. Quick Start Guide		PZ	FICTION AND JUVENILE BELLES LETTRES9	
1. Step 1: Consult the Index		Q	SCIENCE9	
2. Step 2: Flip to the Main Classification Schedule Pa		R	MEDICINE9	
Referred to in the Index and Assign a Classificati		S	AGRICULTURE9	
Number to Your Book, CD, DVD, etc		T	TECHNOLOGY10	
a. Bolded classification numbers vs. classificati		U-V	MILITARY SCIENCE. NAVAL SCIENCE10	)53
number ranges		Z	BIBLIOGRAPHY AND LIBRARY SCIENCE	
b. Top-level topics	xXXII		INFORMATION RESOURCES (GENERAL)10	)83
3. Step 3: Assign Recommended LC Subject Heading				
Catalog Recordxxxii		TABLES.	11	107
a. Library of Congress Subject Headings				
b. Cataloging Made Easy Subject Headings		I C CIPI	FOT HEADINGS /INDEV	100
4. Step 4: Add a Cutter num. to your classif. numxxxiii		TC 20RJI	ECT HEADINGS/INDEX11	189
		LC CUTT	TER TABLE 16	515





#### CATALOGING AND CLASSIFICATION

Processing a book, DVD, CD, etc. into a library collection requires at least two basic steps:

- (1) First, you need to catalog the item you want to add to your collection. This description can be made on a  $3' \times 5'$  index card or into a database that you have set up on your computer.
- (2) Second, you need to classify or add a subject number to the new material, so as to assign it to a subject area on your bookshelves, in your filing cabinets, etc. This classification number also needs to be added to your catalog record, so that the record and the physical item on the shelf can easily be matched up.

One of the many helpful aspects of Larry Dershem's *Cataloging Made Easy* is that it provides the librarian with instructions on how to catalog and classify books and other media/materials.

The illustrations above are sample pages from *Cataloging Made Easy* that provide the user with an example of how to catalog and classify a title on computer programming with JavaScript. Librarians can use the forms shown in the illustration as guides on how to gather relevant information about titles and how to create a catalog card set.

Following this instructional section are <u>more than 1,600 pages</u> of Classification Schedules, tables, and an index and Library of Congress Subject Headings list, making Dershem's *Cataloging Made Easy* an essential reference source for any cataloger!

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Larry D. Dershem

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