AALL PUBLICATIONS SERIES

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CATALOGING MADE EASY

AALL PUBLICATIONS SERIES

No. 4   Pimsleur's Checklists of Basic American Legal Publications. Edited by Marcia Zubrow. 3 vols. Loose-leaf

No. 7   Institute for Law Librarians. 1963. The Law Library—A Living Trust. 1964. Paper

No. 8   Manual of Procedures for Private Law Libraries. Revised and Enlarged by Elizabeth Finley. 1966. Cloth

No. 11   Manual of KF, the Library of Congress Classification Schedule for Law of the United States. Patricia Luster Piper and Cecilia Hing-Ling Kwan. 1972. Cloth

No. 13   Basic Latin American Legal Materials 1970–1975. Edited by Juan F. Aguilar. 1977. Paper

No. 14   Sources of Compiled Legislative Histories: Bibliography of Government Documents, Periodical Articles and Books, 1st Congress–104th Congress. Compiled by Nancy P. Johnson. 1979 with 1999 supplement. Loose-leaf

No. 17   Legal Information for the 1980s: Meeting the Needs of the Legal Profession. AALL Proceedings 1981. Edited by Betty W. Taylor. 1982. Cloth

No. 18   Library of Congress Classification Class KF Law of the United States Cumulative Index. 1999 Edition. Compiled by Larry D. Dershem. 2000. Loose-leaf

No. 19   Law Librarianship: A Handbook. Edited by Heinz Peter Mueller and Patrick Kehoe, assisted by Lovisa Hurtado. 1983. 2 vols. Cloth

No. 20   Library of Congress Classification Class KF Law of the United States Cumulative Schedule. 1999 Edition. Compiled by Larry D. Dershem. 2000. Loose-leaf

No. 21   Manual of Procedures for Private Law Libraries: 1984 Supplement. Susan K. Dyer. 1984. Cloth

No. 22   Cataloging Legal Literature: A Manual on AACR2 and Library of Congress Subject Headings for Legal Materials, with Illustrations. 3d ed. Melody Busse Lembke & Rhonda K. Lawrence. 1997. Loose-leaf

No. 23   Copyright Handbook. James Heller and Sarah K. Wiant. 1984. Paper

No. 24   Library of Congress Classification Class K Law in General Comparative and Uniform Jurisprudence 1998 Edition Cumulative Schedule and Index. Compiled by Larry D. Dershem. 1999. Loose-leaf

No. 25   Library of Congress Classification Class KD Law of the United Kingdom and Ireland Cumulative Schedule and Index. 1998 Edition. Compiled by Larry D. Dershem. 1999. Loose-leaf

No. 26   Legal LC Subject Headings Weekly Lists. Melody Busse Lembke. 1986. Loose-leaf

No. 27   Library of Congress Classification Class KE Law of Canada 1999 Edition Cumulative Schedule and Index. Compiled by Larry D. Dershem. 1999. Loose-leaf

No. 28   Library of Congress Classification Class KDZ, KG-KH Law of the Americas, Latin America and the West Indies Cumulative Schedule and Index. 2000 Edition. Compiled by Larry D. Dershem. 2001. Loose-leaf

No. 29   Reflections on Law Librarianship: A Collection of Interviews. Prepared by Marjorie A. Garson, Sima Dabirashtiani, Rosalie L. Sherwin, Elmo F. Dattalo, Susan L. Perrine. 1988. Cloth

No. 30   Library of Congress Classification KJV-KJW Law of France 1999 Edition Cumulative Schedule and Index. Compiled by Larry D. Dershem. 2000. Loose-leaf

No. 32   AALL Annual Meetings: An Annotated Index of the Recordings. Frank G. Houdek and Susan D. Goldner. 1989. Loose-leaf

No. 33   Foreign Law: Current Sources of Codes and Basic Legislation in Jurisdictions of the World. Thomas H. Reynolds and Arturo A. Flores. Vol. I, 1989; vol. II, 1991; vol. III, 1993. 3 vols. in 6 books or CD-ROM.

No. 35   Library of Congress Classification Class KK-KKC Law of Germany Cumulative Schedule and Index. 2000 Edition. Compiled by Larry D. Dershem. 2001. Loose-leaf

No. 36   Werner's Manual for Prison Law Libraries. 2d ed. Arturo A. Flores. 1990. Cloth

No. 37   Library of Congress Classification Class KJ-KKZ Law of Europe Cumulative Schedule and Index. 2000 Edition. Compiled by Larry D. Dershem. 2001. Loose-leaf

No. 39   Law Library Staff Organization and Administration. Compiled by Martha J. Dragich and Peter C. Schanck. 1990. Cloth

No. 40   Library of Congress Classification Class Z Bibliography. Library Science. Information Resources Cumulative Schedule and Index. 2001 Edition. Compiled by Larry D. Dershem. 2002. Loose-leaf

No. 41   Directory of Foreign Law Collections in Selected Law Libraries. Edited by Ellen G. Schaffer and Thomas R. Bruce. 1991. Cloth

Note: Publications numbered 1, 2, 3, and 10 are out of print; Number 5 was superseded by Number 8; Numbers 6, 9, 16 and 38 were superseded by Number 55; Number 12 was superseded by Number 36; Numbers 31 and 34 were superseded by Number 48; and Number 15 was superseded by Number 61.

CATALOGING MADE EASY:

A Concise Edition of Library of Congress Classification and Subject Headings

LARRY D. DERSHEM

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Preface

The purpose of this work is to provide an efficient, and expandable, classification system for small libraries, offices, and homes. This book contains an abridged version of the full Library of Congress Classification System and Library of Congress Subject Headings list, and can be expanded to fit even the most extensive collections.

The author's main goal is to provide a comprehensible classification scheme which can be used to classify small and medium sized book collections found in libraries, homes, and offices. However, it can also be used to organize, and topically categorize, CD music collections, DVD disc collections, and any other type of material. For example, one might use this work to classify a tool collection found in the garage, recipes in the kitchen, or files stored in home filing cabinets, or at work. This classification scheme can even be used to organize your Web site or Internet portal. Other uses of this taxonomy will be looked at in the Introduction to this work below. Happy classification.

Larry D. Dershem

[Reserved]

HOW TO CATALOG AND CLASSIFY BOOKS AND OTHER MEDIA / MATERIALS

A. Introduction

This section will show you how to apply classification numbers to your book, magazine, CD or DVD collections, or to anything else you wish to classify.

The Library of Congress classification system was designed by subject specialists at the Library of Congress to help our Nation's largest library topically arrange its vast collection of books, documents, and other material. Since the system is very complete in its outline of all human knowledge, it is also used by libraries throughout the world to arrange their collections by subject. In fact, the comprehensive topical coverage of the LC system makes it well suited for even the smallest of libraries and special collections, including home and office libraries.

There are 39 main subject categories in the LC classification system, and each one of these areas are broken down into many sub-topics. The system was designed to be expandable to accommodate new topics, and all schedules are updated on a regular basis by the Library of Congress staff.

B. Cataloging and Classification Overview

Processing a book, DVD, CD, etc. into a library collection requires at least two basic steps: **(1)** First, you need to **catalog** (i.e., describe) the item you want to add to your collection. This description can be made on a card (such as a 3 x 5" index card), or into a database you have set up on your computer (e.g., a Microsoft Access database you may have created to keep track of items in your library). **(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 be easily matched up. Examples of how to do these two steps are found below.

1. Cataloging. As mentioned above, the cataloging process usually involves typing descriptive information onto an index card (catalog card), or into a computer database. For example, if you were cataloging a new book into your library, the information that would be included in any description would typically include the following:

a. Basic descriptive information: (1) author(s); (2) title; (3) edition; (4) place of publication; (5) publisher; (6) date of publication or copyright date; and (7) physical description of the book, including paging and the height of the book (as measured in centimeters).

b. Additional descriptive information: You might also want to include additional pieces of information that describe the book, such as (1) price paid for the book; (2) date purchased; (3) ISBN; (4) whether the book has illustrations or photographs; and (5) the presence of an index or bibliography.

c. Subject headings: You will definitely want to include a Library of Congress subject heading (or several such headings) in your catalog record to give users of your library subject access to the book, videotape, or other material being cataloged.

This process of cataloging a book, cassette tape, video, map, etc. is often referred to as descriptive cataloging. In the library world, this process is tightly controlled by a set of rules known as Anglo-American Cataloguing Rules, Second Edition (or AACR2), which is a cataloging rule manual that is jointly published by the American Library Association, Canadian Library Association, and the Library Association Publishing Limited of Great Britain.

2. Classification. A library classifies its books, and other types of media it purchases, to help users locate those items once they are placed in the library's collection. However, not only do classification numbers give books and media an "address," making them findable by library users–they also keep works on the same topic together on the shelf. Thus, classification provides a means for researchers to easily locate, in one place, all the books and other material that a library has on a particular topic. So, if a library is arranged under the Library of Congress Classification (LCC) system, all books on sailing will be in one area, all books on astronomy in another, and so on.

C. How to Catalog and Classify Books and Other Materials

The best way to demonstrate how to use this concise edition of the Library of Congress classification system, will be to give some examples of its application. Say you have just purchased a book on computer programming with JavaScript, which is a popular scripting language used by Web page designers to add functionality to Web sites beyond simple HTML coding. The actual book in our example is entitled *JavaScript for the World Wide Web* (4th ed.), by Tom Negrino and Dori Smith.

We will assume for the sake of example that you wish to catalog and classify this book so you can place it on the shelf with other books in your home/office library that relate to computer programming.

Step 1: Catalog the book. Use the form shown in **Illustration 1** below to gather relevant information about your JavaScript programming book. Note that you may photocopy this form and use it as a worksheet for cataloging material in your library. Or, you may use it as a template to design a database for your computer based catalog. **Illustration 2** shows the form, with the data filled in for the JavaScript programming book.

Illustration 1
Cataloging Worksheet Form
(blank)

Record Number	
Type of Material (Book, CD, DVD, etc.)	
Location (Library, Office, Bookcase 1 ...)	
LC Classification	
Author 1, Creator 1 or Editor 1	
Author 2, Creator 2 or Editor 2	
Author 3, Creator 3 or Editor 3	
Title 1	
Title 2 (Additional or Alternate Title)	
Edition Information	
Place of Publication or Creation	
Publisher, Creator or Manufacturer	
Date of Publication, Creation or Copyright	
Description of Item	
Series	
ISBN	
Note 1	
Note 2	
Note 3	
Subject 1	
Subject 2	
Subject 3	

Illustration 2
Cataloging Worksheet Form
(filled in with sample book info)

Record Number	
Type of Material (Book, CD, DVD, etc.)	Book
Location (Library, Office, Bookcase 1 ...)	Library
LC Classification	
Author 1, Creator 1 or Editor 1	Negrino, Tom
Author 2, Creator 2 or Editor 2	Smith, Dori
Author 3, Creator 3 or Editor 3	
Title 1	JavaScript for the World Wide Web
Title 2 (Additional or Alternate Title)	
Edition Information	4th ed.
Place of Publication or Creation	Berkeley, CA
Publisher, Creator or Manufacturer	Peachpit Press
Date of Publication, Creation or Copyright	c2001
Description of Item	xiv, 430 p. : ill. (some col.) ; 23 cm.
Series	Visual quickstart guide
ISBN	0201735172
Note 1	Includes index
Note 2	Purchase price: $17.99
Note 3	Date purchased: July 17, 2003
Subject 1	
Subject 2	
Subject 3	

Step 2 : Classify the book: After cataloging/describing the book being processed into your collection, consult the Index in the back of this concise edition to locate an appropriate LC subject heading and classification number. Note that while you may assign more than one subject heading to your book, you can assign only a single subject classification number to it, since the book can be shelved in just one place in your collection.

Since the book used in this example relates to JavaScript, start by consulting the LC Subject Headings / Index under that topic. You should see an entry that resembles **Illustration 3** below:

Illustration 3
Sample page from *Cataloging Made Easy* Subject Headings / Index

LC Subject Headings / Index	

JavaScript (Computer program language):
    LCC: QA76.73.J39
JavaSpaces technology (May Subd Geog):
    LCC: QA76.73.J38
    BT: Electronic data processing–Distributed
        processing
    RT: Java (Computer program language)
Javelin throwing (May Subd Geog)
    LCC: GV1094.6
...
	Jazz (May Subd Geog):
	    LCC: M1366 (Music)
	    LCC: ML3505.8-3509 (History and
	        criticism)
	Here are entered jazz instrumental works
	    for two or more performers. Songs
	    performed in jazz style by a vocalist or
	    vocal group, with or without
	    accompaniment, are entered under
	    Jazz vocals.

a. Assigning subject headings: Note that the index entry "JavaScript (Computer program language)" is also an official Library of Congress Subject Heading, that can be entered directly into your catalog worksheet in the row labeled **Subject 1** in **Illustration 4** below. In fact, all entries (other than cross-references) listed in the LC Subject Headings / Index section of the concise edition are official Library of Congress subject headings that can be assigned to your cataloging records.

b. Assigning classification numbers: You should also note in **Illustration 3** above that the classification number for the topic *JavaScript* is given as "QA76.73.J39," next to the index entry for that topic. The LCC abbreviation in front of the classification number stands for Library of Congress Classification. You could assign this classification number to your catalog record directly from here. However, to insure that you do not overlook an even more relevant classification number that might exist for your topic, it is always a good idea to flip to the main part of the schedule to browse the classification numbers listed before and after the number QA76.73.J39. When you look up that number in the main section you will see a page that looks similar to that shown in **Illustration 5** below.

Illustration 4
Cataloging Worksheet Form
(filled in with subject headings and class number)

Record Number	
Type of Material (Book, CD, DVD, etc.)	Book
Location (Library, Office, Bookcase 1 ...)	Library
LC Classification	QA76.73.J39 N44 2001 ⇔
Author 1, Creator 1 or Editor 1	Negrino, Tom
Author 2, Creator 2 or Editor 2	Smith, Dori
Author 3, Creator 3 or Editor 3	
Title 1	JavaScript for the World Wide Web
Title 2 (Additional or Alternate Title)	
Edition Information	4th ed.
Place of Publication or Creation	Berkeley, CA
Publisher, Creator or Manufacturer	Peachpit Press
Date of Publication, Creation or Copyright	c2001
Description of Item	xiv, 430 p. : ill. (some col.) ; 23 cm.
Series	Visual quickstart guide
ISBN	0201735172
Note 1	Includes index
Note 2	Purchase price: $17.99
Note 3	Date purchased: July 17, 2003
Subject 1	JavaScript (Computer program language) ⇔
Subject 2	World Wide Web ⇔
Subject 3	

Illustration 5
Page from main part of Cataloging Made Easy showing where topic on JavaScript programming language is placed in the schedule

QA	MATHEMATICS	QA
	◁1▷Mathematics	
	◁2▷Computer science. Electronic computers	
	◁3▷Programming languages	
	◁4▷General works	
	◁4▷Individual languages, A-Z	
QA76.73.B3	◁5▷BASIC	
QA76.73.C15	◁5▷C	
QA76.73.C153	◁5▷C++	
QA76.73.C154	◁5▷C#	
QA76.73.C25	◁5▷COBOL	
QA76.73.F25	◁5▷FORTRAN	
QA76.73.J38	◁5▷Java	
QA76.73.J39	**◁5▷JavaScript**	
QA76.73.P25	◁5▷PL/1	
QA76.73.P67	◁5▷PostScript	
QA76.73.Z2	◁5▷Z	
	◁3▷Computer software	
	For individual programs, see the type of program, e.g. QA76.76.T49 Text editors	
	For application programs, see the field, e.g. HF5548.4.L67 Lotus 1-2-3	
QA76.75	◁4▷Periodicals. Societies. Serials	
QA76.751	◁4▷Congresses	
QA76.752	◁4▷Dictionaries	

c. Assigning Cutter numbers: After you have selected a classification number for the JavaScript book in our example (QA76.73.J39), it is recommended that you also add what is called a "Cutter number" to it, to give our sample book a unique number which will set it apart from other books you may have in your library on the JavaScript programming language. Cutter numbers allow you to arrange books on the same topic, alphabetically by author, much like a book store arranges its books.

To create a Cutter number for our sample book, begin by writing down or typing the first letter of the author's last name, which is "N" (as in Tom Negrino). Next, consult the LC Cutter Table in **Illustration 6** below (which is also located at the back of this manual for convenient reference). In the Cutter Table, the chart directs you to insert the number "4" after the initial letter, if the author's last name begins with a consonant, and the second letter of the author's last name is an "e" (as is the case with our author Tom Negrino).

Illustration 6
LC Cutter Table
(also located at back of Cataloging Made Easy)

LC Cutter Table								
1. After initial vowel								
for the second letter:	b	d	l-m	n	p	r	s-t	u-y
use number:	2	3	4	5	6	7	8	9
2. After initial letter S								
for second letter:	a	ch	e	h-i	m-p	t	u	w-z
use number:	2	3	4	5	6	7	8	9
3. After initial letters Qu								
for third letter:	a	e	i	o	r	t	y	
use number:	3	4	5	6	7	8	9	
For initial letters Qa-Qt, use 2-29								
4. After other initial consonants								
for the second letter:	a	e	i	o	r	u	y	
use number:	3	4	5	6	7	8	9	
5. For expansion (when an additional number is preferred)								
for the third letter:	a-d	e-h	i-l	m-o	p-s	t-v	w-z	
use number:	3	4	5	6	7	8	9	

If you like, you can add a second number after the initial "4." Looking at the LC Cutter Table in **Illustration 6** above, note that item number "5." in that table directs you to add the number "4" again, when the third letter in an author's last name is "e," "f," "g" or "h," as is the case with the author in our example, "Tom Negrino." The completed Cutter number for our JavaScript book by Tom Negrino is thus "N44." By appending this Cutter number to the end of the class number for JavaScript, our new classification number for the book in our example now reads as follows: "QA76.73.J39 N44."

d. Assigning an edition date to the classification number: Because the JavaScript book in our example is the 4th edition of the work, you may also want to add an edition date to the

classification number, to differentiate it from earlier editions of the book you may have in your library. Since the 4th edition was published in 2001, you can append that date to the classification number you have constructed. Thus, our completed classification number for the JavaScript book we cataloged will look like the following: "QA76.73.J39 N44 2001."

e. Location identifier (optional): Sometimes you may want to add location identifier information to a classification number for a particular book or other item. For example, say that you intend to shelve the JavaScript book used in our example in your company's network administrator's office. In such a case, you might include a location identifier as part of the classification number, such as: "Network Admin. Office QA76.73.J39 N44 2001." If this label were printed in vertical orientation, as it would be for a book spine label, it might look like the following:

<div align="center">

Network
Admin.
Office
QA
76.73
.J39
N44
2001

</div>

f. Copy number (optional): In cases where you have more than one copy of a book, CD, DVD, videotape, etc., you can add a copy designation to the label you will be affixing on the media. It is not recommended that you add the copy number to the classification number that appears in the cataloging card or catalog database record however, since there should be only one record, regardless of the number of copies you own of that item. Therefore, if you own two copies of the JavaScript book used in our example, the classification number that you would add to the catalog worksheet would still be: "QA76.73.J39 N44 2001," and the classification labels you would type to affix to the two books themselves might look like the following:

Network	**Library**
Admin.	QA
Office	76.73
QA	.J39
76.73	N44
.J39	2001
N44	**c.2**
2001	

g. Working with tables. To save space, this concise edition will sometimes refer you to tables (located at the back of this manual) when constructing classification numbers for certain topics.. There are two basic types of tables: (1) subject tables and (2) form tables.

(1) Subject tables: Subject tables are used to supply a common list of topics that can be applied for multiple countries, states, cities, etc. For example, if you were to classify a book on contract law in Mexico, you would consult the LC Subject Heading / Index, and find that the law of Mexico has the classification range KGA1-5999. When you turn to that number range in the main schedule section, you will be referred to Subject Table KDZ-KH, where you will discover that contract law has the number 822. By adding 822 to the base number KGA1, and subtracting 1, you will derive the correct classification number for contract law in Mexico, which is KGA822.

(2) Form tables: Form tables provide a way to distinguish between different types of material formats for a given classification topic. Thus, if you were trying to classify your tax planning collection, you could use the form table to separate out the code books, treatises, outlines, and bibliographies on that topic into their own individual sub-groupings on the shelf. These tables are actually quite easy to apply. For example, if you classifying an outline on tax planning, the LC Subject Headings / Index refers you to the number KF6296. And when you then look at the number KF6296 in the main section of the schedule, you are referred to Form Table KF, where "outlines" are assigned the Cutter number ".Z9." The constructed classification number would then be KF6296.Z9. You could further sub-divide your collection of tax planning outlines by adding a Cutter number for the author of the outline (See Assigning Cutter Numbers above).

h. Affixing classification number labels to books, CDs, DVDs, etc.: Now that you have constructed a classification number and added that number to your catalog record for your JavaScript book, you need to add a classification label to the book itself. There are many ways to do this. I will name just a few of the more popular labeling methods here:

(1) Dymo LabelWriter printers: Use a Dymo LabelWriter to print classification numbers for books and other materials you have cataloged. There are various Dymo LabelWriter models, and you need to select one that fits your needs and budget. Dymo LabelWriter printers can be purchased at many of the office supply stores, such as Office Depot, OfficeMax, and Staples. They can also be ordered directly from the company at www.dymo.com.

(2) Avery laser labels: Another good way to label your material is to purchase laser labels, such as those from Avery and others. These laser labels run through your laser printer, and come out very nicely. Laser labels can be purchased from most office supply stores.

(3) Professional library labeling systems: The most common type of book and media labels used in libraries today are **Se-lin III** labels, available from Gaylord.com (Tel. 1-800-448-6160). The complete labeling system requires use of a typewriter or dot matrix printer, a laminator, heat plate, and label cutter, but the resulting labels are exquisite and are virtually indestructible.

D. Putting It All Together

Now that you have been trained as a cataloger and classifier, let's review what you have learned, and take a quick look to see what your finished products should look like.

1. Purpose of cataloging and classification: Two reasons: (1) To make all your things findable and (2) to place items that are similar in subject matter or physical characteristics together on the shelves, or together in a common storage area or container. Traditionally cataloging and classification has been used to organize book, CD, DVD, audio cassette, and videotape collections. But it can also be used to manage any collection of objects, such as tools, photos, stamps, coins, clothes, and paper files.

a. Cataloging is merely the process of describing an object for future reference. Typically this description is recorded on a catalog card (3 x 5" index card), or on a form in a computer database. These index cards or database records can then be searched, sorted, and browsed by you and others to locate all the objects that you have cataloged, and can also be used as a complete inventory record of all your library holdings or personal property.

b. Classification is merely the process of assigning a topical classification number to an object, such as a book, so that the object is given an "address" on the shelf to make it easy to find later, and so that objects relating to the same topic are grouped together on the shelves (or in filing cabinets, etc.) for ease of subject browsing by those who use your collection of objects.

2. Sample catalog card set for book: A catalog *card set* for the JavaScript programming book used as an example in this section might look like the following:

Illustration 7
Example of AUTHOR 1 (Main Entry) record for book on JavaScript programming

```
QA76.73      Negrino, Tom
.J39             JavaScript for the World Wide Web / Tom Negrino, Dori
N44          Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001             xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

                 Includes index
                 ISBN: 0201735172

                 1. JavaScript (Computer program language). 2. World Wide
             Web. I. Smith, Dori. II. Title. III. Series.
```

Illustration 8
Example of SUBJECT 1 card for book on JavaScript programming

JAVASCRIPT (COMPUTER PROGRAM LANGUAGE)

```
QA76.73      Negrino, Tom
.J39             JavaScript for the World Wide Web / Tom Negrino, Dori
N44          Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001             xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

                 Includes index
                 ISBN: 0201735172

                 1. JavaScript (Computer program language). 2. World Wide
             Web. I. Smith, Dori. II. Title. III. Series.
```

Illustration 9
Example of SUBJECT 2 card for book on JavaScript programming

WORLD WIDE WEB

QA76.73   Negrino, Tom
.J39   JavaScript for the World Wide Web / Tom Negrino, Dori
N44   Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001   xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

            Includes index
            ISBN: 0201735172

            1. JavaScript (Computer program language). 2. World Wide
           Web. I. Smith, Dori. II. Title. III. Series.
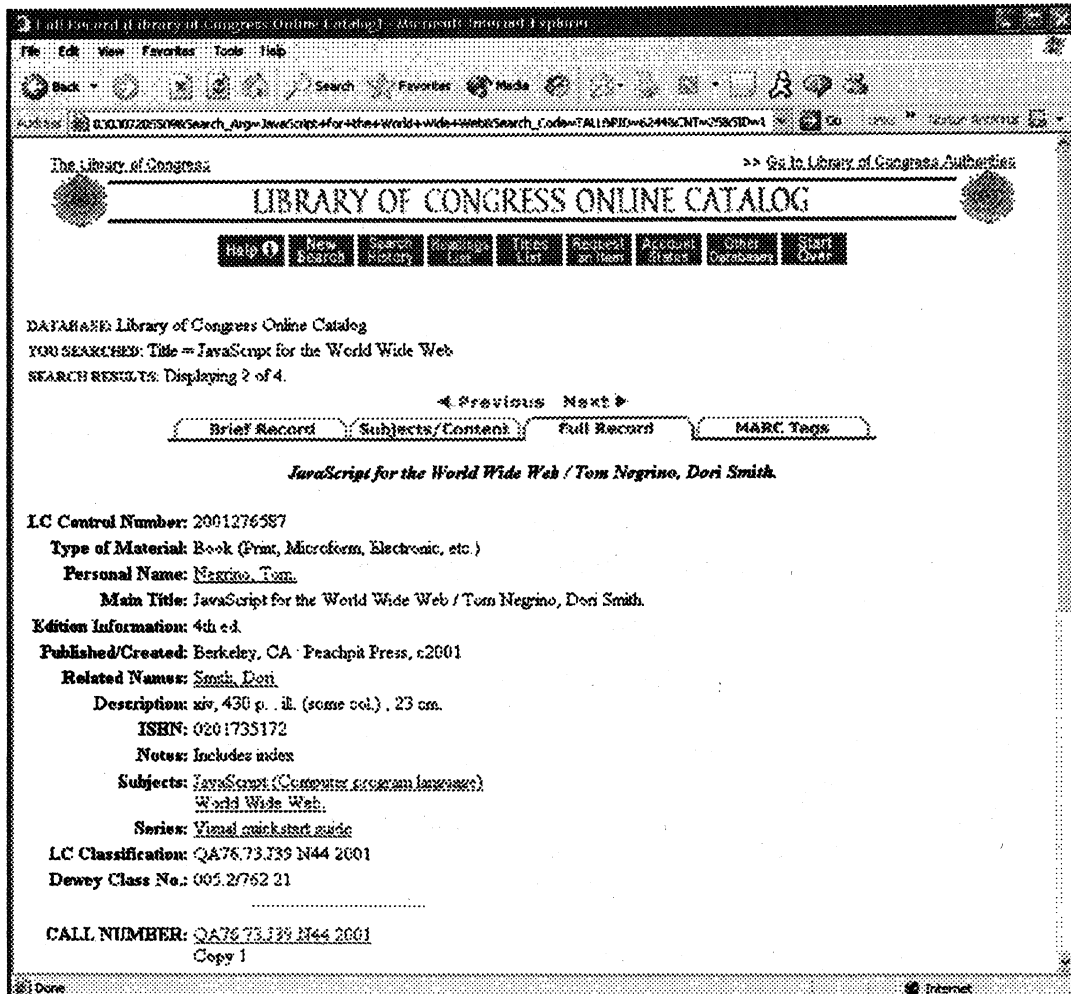
Illustration 10
Example of AUTHOR 2 card for book on JavaScript programming

Smith, Dori

QA76.73   Negrino, Tom
.J39   JavaScript for the World Wide Web / Tom Negrino, Dori
N44   Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001   xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

            Includes index
            ISBN: 0201735172

            1. JavaScript (Computer program language). 2. World Wide
           Web. I. Smith, Dori. II. Title. III. Series.

Illustration 11
Example of TITLE card for book on JavaScript programming

JavaScript for the World Wide Web

QA76.73	Negrino, Tom
.J39	JavaScript for the World Wide Web / Tom Negrino, Dori
N44	Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001	xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

     Includes index
     ISBN: 0201735172

     1. JavaScript (Computer program language). 2. World Wide
Web. I. Smith, Dori. II. Title. III. Series.

Illustration 12
Example of SERIES card for book on JavaScript programming

Visual quickstart guide

QA76.73	Negrino, Tom
.J39	JavaScript for the World Wide Web / Tom Negrino, Dori
N44	Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
2001	xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

     Includes index
     ISBN: 0201735172

     1. JavaScript (Computer program language). 2. World Wide
Web. I. Smith, Dori. II. Title. III. Series.

3. Sample computer database record for book: Rather than create a "card catalog" with 3 x 5" index cards, you may prefer to create a library database using such programs as Microsoft Access or FileMaker. A computer *database record* for the JavaScript programming book used as an example in this section might look like the following:

Illustration 13
Example of computer database record for book on JavaScript programming

4. Example of book with classification label applied. Illustration 14, below, shows the JavaScript programming book used as an example in this section with a classification label applied to the front cover. It is recommended that classification labels be applied to the book spines, if room permits. That way, the labels can easily be viewed without removing the books from the bookshelf.

Illustration 14
JavaScript programming book example, with classification label applied
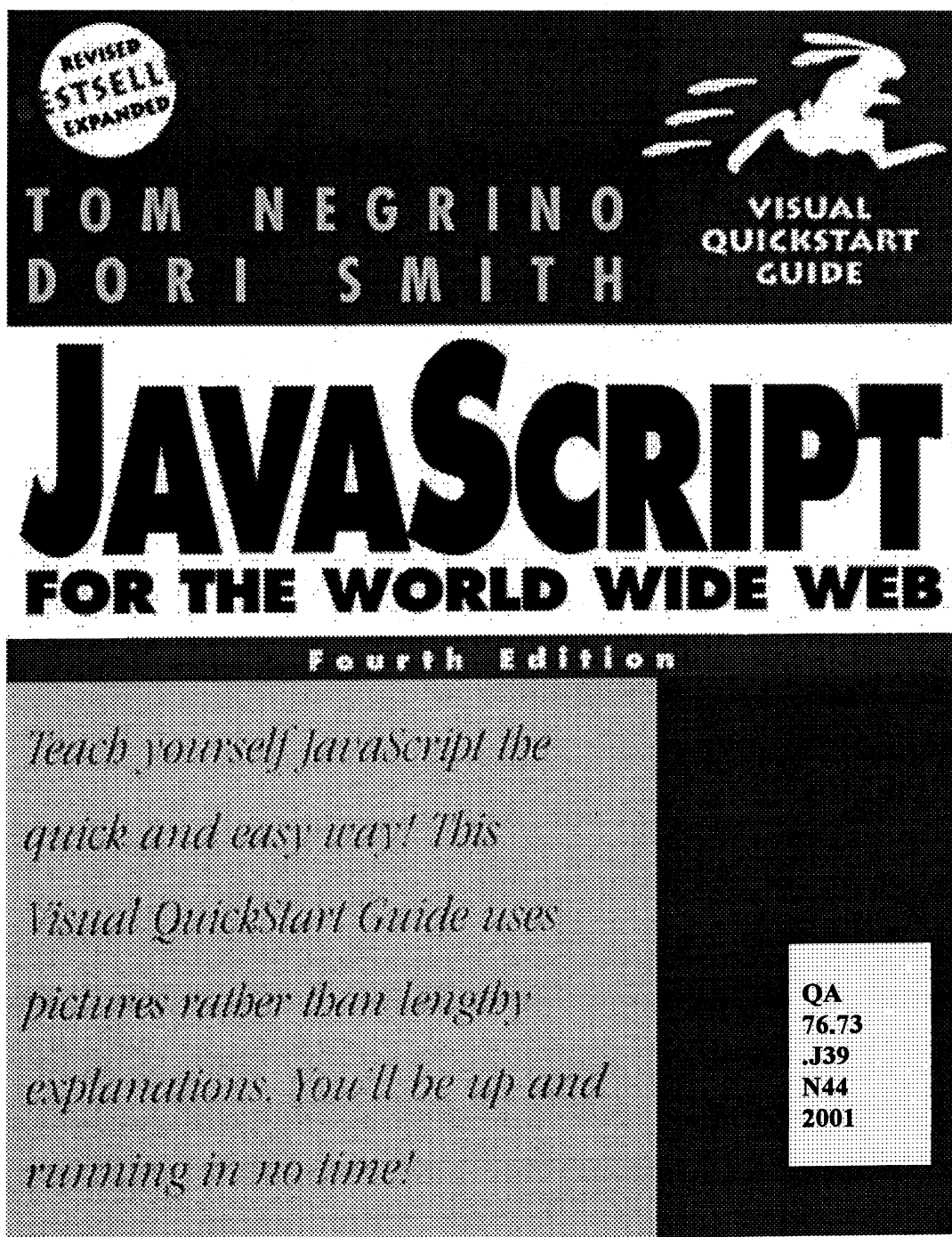
[Reserved]

HOW TO USE CATALOGING MADE EASY

A. Introduction. Now that you have a clear understanding of the cataloging and classification process, this section will briefly describe how to use this book.

B. Quick Start Guide

  1. Step 1: Consult the Index. The easiest way to classify a book, CD, DVD, or other object is to first look up the topic for that object in the index. For example, if you have an encyclopedia set to classify, turn to that topic in the index in the back of this book, which will look something like **Illustration 15** below:

Illustration 15
Sample section from Cataloging Made Easy

  2. Step 2: Flip to the Main Classification Schedule Page Referred to in the Index and Assign a Classification Number to Your Book, CD, DVD, etc. Next, turn to the classification schedule page referenced in the index entry. You will find a page that looks something like that shown in **Illustration 16**:

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