



# Essential Cataloguing: The Basics

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**List price** £59.95

Product Details

**Format:** Digital (delivered electronically)

**ISBN:** 9781856049771

**Published:** 31st Dec 2013

**Publisher:** Facet Publishing

**Dimensions:**

## Description

Mystified by main entry? Confused by corporate bodies? Can't tell a description from an access point? Then this is the book for you. Cataloguing is important, despite what some people may tell you. Because it is hardly taught nowadays, there is all the more likelihood that you will find yourself having to catalogue without having been taught anything about it. This book covers descriptive cataloguing, and is designed as a simple companion to the Anglo-American Cataloguing Rules (revised 2002 edition). Dealing primarily with printed books, but including many references to other formats, the author leads you step by step through the cataloguing process, covering: description; access points; multipart works; headings for persons; headings for corporate bodies; authority control and uniform titles.

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1. Background to cataloguing and AACR2 2. Structure of AACR2 and of the MARC 21 format 3. Description 4. Access points 5. Multipart works 6. Headings for persons 7. Headings for corporate bodies 8. Authority control 9. Uniform titles 10. Bibliography Appendix. Catalogue records in MARC 21 format for the examples in this book.

## Author

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