



Small Library Cataloging (Hardback)

By Herbert H. Hoffman

Scarecrow Press, United States, 2002. Hardback. Book Condition: New. 3rd Revised edition. 361 x 176 mm. Language: English . Brand New Book. Completely updated, with a new section on using the computer in the cataloging function, this new edition of a classic will be a welcome tool for the volunteer or paraprofessional in a small library. Covering the essentials in clear nontechnical language, Hoffman explains the how and why of arranging publications, the principles of cataloging (including description, main and added entries, analytics, the shelf list, cross references, and filing), and online records. Nearly 100 examples illustrate the cataloging practice. Why do you need a shelf list? What is an authority file? Easy to understand and practical, this gem illuminates the world of monographs, series, irregular serials, uniform titles, simple and complex subject headings, tracings, and location codes. Even the world of the small library is startlingly complex-Hoffman s guide will simplify it. Reviews of previous editions: Hoffman s guide to simplified cataloging practice will be a great help.this handbook lays out the options of collection organization clearly and in everyday language. -Booklist Because of its emphasis on fundamentals, rigorous reasoning, and its readable style, the book is also helpful...



READ ONLINE
[3.97 MB]

Reviews

It becomes an amazing pdf which i actually have at any time read through. This can be for all those who statte there had not been a worthy of reading through. You wont sense monotony at anytime of your own time (that's what catalogues are for relating to should you check with me).

-- **Claud Kris**

If you need to adding benefit, a must buy book. It is writter in easy words and phrases and not difficult to understand. Your daily life span is going to be transform when you complete reading this article publication.

-- **Ricky Leannon**