



THE LAW CATALOGER

Newsletter of the Cataloging
and Classification Committee
of the American Association
of Law Libraries

VOL. 1 NO. 1 AUGUST 1975

What it's all about

At the 1974 convention in St. Paul, the prospect of a newsletter was mentioned in passing at the meeting of the Cataloging and Classification Committee. Response was so enthusiastic that Cecilia Kwan and I, with the help of several others, finally decided that the Committee should begin to publish a newsletter devoted to the concerns of the law cataloger.

What are the concerns of the law cataloger? Not an easy question to answer. It's relatively easy to identify the main areas of concern: classification, descriptive cataloging, subject cataloging, and catalog department management including file management. Within these areas, however, there is a vast divergence of interests. Some of us manage the cataloging departments of large law libraries; others work in them. Some of us have three hours a week to spend on cataloging while running a one-man law office library; others catalog the law books of a general library. Many of us use LC in all of its facets: Anglo-American cataloging rules, K schedule, L.C. subject headings; others use some L.C. tools or none at all. For an increasing number of our members U.S. law is foreign law. What we all have is questions and the feeling that there isn't any place to turn for answers. We're hoping that this newsletter will be the place you can ask your questions and a place you can look to for information you should know about new developments in cataloging and classification.

I suspect that the word "clearinghouse" accurately describes what we hope to do. The newsletter will contain some articles of length dealing with theoretical aspects of its subject matter, but, on the whole, it will deal with the practical aspects of our profession. We'd like to give you information you need to know and might not have the source material to find out, tell you how a fellow cataloger "solved this problem good" and answer specific questions you have about your work. That's why you'll find so many columns in the newsletter. Do you

Published at the University of Minnesota Law Library, Minneapolis, MN 55455
Editor: Phyllis Marion, University of Minnesota Law Library
Contributing editors: Cecilia Kwan, University of California at Davis, Law Library
Peter Enyingi, Los Angeles County Law Library, Nancy Miller, Ohio State University
College of Law Library, Gayle Edelman, De Paul University Law Library, Jill Brophy,
De Paul University Law Library.

want to find out how L.C. does it? We'll try and find out. Do you want to know how your fellow librarians are doing it? We'll ask around. Do you have a sticky little administrative problem? Maybe one of your fellow librarians has solved that one. Better yet, maybe you've come up with "the" solution to a problem you've heard discussed time and time again, you can let us know.

The important thing to remember is that "we" are really you! We can only answer your questions, relay your information. Take a look at the services we hope to offer and become a participant in your newsletter.

pcm

CHICAGO ASSOCIATION HOLDS CATALOGING SEMINARS

During the last Association year, the Education Committee of the Chicago Association of Law Libraries sponsored a series of monthly seminars on various aspects of library science. Highlights of one of the seminars that proved to be of special interest to law catalogers follow.

Panelists at the seminar presented some innovative practices for cataloging and classification in law firm libraries. Don Crandall, librarian at Mayer, Brown and Platt, indicated that he includes in his catalog more than just the law firm's collection of books. He also catalogs articles of major law reviews the firm holds as analytical entries. And although he maintains a separate file and index for all "in house" legal memoranda, he uses the catalog to provide additional access to "classic" memoranda for key cases handled by the firm. The third class of "extraneous" materials Mr. Crandall includes in his catalog is recent Seventh Circuit opinions which have not yet been published, but are available at the nearby Cook County Law Library. Entries for these opinions are typed on colored cards which may easily be weeded from the catalog when the opinions are published in reporters. These practices have proved to be convenient time savers for the lawyer (and for the librarian as well, since many lawyers don't use the catalog, but consult the librarian instead).

Devra Altman, librarian at Lord, Bissel and Brooks, has adopted the Library of Congress classification scheme for her library. But instead of the usual cutter combination of one letter and several numbers, she uses three letters when cuttering for main entry instead, eg. Meyer, Charles cutters as McC instead of M48. She claims that this notation is easier for shelvers to use and consequently makes shelving more accurate and faster.

Ms. Altman claims that KF is working in her library for three reasons. First, it accommodates both new and experienced lawyers by arranging materials by topic and subtopic. Second, it is helpful to library staff members in the same way. And, third, KF classification numbers can be obtained from a number of sources, including LC catalog cards, the National Union Catalog, and other libraries using KF.

Kathy Price, currently practising law with Ross, Hardies, O'Keefe, and Babcock and soon to be Law Librarian at Duke University, discussed an original scheme that her library is using for classification and shelving purposes. Treatises in the collection are classified into one of twelve subject areas, their spines marked with colored tape (a different color for each subject area) an abbreviation for the subject area (eg., BS for Business) and a cutter composed of three letters for the author's last name. The color coding makes shelving

quicker and easier, and each work still retains a unique call "number". Ms. Price also suggested that the firm library's catalog should reflect more than its own necessarily limited collection with which its member attorneys are already familiar. Entries should be made for materials available from other nearby libraries, eg., bar associations, law schools, county law libraries.

Probably the most practical (and most emphasized) piece of practical advice given to firm librarians involved in cataloging and classifying their libraries was that they should adapt their cataloging and classification to meet the particular needs of their particular clientele. Soliciting suggestions from the users before beginning the project can save much time, effort, and frustration for everyone involved.

Jill Brophy
De Paul University Law Library

QUESTIONS AND ANSWERS

Here are a few questions that have come to the editor's attention during the past year. I hope they serve to call to mind questions you've been wanting to ask someone about cataloging or classification. All of these deal with Library of Congress practice, but the newsletter's resource people are willing to tackle questions about other ways of doing things as well. If they don't know the answer--they'll find someone who does. Cecilia Kwan, University of California at Davis, Law Library will handle the questions on classification, Peter Enyingi, Los Angeles County Law Library, those on subject headings and Nancy Miller, Ohio State University College of Law Library those on descriptive cataloging. The last sheet of the newsletter contains some query blanks for your use; if your question doesn't fit the blank--send a letter! If your question is general or administrative, send it directly to the editor at the address given in the masthead.

Descriptive cataloging

Question: It seems to me that the new Chapter 6 of the Anglo-American cataloging rules does not adequately describe how one counts "plates" for inclusion in the pagination statement (Rule 14B1d). Can you explain how it's done?

Answer: This is the explanation as given in the Library of Congress information bulletin, v. 34, no. 23 (June 6, 1975):

Leaves of plates, because they do not form part of the numeration of pages or leaves of text of a publication, were not in the past regarded as an element of pagination or foliation. Instead they were mentioned only as plates in the illustration statement.

Since this practice did not result in an adequate indication of the physical extent of the work, the ISB(M) has attempted to correct this deficiency by including the number of leaves of plates as part of the pagination or foliation statement. The particular illustration on the plates (e.g. map) or just the abbreviation

"ill." is still being used in addition as part of the illustration statement. A sheet of paper on which a plate or plates have been printed is a leaf of plates. The phrase does not refer to the recto only or the verso only or to the illustrations contained on the sheet of paper. Therefore, the count should be made of the number of these sheets of paper. (Italics are editors.)

Subject headings (answers provided by L.C.)

Question: We observed that "Administrative law" and "Delegated legislation" have alternatively or both been used for texts of administrative codes on LC cards. Please clarify.

Answer: Although "Administrative law" or "Delegated legislation" or both have been used for the texts of administrative codes in the past, we are now using one subject, "Delegated legislation". There are see references from "Administrative regulations" and "Administrative rules" to "Delegated legislation".

Question: Is the subject heading "Equity--Great Britain--Cases" no longer being used for court reports from the Court of Chancery in Great Britain? Is "Law reports, digests, etc.--Great Britain" better?

Answer: Law reports, digests, etc. is the subject used for Court of Chancery reports.

Question: Under what circumstances would the name of a legislative enactment be used as a subject heading?

Answer: The titles of a legislative enactment is used as a subject only for legislative histories.

Classification

Following are some communication between the Library of Congress and Cecilia Kwan. The answers represent LC policy at the time the questions were posed. Readers should be alerted to the fact that such policies are subject to change, and they should always supplement their knowledge with personal observation as gleaned from LC proofslips and other sources.

Contributions, observations, criticisms are always welcome.

Question: How should we classify law reports that are issued in the form of a periodical. Many so called "magazines" and "law reviews" contain court decisions, but at the same time they may carry some legal articles. Should these be classed as court reports or as periodicals in Subclass KD or KF?

Answer: If the work contains predominantly law reports, it should be classed as a law report, rather than a periodical.

Question: How should we handle British works with American annotations?

Answer: British treatises with American annotations are classed in KF. However, English sets of law reports, abridgements and digests with American annotations should be classed in KD.

"DASHED ON --"

by Jill Brophy and Gayle Edelman

Greetings, fellow catalogers (or do you prefer cataloguers?) and classifiers! We hope to be putting out "Dashed on --" as a regular column, featuring anything and everything of interest that is currently happening in the cataloging world. We see it as an "In the news" sort of column, briefly describing new projects going on across the country, meetings or programs of continuing education for catalogers, new publications of interest, who to write for what, new names in the field, what's happening at L.C. (what IS happening at L.C. lately?!), etc., etc.

Yes, there is a world out there beyond your cutter number and we, along with the rest of the newsletter staff, are going to try to dash it off to you. However, to do this, we need HELP!! While we will have some regular reporters in the various regions, we really do need the eyes and ears of ALL of YOU to keep us quickly informed of what is happening, particularly on the local level, and to give us some feedback as to what kinds of things YOU want to see in this column.

If you have ANY tidbits at all for us, please drop us a card, call, or send the St. Bernard:

c/o De Paul University Law Library
25 East Jackson Blvd.
Chicago, Illinois 60604
(312) 321-7710

And now, for a little news, brought to you direct from the 1975 AALL convention:

The eighth edition of the L.C. List of Subject Headings will appear in late August or early September, 1975. It will include all additions and changes through 1973. It will appear in two volumes and will cost \$35. A fiche copy (24X) is available for \$10 if ordered with the hard copy. An 80 page introduction in Volume I will explain how the list should be applied.

The ninth edition should appear in 1978 and will contain major changes.

LC will add "Law and legislation" as a subdivision under certain subject headings (such as "Discrimination in ...," "Divorce," etc.) where legal aspects have not been separated from general works before.

All new subject headings from LC are going on tape for the production of subject heading lists. The consequent ease of production of printed lists will make supplementation more current.

Annual supplements to the LC List of Subject Headings will be cumulative; quarterly supplements will cumulate throughout the year.

Cataloging data gets on MARC tape much faster now than it used to since it goes to MARC tape production and card printing at the same time. It used to go to MARC after it went to printing.

By 1980 all current cataloging will be available on MARC tape.

Beginning January 1, 1976, cataloging for all titles appearing in the Monthly Catalog will be input into OCLC.

The K schedule will be submitted to the editorial board this fall. Publication should be six months later--early 1976.

KE (Canada) was to be finished by June 30, and KE classification numbers should begin appearing on LC cards later this year. Publication of KE is slated for early 1976.

KKC (Germany) should also appear soon, followed by KG-KH (Latin America) in 1977. Work on KJJ (France) is just beginning.

JX will be revised soon. Certain numbers will be cancelled and moved to K. These changes will appear in Additions and Changes.

Meetings:

The Joint Committee for Revision of Anglo-American Cataloging Rules met in Chicago, January 23-24, 1975. The program of work it outlined provides for the complete revision of the Code by the end of 1976. Revision of Rules 20-26 (Legal Materials) is currently being considered.

University of Illinois will host an institute on Major Classification Systems: The Dewey Centennial, November 9-12, 1975, at Allerton House, Allerton Park, Monticello, Illinois. For more information write:

Institute Supervisor - OK-469
University of Illinois
116 Illini Hall
Champaign, Illinois 61820
or telephone (217) 333-2884

Publications:

Functions and objects of author and title cataloging. Domanovsky, A. Budapest, Akademiai Kiadó. 174 p. \$10.00.
Serials currently received (at Cornell University Libraries). Crosby, Elizabeth A., ed. Main volume: \$25.00. 1974 Supplement: \$5.00.
Copies may be obtained from: Budget and Accounting Office, Cornell University Libraries, 234 John M. Olin Library, Ithaca, N.Y. 14853.

A few people have suggested compiling a location list of all the law catalogers so that we could improve communication between us. This might be a logical step for the AALL Directories Committee to take but what do YOU think about US doing something like this? Catalogers Unite! Please start these cards and letters coming!

Further dashes from pcm:

Does it seem like your backlog of LC card orders is piling up, up, up? The following item appeared in the Library of Congress information bulletin, v. 34, no. 23, p. 229:

CATALOG DISTRIBUTION MACHINES CAUSE ORDER DELAYS

Mechanical problems since January with the computer-driven machines in the Catalog Distribution Service Division which sort order forms and catalog cards and print mailing labels and invoices before shipment, have resulted in a large backlog of unprocessed orders.

Additional equipment will be installed in June and will, when operational, permit the Division to begin reducing the backlog but it is likely to be late summer before the arrearage can be reduced significantly. In the meantime, any delay and inconvenience caused subscribers to the card service is deeply regretted.

Peter Fnyingi
AALL Cataloging & Classification
Committee
Los Angeles County Law Library
301 West First Street
Los Angeles, California 90012

Date _____

From _____
(Librarian)

(Library)

(Address)

1. Subject heading questioned _____
2. Listed in LC Subject Headings List _____ Supplement _____
3. (Not necessary to fill in if Xerox copy of LC card is supplied)
Used on LC card no. _____ NUC year _____ month _____
Main entry and title of LC card _____
4. Type of problem _____

5. Suggested change _____

6. Reason for change/ remarks _____

From Law Cataloger

Please remember, if these blanks don't fit your question, write the person concerned a letter, stating the question in the manner that best fits it!

Cecilia Kwan
AALL Cataloging & Classification Committee
Law Library, Univ. of California, Davis
Davis, California 95616

Date _____

From _____
(Library)

(Librarian)

1. Classification problem _____

2. (Not necessary to fill in if Xerox copy of catalog card is supplied)

Author/Title of book involved _____

Used on LC card no. _____ NUC Year _____ month _____

3. Suggested change _____

4. Reason for change/remarks _____

From Law Cataloger

Nancy E. Miller
Ohio State University
College of Law Library
1659 N. High St.
Columbus, Ohio 43210

Date _____

From _____
(Library)

(Librarian)

1. Descriptive cataloging problem _____

2. (Not necessary to fill in if Xerox copy of catalog card is supplied)

Author/Title of book involved _____

Used on LC card no. _____ NUC year _____ month _____

3. Suggested change _____

4. Reason for change/ remarks _____

From Law Cataloger