



Cataloguing for School Libraries: A Guide to Simplified Form

Margaret B. Scott, Doris P. Fennell

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Cataloguing for School Libraries: A Guide to Simplified Form presents the rules, based on the Anglo-American Cataloguing Rules, for the cataloging of library materials.

The book covers standard procedures and some proposed modifications in the cataloging of both print and non-print library materials. Subtle variations to standard procedures are made to ease the burden of catalogers and simplify the use of card catalogs. Details on cataloging from the preparation of the author entry; description of the work; adding of notes; tracing of catalog cards; and filing are thoroughly discussed. Practicing librarians and students of library science will find this text very useful.

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