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Small Library Cataloging

Herbert Hoffman

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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 complexHoffman'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 for library school students as well as for practicing librarians.' -Reference Research Book News '_will provide its intended reader, the nonprofessional or volunteer in charge of a small library, with solid, well-

organized information necessary to catalog a collection systematically.' LRTS