

An Excellent Reference Tool for Quickly Answering Your Cataloging Questions!!

Developed by Career-Long Cataloger Larry Dershem . . .

CATALOGING MADE EASY: A Concise Edition of Library of Congress Classification and Subject Headings

Compiled by
Larry D. Dershem

CATALOGING
MADE EASY:

A Concise Edition of
Library of Congress Classification
and Subject Headings

Larry D. Dershem

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Today's cataloging librarians frequently find themselves wading through an endless clutter of books and paperwork. With the fast pace of society in the 21st century, small piles can rapidly become mountains of muddled, disorganized material, making it difficult for librarians to accomplish their tasks in an orderly and efficient manner.

To address this problem, esteemed cataloger Larry D. Dershem has compiled *Cataloging Made Easy*, providing a comprehensible classification scheme that can be used to classify any library's small-to-medium-sized book collections.

Cataloging Made Easy will greatly assist any cataloging librarian looking to quickly and proficiently organize his or her library's books, magazines, filing system, compact discs, DVDs, and any other materials. In order to provide additional aid, Dershem includes an abridged version of the full Library of Congress Classification System and Library of Congress Subject Headings list. This list can be expanded to fit even the most extensive collections, since the Library of Congress classification system was designed by subject specialists to topically arrange the vast collection of the nation's largest library.

Dershem also provides numerous worksheets and illustrations, making this useful and well structured work of great value for anyone looking to organize their collections.

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CLASSIFICATION SCHEDULES 1

A GENERAL WORKS.....1
B-BJ PHILOSOPHY, PSYCHOLOGY7
BL-BQ RELIGION (GENERAL). HINDUISM. JUDAISM. ISLAM. BUDDHISM21
BR-BX CHRISTIANITY, BIBLE27
C AUXILIARY SCIENCES OF HISTORY37
D-DR HISTORY (GENERAL); HISTORY OF EUROPE...47
DS-DX HISTORY OF ASIA, AFRICA, AUSTRALIA, NEW ZEALAND.....69
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KL-KWX LAW - ASIA, AFRICA, PACIFIC, ANTARCTICA .751
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L EDUCATION833
M MUSIC839
N FINE ARTS.....849
P-PA PHILOLOGY AND LINGUISTICS (GENERAL). GREEK AND LATIN, LANGUAGE AND LITERATURE.....867
PB-PH MODERN EUROPEAN LANGUAGES875
PJ-PK ORIENTAL PHILOLOGY AND LITERATURE, IRANIAN PHILOLOGY AND LITERATURE885
INDO- PL-PM LANGUAGES OF EASTERN ASIA, AFRICA, OCEANIA. HYPERBOREAN, INDIAN, AND ARTIFICIAL LANGUAGES889
PN LITERATURE (GENERAL)891
PQ FRENCH, ITALIAN, SPANISH, AND PORTUGUESE LITERATURE.....899
PR-PS ENGLISH AND AMERICAN LITERATURE905
PT GERMAN, DUTCH, AND SCANDINAVIAN LITERATURE909
PZ FICTION AND JUVENILE BELLES LETTRES ...915
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LC CUTTER TABLE1615

Illustration 4
Cataloging Worksheet Form
(filled in with subject headings and class number)

Record Number	
Type of Material (Book, CD, DVD, etc.)	Book
Location (Library, Office, Bookcase 1 ...)	Library
L.C Classification	QA76.73.J39 N44 2001 ↻
Author 1, Creator 1 or Editor 1	Negrino, Tom
Author 2, Creator 2 or Editor 2	Smith, Dori
Author 3, Creator 3 or Editor 3	
Title 1	JavaScript for the World Wide Web
Title 2 (Additional or Alternate Title)	
Edition Information	4th ed.
Place of Publication or Creation	Berkeley, CA
Publisher, Creator or Manufacturer	Peachpit Press
Date of Publication, Creation or Copyright	c2001
Description of Item	xiv, 430 p. : ill. (some col.) ; 23 cm.
Series	Visual quickstart guide
ISBN	0201735172
Note 1	Includes index
Note 2	Purchase price: \$17.99
Note 3	Date purchased: July 17, 2003
Subject 1	JavaScript (Computer program language) ↻
Subject 2	World Wide Web ↻
Subject 3	

Illustration 7
Example of AUTHOR 1 (Main Entry) record for book on JavaScript programming

QA76.73 J39 N44 2001 Negrino, Tom
JavaScript for the World Wide Web / Tom Negrino, Dori Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

Includes index
ISBN: 0201735172

1. JavaScript (Computer program language). 2. World Wide Web. I. Smith, Dori. II. Title. III. Series.

Illustration 8

Example of SUBJECT 1 card for book on JavaScript programming

JAVASCRIPT (COMPUTER PROGRAM LANGUAGE)

QA76.73 J39 N44 2001 Negrino, Tom
JavaScript for the World Wide Web / Tom Negrino, Dori Smith. 4th ed. Berkeley, CA : Peachpit Press, c2001
xiv, 430 p. : ill. (some col.) ; 23 cm. (Visual quickstart guide)

Includes index
ISBN: 0201735172

1. JavaScript (Computer program language). 2. World Wide Web. I. Smith, Dori. II. Title. III. Series.

CATALOGING AND CLASSIFICATION

Processing a book, DVD, CD, etc. into a library collection requires at least two basic steps:

- (1) First, you need to catalog the item you want to add to your collection. This description can be made on a 3' x 5' index card or into a database that you have set up on your computer.
- (2) Second, you need to classify or add a subject number to the new material, so as to assign it to a subject area on your bookshelves, in your filing cabinets, etc. This classification number also needs to be added to your catalog record, so that the record and the physical item on the shelf can easily be matched up.

One of the many helpful aspects of Larry Dershem's *Cataloging Made Easy* is that it provides the librarian with instructions on how to catalog and classify books and other media/materials.

The illustrations above are sample pages from *Cataloging Made Easy* that provide the user with an example of how to catalog and classify a title on computer programming with JavaScript. Librarians can use the forms shown in the illustration as guides on how to gather relevant information about titles and how to create a catalog card set.

Following this instructional section are **more than 1,600 pages** of Classification Schedules, tables, and an index and Library of Congress Subject Headings list, making Dershem's *Cataloging Made Easy* an **essential reference source for any cataloger!**

**CATALOGING
MADE EASY:**

A Concise Edition of
Library of Congress Classification
and Subject Headings

Larry D. Dershem

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