Exercise 1  Filing

Authors

M pseud.
M.D. Anderson Company
M’Leod, Philip
Ma, Laurence
Maas, James
MacLean, Alistair
Macy, Gary
Maxwell-Miller, John
McLeod, Thomas
McWilliams, Lee

Titles

5 finger exercises
7 plays and how to produce them
1 000 000 dollars
Ma & Pa murders
Mabel
Mabel the whale
Macbeth
Machines on a farm
The Macmillan Treasury of herbs
Magic flute
Million dollar gamble
Millions of cats
Miss Marple
Mister Corbett’s ghost
Mr. Noon

**Exercise 2  Classification**

The numbers in brackets show the notations obtained when notations are added from the auxiliary tables.

1  005.26
2  027.8
3  031
4  155.4
5  173
6  200 (or 200.3 if you want to add the standard subdivision from Table 1)
7  221
8  299
9  330 (or 330.07 here the schedules indicate the use of two zeros if you add a standard subdivision)
10  364.2
11  385 (or 385.09)
12  391
13  423
14  428 (or 428.6)
15  439.3
16  539.7
17  574
18  599 (or 599.0968)
19  636.2
Exercise 3  Bibliographic description, main entry

To save space we have not drawn the card frames around the main entry cards.

1

NO SHA

SHAI-RAGOBOYA, U M
Mogopoledi / U.M. Shai-Ragoboya. – Pretoria :
ISBN 0 627 01556 5

91/7

Rules applied
To description: 1B1; 1F1; 4C1; 4D1; 4E1; 5B2; 8B1
Main entry heading: 24A; 34C2

2

ZU SEE

SEED, Jenny
Izwi lendlovu enkulu / [Jenny Seed] ;
ixoxwa ngu: N.S. Ntuli. – 1st ed. in Zulu.
– Parklands Scholastic, 1988. –
101 p. – ISBN 0 7959 15640

91/8

125
Although Jenny Seed’s name appears on the cover it does not appear on the title page. However, as she wrote the original story – this is a translation – she is responsible for the intellectual content and so is named in the first statement of responsibility.

WHERE are Grandpa’s glasses? [kit]. –
READ, c1994
1 big book col. : ill.
1 teacher’s guide : ill.
1 picture pack
1 thinking skills teacher’s guide : ill.
20 thinking skills activity books : ill.
6 little books : col. ill.
Picture pack contains 3 word and sentence cards, 4 posters of rooms, 4 picture cards of furniture. –
ISBN 1-874978-09-3 (big book)

BILLINGS, W D
ISBN 0 333 14633 6
Rules applied

To description: 1B1; 1F1; 2B; 4B2; 4C1; 4D1; 4E1; 5B2; 5C; 6B1; 7B14; 8B1

Main entry heading: 24A

5

598.2968 NEW

NEWMAN, Kenneth

Newman’s Birds of Southern Africa / technical advice on seabirds and waders by J.C. Sinclair.

91/11

Rules applied

To description: 1B2; 2F2; 4C1; 4D1; 4E1; 5B2; 5C; 7B7; 7B14; 8B1

Main entry heading: 25B1

6

439.3 DUP

DU PLESSIS, Hans

Taalfeite en -foute : hersieningsoefeninge vir Afrikaans / Hans du Plessis, Daan Wissing. –
Johannesburg : Macmillan, 1984. –
104 p. – ISBN 0 86954 169 2

91/12

Rules applied

To description: 1B1; 1E1; 1F1; 4C1; 4D1; 4E1; 5B2; 8B1

Main entry heading: 25C1; 34D1.
GELDENHUYS, J. D. U.
Financial dictionary: English – Afrikaans =
Finansiele woordenboek: Engels – Afrikaans /
J.D.U. Geldenhuys & E.E. Viljoen. –
Johannesburg: Macmillan, 1985. –
104 p. – ISBN 0 86954 261 3

91/13

Rules applied

To description: 1B7 (if you used the English title only); 1D (if you gave parallel titles as in main entry above); 1E1; 1F1; 4C1; 4D1; 4E1; 5B2; 8B1.

Main entry heading: 25C1

8

331.8 ALT

ALTHEA
What is a union? / by Althea; illustrated by
Chris Evans. – Cambridge: Produced by
Dinosaur Publications for Cambridge University
Press, 1981. – 1 v. : col. ill. –
ISBN 0 521 25052 8

91/14

Rules applied

To description: 1B1; 1F1; 1F2; 4B2; 4C1; 4D1; 4E1; 5B2; 5C; 8B2

Main entry heading: 27C; 32A

Rules applied

To description: 1B1; 1E1; 1F5; 2B; 4C1; 4D1; 4E2(b); 5B2; 7B10 (or you may have preferred to use 5E); 8B1.

Main entry heading: 23C and 25C2


Rules applied

To description: 1B1; 1F1; 4C1; 4D1; 4E1; 5B2; 7B14; 8B1

Main entry heading: 23C; 26B
METACODEX records as library material
[videorecording] / Department of Information Science and Department of Educational Technology. – Pretoria : Unisa, c1994. – 1 videocassette (27 min.) : sd., col. – VHS. – Summary: Deals with the different audiovisual media and their use in the library, as well as introducing telecommunications media.

VI/5

Rules applied

To description: 1B1; 1C1; 1F1; 4C1; 4D1; 4E2b; 5B1; 5C; 7B9; 7B13

Main entry heading: 23C

The following subject headings could be used:

AUDIOVISUAL MEDIA
TELECOMMUNICATIONS

OUR tree world [picture] / this chart was designed and produced by the Ecolink environmental education organization’s team of researchers and artists. – Cape Town : Shell Education Service, 1991. – 1 poster : col. – (Environmental education). – This prompt poster has a visual on one side and space for the teacher’s own notes on the reverse side; it folds open into a large wall poster for display. – Summary: Poster illustrates the tree as an ecosystem.
Rules applied
To description: 1B1; 1C1; 1F1; 4C1; 4D1; 4E1; 5B1; 5C; 6B1; 7B9; 7B13
Main entry heading: 23C4 (team of researchers and artists so enter under title).
The following subject headings could be used:
ECOSYSTEMS
TREES

---


Rules applied
To description: 1B1; 1C1; 1F4(omit statement of responsibility); 4C3; 4D3; 4E1; 5B1; 5C1; 7B9; 7B11; 7B14
Main entry heading: 23C
The name of each snake will be used as a subject heading, as well as the broader subject heading SNAKES.

Exercise 4 Copy cataloguing

14
Main entry card
J WEL

WELSH-SMITH, Susan
Tracing 1. Dogs
  2. Eskimos
     I. Munoz, Rie
     II. Title
     x. Smith, Susan Welsh-

Added entries

J WEL

DOGS
WELSH-SMITH, Susan
Andy: an Alaskan tale / Susan Welsh-Smith;
illustrated by Rie Munoz .... ...
(rest as for main entry)

J WEL

ESKIMOS
WELSH-SMITH, Susan
Andy: an Alaskan tale / Susan Welsh-Smith;
illustrated by Rie Munoz .... ...
(rest as for main entry)

J WEL

MUNOZ, Rie
WELSH-SMITH, Susan
Andy: an Alaskan tale / Susan Welsh-Smith;
illustrated by Rie Munoz .... ...
(rest as for main entry)

J WEL

ANDY
WELSH-SMITH, Susan
Andy: an Alaskan tale / Susan Welsh-Smith;
illustrated by Rie Munoz .... ...
(rest as for main entry)

Reference
Smith, Susan Welsh-
see
WELSH-SMITH, Susan
Rules applied

To description: 1B1; 1E1; 1F1; 4B2; 4C1; 4C2; 4D1; 4E1; 5B2; 5C; 8B2

Main entry heading: 27C; 34C2

Added entries: 29B5; 29B6(b)(i) or (ii)

Reference: 63A2

Main entry card

793.7 BOL

BOLT, Brian
Bibliography: p. 212-214. –
ISBN 0 521 33994 4

91/18

Tracing
1. Mathematical recreations (or a more common subject heading
2. Puzzles heading would be Mathematical games)
I. Title

Added entries

793.7 BOL

MATHEMATICAL RECREATIONS
BOLT, Brian
Even more mathematical activities / Brian Bolt ... ...
(rest as for main entry)

793.7 BOL

PUZZLES
BOLT, Brian
Even more mathematical activities / Brian Bolt ... ...
(rest as for main entry)
EVEN more mathematical activities
BOLT, Brian
Even more mathematical activities / Brian
Bolt ... ...
(rest as for main entry)

Rules applied
To description: 1B1; 1F1; 4B2; 4C1; 4C2; 4D1; 4E1; 5B2; 5C; 7B14; 8B1
Main entry heading: 24A
Added entry: 29B5
16

Main entry card

HARDYMENT, Christina
From mangle to microwave the mechanization of household work / Christina Hardyment.
– Bibliography: p. 203–209. –
ISBN 0 7456 0206 1
91/19

Tracing
1. Household appliances – Great Britain – History
I. Title

Added entries

HOUSEHOLD APPLIANCES – GREAT BRITAIN
– HISTORY
HARDYMENT, Christina
From mangle to microwave : the mechanization of household work / Christina Hardyment ... ...
(rest as for main entry card)
FROM mangle to microwave
HARDYMENT, Christina
From mangle to microwave: the mechanization of household work / Christina Hardyment .......
(rest as for main entry card)

Rules applied
To description: 1B1; 1E1; 1F1; 4C1; 4D1; 4E1; 5B2; 5C; 7B14; 8B1
Main entry heading: 24A
Added entry: 29B5
17

Main entry card

973.917 TRA

TRAYNOR, John
Roosevelt's America 1932-41 / John Traynor.
ill. – (History in depth). – Suitable for 11–16
age group. – ISBN 0 333 42317 8
91/20

Tracing
1. Roosevelt, Franklin D.
2. United States of America – Economic policy
I. Title
II. Series

Added entries

973.917 TRA

ROOSEVELT, Franklin D.
TRAYNOR, John
Roosevelt's America 1932–41 / John Traynor ....
(rest as for main entry)
UNITED STATES OF AMERICA – ECONOMIC POLICY
TRAYNOR, John
Roosevelt’s America 1932–41 / John Traynor .......
(rest as for main entry)

ROOSEVELT’S America 1932–41
TRAYNOR, John
Roosevelt’s America 1932–41 / John Traynor .......
(rest as for main entry)

HISTORY in depth
TRAYNOR, John
Roosevelt’s America 1932–41 / John Traynor .......
(rest as for main entry)

Rules applied
To description: 1B1; 1F1; 4B2; 4C1; 4D1; 4E1; 5B2; 5C; 6B1; 7B11; 8B1
Main entry heading: 24A
Added entries: 29B5; 29B7

Note that in this example the DDC notation in the call number was altered because Roosevelt is studied in the history syllabus. The number was changed to American history rather than use the number for the history of American economics.

18

Main entry card

CARTER, L R
Computers and their use : an introduction
/ L.R. Carter and E. Huzan. – Sevenoaks,
Kent : Hodder and Stoughton, 1988. –
168 p. : ill. – (Teach yourself books). –
ISBN 0 340 35652 9
Tracing

1. Electronic digital computers or

Computers

I. Title
II. Huzan, E.
III. Series

Added entries

004.16 CAR

ELECTRONIC DIGITAL COMPUTERS
CARTER, L R
Computers and their use : an introduction
/ L.R. Carter and E. Huzan ... ...
(rest as for main card)

004.16 CAR

COMPUTERS and their use
CARTER, L R
Computers and their use : an introduction
/ L.R. Carter and E. Huzan ... ...
(rest as for main card)

004.16 CAR

HUZAN, E
CARTER, L R
Computers and their use : an introduction
/ L.R. Carter and E. Huzan ... ...
(rest as for main card)

004.16 CAR

TEACH yourself books
CARTER, L R
Computers and their use : an introduction
/ L.R. Carter and E. Huzan ... ...
(rest as for main card)

Note that the DDC number used in the CIP data is from the 11th abridged edition. Use the number from the 12th edition.
Rules applied

To description: 1B1; 1E1; 1F1; 4C1; 4D1; 4E1; 5B2; 5C; 6B1; 8B1

Main entry heading: 25C1

Added entries: 29B5; 29B2(a)

Exercise 5  Original cataloguing

19

Main entry card

597.92 BOY

BOYCOTT, Richard C


91/22

Tracing

1. Tortoises
   x. Terrapins
   x. Turtles
1. Bourquin, Ortwin
2. Title
<table>
<thead>
<tr>
<th>Added entries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TORTOISES</strong></td>
</tr>
<tr>
<td>BOYCOTT, Richard C</td>
</tr>
<tr>
<td>The South African tortoise book: a guide to South African tortoises ... ...</td>
</tr>
<tr>
<td>(rest as for main entry card)</td>
</tr>
<tr>
<td><strong>BOURQUIN, Ortwin</strong></td>
</tr>
<tr>
<td>BOYCOTT, Richard C</td>
</tr>
<tr>
<td>The South African tortoise book: a guide to South African tortoises ... ...</td>
</tr>
<tr>
<td>(rest as for main entry card)</td>
</tr>
<tr>
<td><strong>BOURQUIN, Ortwin</strong></td>
</tr>
<tr>
<td>BOYCOTT, Richard C</td>
</tr>
<tr>
<td>The South African tortoise book: a guide to South African tortoises ... ...</td>
</tr>
<tr>
<td>(rest as for main entry card)</td>
</tr>
</tbody>
</table>
References

Terrapins

see

TORTOISES

Turtles

see

TORTOISES

Rules applied

To description: 1B1; 1E1; 1F1; 4C1; 4D1; 4E1; 5B2; 5C; 7B14; 8B1

Main entry heading: 25C1

Added entries: 29B2(a); 29B5
ALWIN-HILL, Raymond
TREASURE Island
ALWIN-HILL, Raymond
Treasure Island / by Robert Louis Stevenson ; adapted
by Raymond Alwin-Hill .......
(rest as for main entry card)

STEVENSON, Robert Louis. Treasure Island
ALWIN-HILL, Raymond
Treasure Island / by Robert Louis Stevenson ; adapted
by Raymond Alwin-Hill .......
(rest as for main entry card)

DRAMASCRIP TS
ALWIN-HILL, Raymond
Treasure Island / by Robert Louis Stevenson ; adapted
by Raymond Alwin-Hill .......
(rest as for main entry card)

91/23
91/24
Hill, Raymond Alwin-

see

ALWIN-HILL, Raymond

Rules applied

To description: 1B1; 1F1; 1F2; 4B2; 4C1; 4D1; 4E1; 5B2; 6B1; 8B1

Main entry heading: 27B1(a); 34C2

Added entries: 28B; 29B4; 29B5; 29B7

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