

Cataloging Practice in English Technical College Libraries

BY GEORGE R. STEPHENSON

IN GREAT BRITAIN, outside the universities, there is a great variety of higher education, provided mainly by local education authorities in technical, commercial, and art colleges. These colleges offer courses leading to a wide range of qualifications ranging from external university degrees and the highest technological awards to craftsmen's certificates. In the year 1962-63 there were about one hundred fifty-eight thousand full-time students and about one and one-half million part-time students at technical and commercial colleges. Nearly a million other students attended evening institutes. The great and continuing expansion of technical education springs from the White Paper of 1956¹ which resulted in a building program in 1956-1961 of nearly £100 million.

Colleges are organized in four broad groups:

1. Local colleges (350) provide mainly part-time courses leading directly to craftsman and technician qualifications such as Ordinary National Certificates (ONC);
2. Area colleges (165) provide also some advanced courses from two to four years' duration for students starting at the age of eighteen or nineteen and leading to Higher National Certificates (HNC) and Diplomas (HND);
3. Regional colleges (25) cover wider geographical areas than the local and area colleges and do a substantial amount of advanced work, including external degrees, chiefly in science and technologies;

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4. Colleges of advanced technology (10) concentrate entirely on advanced work, including postgraduate and research work. The recent report of the Robbins Committee² has recommended that these colleges of advanced technology (CAT) should be designated as independent technological universities, with power to award both first and higher degrees.

COURSES AT TECHNICAL COLLEGES

Courses are extremely diverse. The largest group of students attending colleges (over five hundred thirty thousand in 1962-63³) are young employees released by their employers, usually one day a week. A wide variety of craft courses is available. Courses of a more professional character, suitable for technicians or for those who aim ultimately at membership in a professional institution are also provided, leading to national certificates approved by joint committees representative of the Ministry of Education and the appropriate professional body (such as the Institution of Mining Engineers). These courses are at two levels: leading to the Ordinary National Certificate (ONC) and after a further two years' study to the Higher National Certificate (HNC). The latter qualification is gen-

² Committee on Higher Education, *Report of the Committee Appointed by the Prime Minister under the Chairmanship of Lord Robbins, 1961-63*, Cmd. 2154 (HMSO, 1963).

³ Ministry of Education, *Statistics of Education*, Part 2: 1962 (HMSO, 1963).

¹ *Technical Education*. Cmd. 9708. HMSO, 1956.

erally considered to reach a level corresponding to a pass degree in the subject concerned.

Full-time courses are taken by an increasing number of young people at technical colleges (over one hundred forty thousand in 1962-63). The most important group take advanced courses leading to London University external degrees, Higher National Diplomas (HND)—awarded by joint committees in the same way as Higher National Certificates—or to the Diploma in Technology (Dip. Tech.) which is equivalent in standard to a university honors degree.

Many colleges also run general education courses for the General Certificate of Education (awarded at two levels, ordinary (O) and advanced (A)), as well as postgraduate studies, and a large number of specialized short courses for senior technical staffs engaged in industry.

The great flexibility in technical college courses in effect provides alternative routes for young people to attain university degrees or their equivalents apart from attendance at university.

SURVEY OF CATALOGING PRACTICE IN TECHNICAL COLLEGE LIBRARIES

The recent expansion referred to above in technical colleges has been reflected in the large number of colleges inaugurating library services during the last eight years. It was not, for example, till 1957 that the Ministry of Education issued any official pronouncement⁴ about the role that such libraries should play or the standards of accommodation and service suitable for them. Hence in mid-1963, the author, finding very little on the subject in the professional literature, thought it would be of general interest to form some sort of picture of current practice in cataloging in technical college libraries. It was therefore decided to investigate by questionnaire (perhaps inevitably), and 112

⁴ Ministry of Education, *Libraries in Technical Colleges*, Circular 322 (April 12, 1957).

copies were circulated—to roughly a fifth of the total number of colleges—with an invitation to take part in the survey. Fifty-seven questionnaires were returned and on these an interim report was based. What follows has been largely drawn from the report.⁵

Fifty-six colleges are in England, and one is in Scotland. The geographical distribution is fairly even except for a slight concentration in the northeast. The types of college were as follows.

Local	13
Area	33
Regional	9
Colleges of Advanced Technology	2

The questions asked ranged over most aspects of cataloging, although some attempt was made to make answering as simple as possible (e.g., by deleting alternatives), and it was perhaps as long as one could expect the patience of very busy people to bear with. Most colleges answered all questions; a few colleges left one or other section unanswered (which explains why totality is not achieved in all of the tabulated answers).

Two factors were used in assessing the size of the colleges in the sample: (a) by number of full-time staff; (b) by number of students.

No. of Full-time Staff	No. of Colleges
1-40	4
41-80	17
81-120	19
121-160	6
161-200	2
over 200	4
Total	52

The number of library staff varied from one part-time staff member to 8½.

⁵ G. R. Stephenson, *Cataloguing Practice in Technical Colleges: an Interim Report of a Survey* (Ashington, Northumberland, England: Northumberland County Technical College, 1964).

SIZE BY STUDENT POPULATION

FULL-TIME		PART-TIME		EVENING	
Students	Colleges	Students	Colleges	Students	Colleges
1-199	7	1-499	4	1-499	2
200-399	8	500-999	5	500-999	8
400-599	11	1000-1499	5	1000-1499	5
600-799	10	1500-1999	8	1500-1999	7
800-999	5	2000-2499	7	2000-2499	6
1000-1199		2500-2999	5	2500-2999	7
1200-1399	3	3000-3499	8	3000-3499	2
1400 or over	2	3500 or over	1	3500 or over	5
Total	46	Total	43	Total	42

No. of Library Staff	No. of Colleges
1 or under	7
2 or under	23
3 or under	15
4 or under	6
5 or under	2
over 5	4
Total	57

Broadly speaking, ten colleges carried out work up to ONC/'A' level; twenty-eight up to HNC; and eighteen HND and beyond. Twenty-one carried out industrial research of one sort or another.

As might have been expected, the card catalog predominated, with other forms very much in the minority. One or two librarians hankered after book catalogs.

Type	No.
Card	50
Card and visible index	2
Card and sheaf	3
Sheaf	2
Total	57

The Englishness of the response was typified by the answers to this question: 95 per cent used a classified catalog:

Type of Catalog	No.	Remarks
Classified	53	7 lacked subject or author indexes

Dictionary	3	2 divided; 1 undivided
Alphabeticoclassed	1	
Total	57	

Everybody used a decimal classification scheme (Dewey, UDC, or a mixture of the two). In some colleges, Dewey was modified by BNB practice. The actual figures are:

DC	37
UDC	13
DC + UDC	7
Total	57

The Joint Code predominates, although there were some interesting deviations from the narrow path of uniformity.

Code	No.	Remarks
AA	23	
AA modified	22	1 in the light of the 1961 International Conference; 2 in accordance with BNB
ALA	3	
ALA modified	2	
CCR ⁶	1	

⁶ Seymour Lubetsky, *Code of Cataloging Rules: Author and Title Entry, An Unfinished Draft* . . . (Chicago: ALA, 1960).

SLA ⁷	1
Homemade	3
Total	55

A number of colleges stated that they modified existing codes in applying them to their own catalogs. Modification took the form, mainly, of shortening descriptive matter.

Type of Modification	No.	Remarks
No collation	14	
Shortened collation	3	
Omit series	2	
Simplify (incl. shortened title)	8	1 in accordance with Lubetsky
Govt. depts. under dept.	6	<i>i.e.</i> , not under name of country
Initials only for forenames	2	
Name as on title page	1	
Total	36	

⁷ Wilfred Saunders and Norman G. Furlong, *Cataloguing Rules; Author and Title Entries for the Use of School Librarians*, 2d ed. (London: School Library Association, 1961).

Libraries were asked what types of material they cataloged and whether each type was cataloged in full or not.

Some attempt was made to find out what part the BNB plays in catalog practice. Out of fifty-four libraries, thirty-three subscribe to the full service, seventeen to part of the service, seven not at all. Four libraries subscribe only to the card service (experience of the card service seems to show that the disadvantages of this form of centralized cataloging have not gained it widespread acceptance.⁸ Nine libraries "accept" BNB entries. The use of BNB for subject headings was also acknowledged by nine libraries.

In the field of cataloging, the technique of forming subject headings known as "chain indexing" is comparatively recent. Its use in college libraries is fairly widespread.

Use of Chain Indexing

Yes	38
No	10
Did not say	6
No subject index	3
Total	57

⁸ George Hill, "The Use of BNB Catalogue Cards at Manchester College of Science and Technology Library," *Librarian & Book World*, XLVI (October 1957), 192-95.

TYPE OF MATERIAL	NO. OF LIBRARIES CATALOGING		TOTAL
	Fully	Selectively	
Books	49	8	57
Pamphlets	24	29	53
Government publications	38	14	52
Periodicals	13	10	23 (some list only)
Articles	1	19	20
Theses	1	—	1
Standards	19	14	33 (6 libraries used the yearbook)
Patents	4	3	7
Microrecords	9	1	10
Trade literature	2	13	15
Films	4	2	6
Filmstrips	10	5	15
Gramophone records	3	2	5
Tapes	—	1	1
Slides	5	—	5

Standard Lists of Headings

Sears	10	includes 1 also using BNB
BNB	14	
Library of Congress	1	also uses <i>British Technology Index</i>
UDC	2	
Other	1	
Total	28	

Authority Files

In classified order	13
In alphabetical order	6
Both	4

Fifty libraries made added entries (or *see refs.*) as detailed below. Many libraries emphasized that such entries were not made invariably but as circumstances demanded.

Type of Entry

Joint authors	44
Editors	37
Revisors	27
Translators	13
Illustrators	16
Pseudonyms	30
Titles	22
Series	28

Analyticals, or the practice of making catalog entries for parts of larger works, was practiced by twenty-five libraries, although in some cases only occasionally.

Made for	No.
Collections	7
Plays	7
Periodical articles	8
Symposia	2
Progress series	1
Essays	1
Offprints bound together	1
Subsidiary subjects	2

Annotation of catalog entries was not carried out to any great extent. In some cases it was only performed infrequently.

Elucidation of obscure or misleading titles was the form of annotation most often used, followed by indication of the level of textbooks.

Title elucidation	12
Textbook level	8
Presence of bibliographies	3
Other	5

Guidance for readers in the use of the catalog was carried out in one form or another by nearly all libraries. Student instruction predominated, although in many cases the instruction was confined to full-time students (largely because of time available for this activity).

Notices near catalog	31
Leaflet	30
Class instruction	48

Respondents were asked to give some estimate of how the readers used the catalog: whether subject approach was more usual than author approach, or vice-versa.

Preferred Approach

By author/title	22
By subject	10
Both	10

Three examples of title pages were given and respondents were asked to give the main heading they would choose for each example. Two examples were sticky corporate entry problems; the third a problem in title-or-author entry. The examples were taken from the minutes of the fifty-sixth meeting of the Association of Research Libraries (January 29, 1961, pp.30-31). In an age of unit entry, such problems may seem to be largely illusory, but it seemed interesting to discover what degree of similitude would exist between libraries working by the same code. Moreover, a plethora of added entries may be said to be somewhat uneconomical. Results, detailed below, were remarkably diverse in example no. 1, but largely consistent for the other two examples.

Heading Chosen	AA Code	ALA Code	Others	Total
Bowman, Karl H.	17	3	5	25
Langley Porter Clinic*	13	2	1	16
California, State of				
Judiciary Committee on Sex Research	3	—	—	3
California, State. Sexual Deviation Research	1	—	—	1
California. Assembly.				
Judiciary Committee on Sex Research	1	—	—	1
Sexual Deviation Research				
Langley Porter Clinic	1	—	—	1
Bowman Report	1	—	—	1
United States. Langley Porter Clinic	1	—	—	1
California. Langley Porter Clinic	—	—	1	1
Totals	38	5	7	50

* With or without Sexual Deviation Research as a subheading.

1. "Report of Karl H. Bowman, Medical Superintendent of the Langley Porter Clinic, Sexual Deviation Research. March 1952. Printed by the Assembly of the State of California at the Request of H. Allen Smith, Chairman, Judiciary Committee on Sex Research."

2. "Oxford Economic Atlas of the World. Prepared by the Economist Intelligence Unit and the Cartographic Department of the Clarendon Press. Oxford 1955."

3. "The Suprarenal Cortex; Proceedings of the Colston Research Society Held in the University of Bristol April 1st-4th, 1952, Edited by J. M. Yoffey.

New York: Academic Press, 1953 (Colston Papers, no. 5)."

The question asked about the cost of cataloging and the time spent on cataloging did not produce much usable information, although in subsequent correspondence, Frank C. Adey, chief librarian of the Leicester Colleges of Art and Technology, states that the college's school of business and management studies has conducted a "somewhat superficial investigation" into staffing required for the treatment of new materials and their finding is that from selection to shelf takes on the average rather forty-five minutes per book, the greater part of which, of course, is

Heading Chosen	AA Code	ALA Code	Others	Total
Oxford Economic Atlas of the World	35	4	6	45
Economist	1	—	—	1
Economist Intelligence Unit & Cartographic Dept. etc.	1	—	—	1
Economist Intelligence Unit and Clarendon Press	2	—	—	2
Clarendon Press. Cartographic Dept.	—	1	—	1
Economist Intelligence Unit & O.U.P. Cartographic Dept.	1	—	—	1
Economist Intelligence Unit	1	—	1	2
Totals	41	5	7	53

Heading Chosen	AA Code	ALA Code	Others	Total
Colston Research Society	38	4	5	47
Suprarenal Cortex	1	1	1	3
Yoffey, J. M.	—	—	1	1
Bristol. University. Colston Research Society	2	—	—	2
Totals	41	5	7	53

nonprofessional time—although much depended on the view taken of catalog checking and on catalog card filing.

CONCLUSION

The above account is intended to be mainly descriptive of a scene which has not been charted before. It gives a reasonably representative picture of what is going on in technical college libraries at present. Other lines of investigation could perhaps delve deeper into certain aspects, e.g., the kind and amount of instruction that readers receive in the use of the catalog, and its effect.

In the meantime, however, it is fairly obvious that for the work they are trying to do most colleges are understaffing their libraries; this appears to be borne out by the fact that only four colleges in the sample had a staff greater than five. The widespread use of the AA code (and the Dewey Decimal Classification) suggests a strong public library tradition—public library staffs have, of course, provided the chief source of recruitment for technical college libraries. That many libraries too employ “chain indexing” in their catalog work might suggest the influence of British library schools. ■ ■

Building Materials

PHOTOGRAPHS of fourteen new college and university library buildings, which were among thirty-three award-winners in 1963 and 1964 Buildings Award programs, are included in a New Libraries display available from the American Institute of Architects, Dept. E., 1735 New York Ave., N.W., Washington, D.C. 20006. Twenty-four 30" x 30" panels of heavy card stock present 122 photographs and explanatory text. Each package also contains six copies of a folder providing background information. Additional copies of the folder may be obtained free of charge from AIA by purchasers of the displays. Cost of the display package is \$30 each, express collect.

To aid librarians and architects in the process of building new college and university libraries, the Library Administration Division of ALA maintains a collection of floor plans, photographs, slides, and statistical data on college and university library buildings recently constructed, available through interlibrary loan. Size of collection and student body should be stated when requesting. Single copies are available, without charge, of lists of suggested consultants and architects who have designed library buildings, of recently completed library buildings, and bibliographies on various aspects of college and university library planning. Inquiries should be sent to the Library Administration Division, ALA headquarters.

Planning Library Buildings for Service—the proceedings of the 1961 Building and Equipment Institute, edited by Harold L. Roth, is now available at \$3.75 per copy from the ALA Publishing Department, 50 E. Huron St., Chicago 60611. So also is *Problems in Planning Library Facilities*, the proceedings of the 1963 Building Institute, edited by William A. Katz and Roderick G. Swartz, at \$4.25 per copy. ■ ■