

CATALOG FILING RULES

Article at Beginning of Title to be Disregarded in Alphabetizing

<u>English</u>	<u>Danish</u> <u>Norweg.</u> <u>Swedish</u>	<u>Dutch</u>	<u>French</u>	<u>German</u>	<u>Hungarian</u>	<u>Italian</u>	<u>Port.</u>	<u>Span.</u>	<u>Catalan</u>
the	den	de	le	der*	az, a	il, lo	o	el,lo	els
a	det	het,'t	la	die	egy	i	a	la	
an	de	een	l'	das		gli,gl'	os	los	
	en	eene	les	ein		la	as	las	
	et		un	eine		le	um	un	
	ett		une			l'	uma	una	
						uno,un			
						una,un'			

*When it is the masculine article in a nominative case.

The Arabic article al- or el- is to be disregarded in alphabetizing when it is lower cased.

Al and EL (capitalized), with or without a hyphen, are to be regarded, and the name is to be filed as one word.

In Hebrew disregard ha, he (He-harim) (Ha-sefer)

In Yiddish disregard der, di, dos.

N.B. The filing rules for the University of Illinois Library are based on the same antecedents as the A.L.A. Rules for Filing Catalog Cards (1942). However, the U of I rules were established many years before the publication of this book, and consequently the copy in use at Urbana is heavily annotated. The rules listed above are ordinarily sufficient for a Cataloguer who is consulting the Catalog or for a Clerk who is filing under the supervision of a Filing Reviser.

Since the filing of a large catalog is a task which requires the thorough knowledge and the uniform application of a complex set of rules, only the catalogue maintenance staff are authorized to change the filing in the General Catalog. Error in Filing Cards which can be inserted at the point of suspected error are provided for the use of the Library staff in general.

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