

# UNIVERSITY OF ILLINOIS LIBRARY

## Catalog Department

### Filing Rules for Old Catalogue

#### I. GENERAL

1. Arrange all entries according to the order of the English alphabet, and exactly as spelled.
2. When the same word is used for several kinds of headings, use the order: Person, Place, Subject, Geographical division of the general subject, Form, Title.
3. Forenames used as headings precede surnames.
4. Sovereigns and rulers are arranged by country, then numerically; other forenames follow these.
5. When forenames of same surname are identical, arrange chronologically by date of birth; alphabetically by designation, if dates are wanting. In case neither dates nor designation are given, arrange alphabetically by title preceding those with designation given.
6. Arrange M<sup>i</sup> and Mc as if spelled Mac; St., Ste., as Saint, Sainte; other abbreviations as if spelled out.
7. Arrange titles by first word, disregarding initial article, but including all words in body of title.
8. Arrange elisions as printed, as d'histories.
9. Arrange hyphenated words as if separate, unless they are prefixes.
10. Arrange English personal and place names compounded as prefixes as single words: also those foreign names in which the prefix is not transposed.

#### II. AUTHOR ARRANGEMENT UNDER PERSONAL NAMES

1. Complete works in original language.
  - a. by editor.
  - b. by date of publication.
2. Complete works in translation.

- a. by language into which translated, and alphabetically under that.
  - b. by translator or date.
3. Selections, fragments, etc., in original.
  4. Selections, fragments, etc. in translation.
  5. Individual works, alphabetically; each one by editor if given; if no editor, by date. File translations of an individual work immediately following the original title, alphabetically by language.
  6. Criticism of individual works, criticism following work treated.
  7. Form divisions to individual works.
  8. Added entries (editor, translator, joint author, etc.). These are interfiled.
  9. General criticism or biography of author followed by bibliography and other subject subdivisions of the author, alphabetically.

### III. ARRANGEMENT UNDER THE NAMES OF PLACES, COUNTRIES, AND CORPORATE BODIES

1. Headings with two dashes, whether official names of departments, etc., or subject headings. Until 1972, official subdivisions on printed LC cards were indicated by italics.
2. Headings with comma or without punctuation, i.e. non-official titles of associations, companies, etc., or other titles.
3. Works about a government office follow its own publications, e.g., U.S.--Forest Service (main entry) precedes U.S.--Forest Service (subject)
4. "Nothing before something"; an undivided heading before one with divisions.

#### IIIa. ILLINOIS HEADINGS

1. Illinois--Dept. of Agriculture
2. Illinois--Governor
3. Illinois at the crossroads
4. Illinois. University at Urbana-Champaign
5. Illinois. University at Urbana-Champaign--College of Law
6. Illinois winter

The more common parts of the names of the subdivisions or organizations, such as Bureau of, Dept. of, and Office of are disregarded in the filing. Thus, the entry above: Illinois--Dept. of Agriculture is filed under Agriculture, not Dept.

IIIb. NEW YORK HEADINGS

1. New York (Archdiocese)
2. New York (City)
3. New York (Colony)
4. New York (County)
5. New York (State)
6. New York titles (City and State)

IIIc. WASHINGTON HEADINGS

1. Washington (D.C.)
2. Washington (State)

IV. SUBJECTS

1. Subjects precede titles and are typed in red or in black capitals.
2. Subdivisions of large subjects precede headings made up of original word with inversion, e.g., History--Philosophy precedes History, Ancient; Architecture--Tables and formulae precedes Architecture, Domestic.
3. Headings with comma (inverted) precede those without punctuation; History, Universal precedes History of--
4. Subjects with geographical subdivisions file immediately after the single subject and precede the subject with form subdivisions.
5. Chronological subdivisions and author subdivisions [e.g.--Irish authors] follow all other subject subdivisions in this order.

V. ANALYTIC ENTRIES ARE ARRANGED WITH OTHER EDITIONS OR SAME TITLE PREFERABLY IN CHONOLOGICAL ORDER

VI. BIBLE

1. Editions of whole Bible by
  - a. language (English first), other languages alphabetically,

- b. by date under each language.
2. Criticism and other works on whole Bible.
3. Old Testament editions as above.
4. Old Testament criticism, etc., as 2 above.
5. Old Testament books alphabetically, including Apocrypha.
6. Old Testament books alphabetically, criticisms, etc.
7. New Testament in four groups as above (3-6)
8. Each book is arranged
  - a. by editor or translator,
  - b. by date.

VII. CLASSICAL AUTHOR FILES

Classical Greek and Roman author files are arranged in shelflist order because of the lack of uniformity in the titles under which these works are published. The University of Illinois Library has devised its own special scheme for the classification of this body of literature. However, the basic arrangement is alphabetical, and editions of a title are further arranged alphabetically by editor or translator.

VIII. U.S. AND STATE LAWS AND STATUTES ARE FILED UNDER IMPORTANT WORD UNDERSCORED.

IX. FILE EARLIEST EDITION FIRST WHEN TITLES ARE SAME FOR OTHER EDITIONS.