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Reviews

It in one of the best book. Better then never, though i am quite late in start reading this one. You wont feel monotony at at any moment of the time (that's what catalogues are for regarding in the event you check with me). (Dr. Kristin Dickens)

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Scarecrow Press, United States, 2002. Hardback. Book Condition: New. 3rd Revised edition. 361 x 176 mm. Language: English . Brand New Book. Completely updated, with a new section on using the computer in the cataloging function, this new edition of a classic will be a welcome tool for the volunteer or paraprofessional in a small library. Covering the essentials in clear nontechnical language, Hoffman explains the how and why of arranging publications, the principles of cataloging (including description, main and added entries, analytics, the shelf list, cross references, and filing), and online records. Nearly 100 examples illustrate the cataloging practice. Why do you need a shelf list? What is an authority file? Easy to understand and practical, this gem illuminates the world of monographs, series, irregular serials, uniform titles, simple and complex subject headings, tracings, and location codes. Even the world of the small library is startlingly complex-Hoffman s guide will simplify it. Reviews of previous editions: Hoffman s guide to simplified cataloging practice will be a great help.this handbook lays out the options of collection organization clearly and in everyday language. -Booklist Because of its emphasis on fundamentals, rigorous reasoning, and its readable style, the book is also helpful for library school students as well as for practicing librarians. -Reference Research Book News .will provide its intended reader, the nonprofessional or volunteer in charge of a small library, with solid, well-organized information necessary to catalog a collection systematically. LRTS.

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