



## Small Library Cataloging (Hardback)

By Herbert H. Hoffman

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...



[READ ONLINE](#)  
[ 6.46 MB ]

### Reviews

*This created publication is wonderful. it absolutely was writtern extremely completely and beneficial. I discovered this publication from my dad and i encouraged this publication to discover.*

-- **Kristina Kshlerin DDS**

*This written book is great. I am quite late in start reading this one, but better then never. You will not really feel monotony at at any moment of your time (that's what catalogues are for about when you check with me).*

-- **Abe Reichel DDS**

---

## Other Books

**A Dog of Flanders: Unabridged; In Easy-to-Read Type (Dover Children's Thrift Classics)**

Dover Publications, 2011. Paperback. Book Condition: New. No Jacket. New paperback book copy of A Dog of Flanders by Ouida (Marie Louise de la Ramee). Unabridged in easy to read type. Dover Children's Thrift Classic. Reprint of original edition. Green edition. Mineola...

**Your Pregnancy for the Father to Be Everything You Need to Know about Pregnancy Childbirth and Getting Ready for Your New Baby by Judith Schuler and Glade B Curtis 2003 Paperback**

Book Condition: Brand New. Book Condition: Brand New.

**Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback**

Book Condition: Brand New. Book Condition: Brand New.

**Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters!**

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford s post The Day I Stopped Saying Hurry Up was a true phenomenon on The Huffington Post, igniting countless conversations online...

**Dog on It! - Everything You Need to Know about Life Is Right There at Your Feet**

14 Hands Press, United States, 2013. Paperback. Book Condition: New. 198 x 132 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Have you ever told a little white lie? Or maybe a bigger one that wasn t even white?...

**What Do You Expect? She s a Teenager!: A Hope and Happiness Guide for Moms with Daughters Ages 11-19**

Sourcebooks, Inc, United States, 2011. Paperback. Book Condition: New. 208 x 140 mm. Language: English . Brand New Book. If your little girl has suddenly turned into one big eye roll, then Arden Greenspan-Goldberg s What Do You Expect? She s a...