

31/47/5

Resources and Technical Services Division
Catalog Code Revision Committee
Catalog Code Revision Committee File, 1936-1978

Box 1:

Liaison for Catalog Code Revision (2 Folders), 1956-66

Susan M. Haskins Correspondence, 1958-66

Andrew D. Osborn Correspondence, 1956-58

Includes correspondence with Seymour Lubetsky, Maud Moseley, Henry A. Sharp,
C. Summer Spalding, Wyllis E. Wright, and foreign Librarians.

Catalog Code Revision Committee Correspondence, 1936-39

Includes correspondence of Dorothy M. Cook (1939), Effie Abraham (1933) and Sarita
Robinson (1936-37) relating to the Committee on Subject Headings. Also includes
correspondence of Florence Craig (1937-39) and John R. Russell (1937-39) relating
to Cooperative Cataloging Committee. Includes 1936 report on CCRC work.

Code Revision Planning Committee, Dorothy Charles Correspondence, 1953-54

Includes minutes and agendas from meetings, proposals, and correspondence
with David J. Haykin, Wyllis E. Wright and Seymour Lubetsky.

Division of Cataloging and Classification Correspondence, 1945-50

Includes correspondence of Amelia Krieg (1945-46), Ethel Bond (1946-47, Ruth MacDonald
(1947-48) and Clara Beetle (1946-50) with Rudolph Gjelsness, R.E. Dooley, Everett
O. Fontaine, Madeliene Wallen and others

Code Revision Correspondence, 1940-43

Includes correspondence of Rudolph Gjelsness and Marian M. Root

Code Revision Committee Correspondence, 1952-55

Includes correspondence of Dorothy Charles, Wyllis E. Wright, Laura Calvin

Catalog Code Revision, Steering Committee, 1954-55

Includes correspondence of Dorothy Charles and Benjamin Custer

Box 2:

Catalog Revision Committee Correspondence

1955-56: Includes statement of objectives and correspondence of Wyllis E. Wright and
Evelyn Hensel

1957-58: Includes correspondence of Wyllis E. Wright and Margaret Ayrault

1957-58: Includes reports on code revisions relating to corporate authorship involving
government headings, societies, institutions and Wyllis E. Wright correspondence

Catalog Code Revision Pre-Conference Institute at Stanford University, 1957-58

Includes correspondence, announcements, news release, planning documents and questionnaires

Catalog Code Revision Institute, Stanford University; Working Papers, 1958

Includes "Code of Cataloging Rules: Bibliographic Entry and Description," by Seymour Lubetsky, June, 1958 and "Summary of Proceedings"

Code Revision - British Comments, 1953-54

Includes minutes of the Library Association, Library Research Committees, Cataloging Rules Subcommittee, 3/54 and 8/54.

Minutes, 1962-65

Includes meetings of 2/26/65, 1/23-24/65, 6/27-28/64, 1/25-26/64, 7/12-13/63, 1/26-27/63, 1/28/62

Steering Committee, 1965

Includes meeting of 11/13-14/65, 7/2-4/65, 5/1-2/65, 1/22-24/65, and "Proposed Outline of Anglo-American Cataloging Rules

Steering Committee, 1964

Includes meetings of 6/26/64 through 7/1/64, 4/11-12/64, 1/24-25/64

Steering Committee Minutes, 1963

Includes 11/9-10/63, 7/11-12,17/63, 5/18-19/63

Steering Committee Minutes, 1954-61

Includes 5/27-28/61, 12/29-30/60, 9/24-25/60, 12/5-6/59 (Cataloging and Classification Section Executive Committee and CCRS Steering Committee), 6/16/58, 1/29/58, 12/8-9/57, 5/1/57, 7/5/55, 4/27/55, 6/22/54

Box 3:

Joint Steering Committee

Chicago Meeting Nov. 29, 1974

General Correspondence. LC Representative

Secretariat. (RTSD Executive Secretary)

JSC Chairman

Editors

CRC chairman & LA, BA/BL Committee

Meeting Agenda

Meeting Arrangements

Meetings. Summaries of Action
 Minutes, Drafts, etc., 1974-76
 Minutes, 1976-78
 Progress Reports
 Budgetary Matters. Funding Proposals
 Constitution and Memoranda of Agreement
 Communications from the Chairman (JSC Chair. 1-)
 Editors. Appointments, Responsibilities, Procedures
 Communications (JSC/ED 1-)
 Revision Proposals (4 folders)
 Proposals to Perpetuate
 Record of decisions taken. (JSC/Dec. 1-)
 List of documents
 JSC/LC (2 folders)
 JSC/UK (3 folders)
 JSC/Sec. 1-
 ALA Deputy Representative
 Table of revision proposals
 Statement of principles
 Procedures. Internal Communications
 Reports of ALA Representative
 Current concerns. Matters requiring action
 JSC/CCC (2 folders)

Box 4:

JSC/CCRC (7 folders)
 Canadian Library Association
 Canadian Committee on Cataloguing
 Descriptive Cataloging Committee
 (Library Association. Cataloguing Rules Committee) CRS
 Minutes
 (Library Association. Media Cataloguing Rules Committee). Minutes
 Chicago Meeting, 1974
 Non-print media--Miscellaneous
 IFLA--general
 1974 meetings
 Working Groups. Constitution and procedures
 ALA/RTSD International Cataloging Consultation Committee
 Agendas, Minutes, Press, Progress Reports
 "An ALA Structure for More Effective Participation in International Activities " (M.
 Makinconico)
 Constitution

Miscellaneous Correspondence
 Future Structure for Catalog Code Revision
 Profile of a candidate to serve as RTSD Representative to IFLA on cataloging matters
 Relations w/ALA International Relations Committee "Criteria to be used in the selection
 of Candidates to represent ALA Abroad"
 "International Relations Policy Statement"
 Preliminary report. Working drafts
 Final draft
 Final report. Preliminary draft
 International Mechanization Consultation Committee (2 folders)
 ISBD/NBM
 (CM). Provisional draft
 (S). Revision Meeting, Oct. 1975, Paris
 First Standard Edition. Draft
 Provisional draft
 ISBD(S)
 May 1976 draft
 Final (August 1976) draft
 Universal Bibliographic Control. By D. Anderson
 Intergovernmental Conference on the Planning of National Documentation, Library and Archives
 Infrastructures, Paris 1974
 UNISIST

Box 5:

CCRC (Catalog Code Revision Committee)
 Minutes
 Summaries
 Highlights reports. Progress reports. Annual reports
 List of Committee documents
 Maps
 Activities. Press releases, news item, public announcements, etc.
 Current concerns. Matters requiring action
 Materials to be filed (2 folders)
 Incoming communications
 Transmittals to archives
 Budgetary matters
 Constitution. Statement of Functions
 Procedures
 General Correspondence
 RTSD Executive Secretary
 CCRC Membership
 Recording Secretary

ALA Representatives
 LC
 CCC
LRTS Editor
RTSD Newsletter Editor
 Representatives (non ALA)
 Liaison/communication w/non-ALA units. AALL
 Music Library Association
 ALA Representatives
 Liaison/communication w/ALA units. GODORT
 GODORT FDIF. Program meeting
 ACRL Asian and African Section
 Liaison/communication w/RTSD units
 Board of Directors
 Filing Committee
 D.C.C.
 SS AACR Revision Study Committee
 Liaison/communications w/MARBI
 CCRC/LC 1-
 Revision proposals. Transmitted to RRRP Teams
 (acknowledged, unprocessed)
 Matters arising from CRS 93
 Meeting arrangements
 Meeting preliminaries
 Meeting Agenda
 Consultants
 Personal matters. Appointments, resignations
 Candidates for appointments to CCRC and its Subcommittees
 Council on Library Resources. CLR Fellowship
 Rule Review and Revision Proposal Teams (RRRP Teams)
 Membership Rosters
 Team reports

Box 6:

RRRP Team reports (26 folders)
 Code revision--JB suggestions
 Ballot 1-
 CCRC/lim. 1-59 (11 folders)
 Current
 Editors' business. All other Rules Revision Proposals
 Proposals not yet disposed
 Schedule of remaining Editorial work and JSC activity

Incoming mail

Box 7:

Document distribution lists, 1975-76, 1976-77 (2 folders)
 Annotated bibliography of publications on AACR
 Catalog codes. Doctoral dissertations. Research projects
 Catalog code revision. Preliminary planning. SEE ALSO: General Agreements
 Questionnaire
 Comments
 Handbook of Standard Terminology and A Guide for Recording and Reporting Educational
 Technology
 Editorial matters. (Includes: Structure of AACR Style)
 Sex-biased terminology and examples
 Description. Early imprints (Pre-1820). Standard Bibliographic Description
 Incunabula
 Monographs (2 folders)
 British text
 Outline ISBD(M)
 Serials
 ISDS
 ISBDS
 Entry. Authorship
 Corporate authorship
 Form headings
 Legal publications
 Related works
 Religious publications
 Serials (2 folders)
 Generic terms
 Works produced under editorial direction. Collections. (SEE ALSO: "Matters arising from
 CRS 93")
 Works of shared authorship
 Works of unknown/uncertain authorship
 Works of mixed authorship
 Exhibition catalogs
 Headings. Designation of functions
 Corporate bodies. Choice and form of names
 Special rules. Conferences, etc.
 Geographic names
 Governments. Governmental bodies & officials
 Religious bodies and officials
 Subordinate and related bodies

Box 8:

- Persons. General rules
 - Names of Persons, Revision of
 - Special rules
 - Malay names
 - Miscellanea
- Added entries
- Uniform titles. General rules
 - Special rules
- Editors' business--Uniform titles
- Survey of existing systems and current proposals for cataloguing and description of non-book materials. Ravilious
- Non-book materials
 - Organization & scope of AACR, Part III. General principles
 - Standard bibliographic description
 - Standard numbering systems
 - Manuscripts (Chap. 10)
 - "Audiovisual Media & Special Instructional Materials" (Chap. 12) 1st draft
 - 2nd- drafts
 - Music (Chap. 13)
 - Sound recordings (Chap. 14)
 - Two-dimensional representation (Chap. 15)
 - Holograms
 - Maps, atlases, etc.
 - ISBD(CM)
 - Medium designation
 - Microforms (2 folders)
 - Miscellanea
- References
- Romanization tables. Chinese
- AACR. General orientation, underlying principles, general character (SEE ALSO:
 - Editorial matters)
 - Comparison of texts
 - Appendices (Proposed)
 - Appendix 1 (Glossary)
 - Appendix 2 (Capitalization)
 - Appendix 3 ("Abbreviations")
 - Appendix 4 (Numerals)
 - Publication arrangements
 - Translations
- AACR. 2nd Edition. Correspondence & Reports, 1973-79 (2 folders)
 - Structure

Needs to be duplicated & filed

Draft Review Program

Review response. General

Introduction of AACR2

Pt. 1. Description.

- Ch. 1. General chapter. Oct. 1976 draft
 - Final draft
 - Draft review response
- Ch. 2. Printed Monographs. Oct. 1976 draft
 - Final draft
 - Draft review response
- Ch. 3. Cartographic Materials. Final draft
 - Draft review response
- Ch. 4. Manuscripts. Final draft
 - Draft review response
- Ch. 5. Music Scores and Parts. Final draft
 - Draft review response
- Ch. 6. Sound Recordings. June 1976 draft
 - Final draft
 - Draft review response

Box 9:

- Ch. 7. Motion Pictures. June 1976 draft
 - Final draft
 - Draft review response
- Ch. 8. Graphic Materials. July 1976 draft
 - Final draft
 - Draft review response
- Ch. 9. Machine-Readable Data Files. July 1976 draft
 - Final draft
 - Draft review response
- Ch. 10. Three-dimensional artefacts and realia. August 1976 draft
 - Final draft
 - Draft review response
- Ch. 11. Serials. 1976 draft
 - Final draft
 - Draft review response
- Ch. 12. Analytical Entries. Final draft
 - Draft review response
- Ch. 13. Microforms. Final draft
 - Draft review response
- Ch. . Multi-media items. June 1976 draft

Part II Entry/Heading.

- Ch. 21. Entry. Final draft, Gorman's version
Draft review response
Winkler's version
- Ch. 22. Headings for Persons. Final draft, Gorman's version
Winkler's version
Draft review response
- Ch. 23. Headings for Corporate Bodies. Gorman's version
Geographic Names. Final draft. Winkler's version
Draft review response
- Ch. 24. Headings for Corporate Bodies. Gorman's version
Final draft. Winkler's version
Draft review response

Box 10:

- Ch. 25. Uniform titles
Draft review response
- Ch. 26. References. Final draft
Draft review response

Appendices

Part I. Appendix Draft Review Response

Index

Summary Sheets

CCS/PRC (Policy and Research Committee)

Joint CCC/CCRC/LC Position for Treatment of Standard Medium Designators

Report to RTSD Board

RTSD Board

AACR2 Workshop, Dallas. Videotape Script: Segment 4--Forms of Entry (June 1979)

CCRC/AACR2

Procedures for the meeting. Schedule of sessions. Agenda

Final review of text. Appendices

CCC 106- (Working copies)

CCRC 179 (legal publications)

Box 11:

Arnold H. Trofier File, 1950-66.

Note: These papers were very disorganized when received. There was no clear organization by subject, rule number, chapter or date. An attempt was made to file in the most logical and useful way for future research, but some research potential will have been lost due to the reorganization.

Background Reports, Papers and Articles

"Catalog Code Revision: Help Wanted"

Outline for Revised Code

Lubetzky: "Objective and Principles Submitted"

Taube: "The Catalog of Publications of Corporate Bodies," Preliminary Edition, 1949

Lubetzky: "Cataloging Rules & Principles," 1953

Ellinger: "Non-Author Headings," 1954.

Pettus: "The Lubetzky Report," given at SELA, 1954

IFLA: "Report on the Anonyma and Works of Corporate Authorship," 1955

Lubetzky: "The Shape of Form Headings," ca. 1955

Faulkner: "No Conflict - No Search," 1959

Tate: "Synoptic Table of Rules," 1959

Faulkner & Spaulding: "Experiment in the Application of the Revised Rules," and "Second Experiment," ca. 1960.

RTSD:CCS: "Catalog Code Revision: A Chronology," 1960.

Tauber & Kingery: "Administrative Implications of the New Cataloging Code," 1961

Dunkin: "Cutter Redivivus," 1961

Bristol: "Survey of State-Supported Colleges and Universities according to ALA & CCR Rules," 1961.

Smith: "Comparison of Entries of Works of a Corporate Body with Changed Name," 1961.

Tsuneishi: "Preliminary Analysis of the Problem of Cataloging Rules for Oriental Names," ca. 1962.

Trotier: "Catalog Code Revision," Paper presented at Graduate School of Library & Information Science, University of Illinois, 1962.

Tate: "Main Entries and Citations....," 1963

"The Effect of Rule 4.87 on Existing Headings in the Library of Congress Catalog," 1963.

Committee & Personal Reports

AALL: Committee on Cataloging Report, 1954

ARL: Committee Reports, 1961-62, 1965

PLA: Catalog Code Revision Advisory Committee

Regional Cataloging Committee Reports, 1954-55

RTSD: Catalog Code Revision "Minutes and Reports, 1954-56, 1959-61

RTSD:CCS:Descriptive Cataloging Committee Reports, 1964-66

Specialist in Bibliography and Cataloging Policy (Lubetzky), Annual Report, 1958-59

Correspondence and Memoranda, by year

Memoranda and Statements of Objectives and Principles

1952

1955-65 (11 folders)

Drafts, Revisions and Commentaries, by year

1950

1956-1966 (11 folders)

Drafts, Revisions and Commentaries, by topic

Rule Revisions, #1B1-4L2b

#20-29C2b, #27-33P

Material on References, Draft

Works with Authorship of Mixed Character, Draft

Rules of Entry; Serials under the Authority of a Corporate Body; Select Rule Changes

Chapter Drafts

Preface and Introduction

Tables of Contents

Entry, 1963-66

Special Rules for Legal Publications, 1964

Headings for Persons, 1963-65

Headings for Corporate Bodies, 1962-65

Uniform Titles, 1964-66

References, 1965-66

Non-Book Materials

Government Publications, 1960

Appendices

Box 12:

Bernard Lund File, 1956-66

Background Reports, Papers and Articles

Faulkner and Spaulding, "Experiment in the Application of the Revised Rules," ca. 1960

"The Function of the Main Entry," Background Reports and Papers, 1960

Lubetsky, "Code of Cataloging Rules," The Montreal Draft, 1960

Paris Principles Assessment, Reports and Minutes, 1962

Working Papers, Institute of Catalog Code Revision (McGill University, Montreal), 1960

Committee Reports

Catalog Code Revision Steering Committee, Decisions and Comments, 1965

Cataloging Works by Religious Bodies, Survey to Committees, 1964

Institute on Information Retrieval, Registration List, 1962

RTSD, Report from the Office of the Executive Secretary, June 1966

Subcommittee on Corporate Entries, Correspondence and Reports, 1956-61
1961-63

Correspondence, Drafts, and Minutes, 1960, 1962-64

1964

Correspondence, 1963

1964

Box 13:

Drafts and Revisions

Preliminary drafts, 1956-61

Comments and Reviews, 1957-59
1959-61

Draft, Chapter 1, August 1964

December 1964

Drafts, Chapters 1 and 2, 1965

Drafts, Chapters 2-5, 1964-65

Final Drafts, Preface, Introduction, Chapters 1-5, 10-15 and Appendix 1, 1966

Box 14:

Subcommittee on Rules for Cataloging Machine Readable Data Files

Procedural correspondence 1970-1975

Rules for Cataloging Machine Readable Data Files: Publications, Drafts, and Correspondence
Related to Publications. No. 1-49, 1971-1976

Box 15:

Rules for Cataloging Machine Readable Data Files: Publications, Drafts, and Correspondence
Related to Publications. No. 51-75, 1971-1976

Correspondence with Library Association Computer Media Working Party, 1972-1973
Reports, 1976