
UNIT 3 KINDS OF BIBLIOGRAPHIES

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3.0 OBJECTIVES

In Units 1 and 2, the concepts of Reference Services and Reference Sources Information Access Tools have been discussed in general. In this Unit of the reference sources - Bibliographies is discussed.

After reading this Unit, you will be able to:

- define the role of bibliography;
- know the purpose of bibliography;
- describe the need, use and functions of bibliography;
- enumerate different types of bibliographies;
- identify the branches of bibliographies; and
- explain the concept of bibliographical control.

3.1 INTRODUCTION

In this Unit, we shall study bibliography in detail. We will begin by defining a bibliography and then establishing its need, uses and functions. You will also be familiarised with the various types of bibliographies and the branches of bibliographies: The importance of bibliographic control, in the present day context, cannot be disputed. The libraries and the librarians both have dependence on the bibliographic control.

With the tremendous growth of knowledge and wide variety of information available, it has presently become difficult for our users to keep themselves up-to-date. This problem can be overcome with proper keys or aids to access the vast amount of available information. A bibliography acts as a key to the large mass of information that exists today. The libraries can bring to the attention of their users the relevant information and knowledge with the help of bibliographies. Bibliographies are thus a useful tool for study and research. The present day information organisations cannot function without effective bibliographical tools:



This Unit will introduce you to bibliography, its needs and its usefulness in all types of information organisations.

3.2 BIBLIOGRAPHY

The bibliography is the chief class or form of reference and information access tools. It is a systematically produced descriptive list of records. The term bibliography is used very widely as it covers whole field of science of books as physical entities, their history, changing forms, the materials and methods of their construction. It is also considered to be both a science and art as it includes the description.

As already mentioned, a bibliography is a systematic list of documents prepared for a particular purpose on the basis of some criteria. These criteria may be documents on a subject, of a country or of the whole of available knowledge. We will now study about the origin and definitions of bibliography and know how it is different from a catalogue and an index. The word 'bibliography' has originated from the Greek terms - '*biblion*' meaning a book and '*graphien*' meaning to write. Bibliography, thus, means 'writing of books' which later on changed to 'writing about books'.

There are a number of definitions available for the term bibliography. Some of the popular ones are given below:

- a) Bibliography is the art or science of correctly describing books (their literary contents, physical make up). (Van Hoesan, 1928).
- b) Bibliography is : (i) the study of the material form of books, with comparison in variations in issues and copies, as a means of determining the history and transmissions of texts, (ii) the art of describing book correctly with respect to authorship, editions, physical forms, etc., (iii) the preparation of lists of books, maps, etc., (iv) a list of books, maps, etc. (Thompson, 1943).
- c) Bibliography is the art of recording books and the science of making of books and their extant record. (Esdaile, 1963).

Besides the above, many more definitions are available. But over the passage of time, the earlier meaning of bibliography as the study of books as physical entities has shifted to the identification of the thought content in books. Presently to a library and information professional, a bibliography means the art of preparing a systematic list of books and the name of the list itself.

A bibliography is different from catalogues and indexes. A catalogue is basically a list of a given collection, for example of a library and does not include any items not available in the particular collection. An index of a book, for example, is also different from a bibliography. Although both provide access to information, the bibliography usually provides a single access point to information (for example, the first author) and the index provides multiple access points (for example, each of the several concepts treated in the document). Besides, in depth subject analysis is done in indexes so that a user can find specific concepts, e.g., reference to names of persons, places, events and topics. The catalogues and indexes both serve as sources for the compilation of bibliographies.

3.3 FUNCTIONS AND USE

In the last two decades there have been tremendous developments in production of documents. The volume of published literature has enormously increased. Bibliography or rather bibliographic control is a direct consequence of enormous growth in published literature.

The chief function of a bibliography is to help the users in locating the required information source in the fastest possible manner. Some of the functions of a bibliography are listed below:

- a) It is a systematic guide to the literature of the subject;
- b) It locates a title on a given subject and identifies the bibliographical details on it (author, publisher, date and place of publication, etc.);
- c) It serves as a selection tool in acquiring materials for the library;



- d) It helps in obtaining information on complete works, and about an individual author;
- e) It saves the time and efforts of researchers as it helps in selecting relevant and specific documents from the large universe of documents;
- f) It provides direction to researcher by indicating the areas where total research in a subject areas stands and its progress;
- g) It is useful for carrying out retrospective search for the purposes of research;
- h) It promotes application of existing knowledge and activates the creation of new knowledge; and
- i) It helps a librarian to be selective, in case the budget is rather limited.

The above mentioned functions of the bibliography indicate that the researchers cannot function without compiling or consulting a bibliography as it provides a guide to the literature of their study.

Bibliography has several other uses such as:

- a) Helps the users in locating documents of their interest;
- b) Helps in identifying and verifying bibliographic information of documents;
- c) Aids in locating information (materials) through the publishers or other libraries;
- d) Useful materials can be selected for building a sound library collection.
- e) Further helps in tracing the development of a subject;
- f) Duplication in research can be avoided and access to materials of interest can be provided especially to researchers;
- g) The bibliographies also perform the function of bibliographic control over the existing literature;

Self Check Exercise

- 1) List some important functions of a bibliography.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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3.4 BRANCHES OF BIBLIOGRAPHY

A Bibliography can be defined as a well-organised list of written, printed or otherwise produced record of civilization. It serves to guide the librarians and users in finding documents that they are not aware of (or not sure about their existence). Usually common in libraries are requests for documents by author, title or subject which are served with the help of library catalogue. But, in case a part of document is required or a document not in a library is required or author/title of a document is incorrect, the bibliographic tools help in locating the needed materials.

Based on the activities, to aid the users, the following branches of bibliography can be identified:

- Analytical or critical
- Systematic or enumerative



- Descriptive
- Historical
- Textual

The above branches of bibliography have been identified for effective access to information and not just provide mere listings of printed documents. Of the five branches of bibliography, the chief concern of librarians and users is for analytical and descriptive bibliographies as these aid in study and research and provide detailed description of documents as material objects; and enumerative or systematic bibliography which is a listing of books.

Let us now know more about the various branches of bibliography.

3.4.1 Analytical

An analytical bibliography deals with the study and detailed description of documents. It examines the physical characteristics of documents, the history of the documents as physical entities. Physical entities here refer to the detailed analysis of the structure of the document and its description. It is concerned with the correct transmission of text from the beginning to end of the production. This form of bibliography, therefore, tries to provide the details of the existing documents especially printed books as physical entities. The history of paper and printing are also to be taken into consideration here.

In other words an analytical bibliography is the kind of bibliography which determines the facts and data concerning a publication by examining the signatures, catchwords, cancels and water marks, and making a record in an approved form of results.

3.4.2 Systematic or Enumerative

This kind of bibliography deals with the enumeration and classification of books. It also takes care of the assembling of bibliographical entries into logical and useful arrangement for study and research. A bibliography is a well-organized list of written, printed or otherwise produced record of civilization. We can define bibliography in relation to books, in practice it is concerned with all printed documents, including those that are brought out but not published. When the records are listed in any order alphabetically, logically, or according to some principle or in a systematic order, they are referred to as a systematic bibliography.

Systematic bibliographies are of many types and can be categorised according to certain characteristics which include:

- form - physical, intellectual or inner form
- language
- subject
- geographical area covered
- time factor/period covered
- producing agency

In other words, the concern is not mere listing of printed documents, especially published documents but with the effective listing of them so that they may be traced readily by authors, titles and subjects; and also by forms and series, wherever required. The systematic bibliography should lead to effective access to information. We will study more about this in the section on Bibliographical Control.

3.4.3 Descriptive

A descriptive bibliography is that area of bibliography which makes known precisely the material conditions of books, that is, the full name of the author, the exact title of the work, the date and place of publication, the publisher's name and printer's name, the format, the pagination, typographical particulars, illustrations and the price, and for old books, other characteristics such as the kind of paper, binding, etc.



be used for searching current and retrospective information. The other types of known bibliographies are the trade bibliographies and the universal bibliographies.

Let us know some more details about the various kinds of bibliographies.

3.5.1 Subject

The subject bibliographies form the largest group of enumerative bibliographies. It is defined as the one that deals with the materials pertaining to a single given subject which may be a place (for example United States), a person (Pandit Jawaharlal Nehru), a broad subject (Social Sciences, Computer Science) or a minute branch of any subject (Solid State Physics), a thing (Computers). Ranganathan defined a subject bibliography as the one that is a document bibliography confined to a specific subject field, instead of covering the entire universe of subjects.

The subject bibliographies may occur as independent publications or parts of documents. They will have a limited scope with regard to form of material, time span, sources of origin and language. They are usually either selective or comprehensive and may be current or retrospective. Depending on the contents of subject bibliographies, they can be divided into several categories, a few of which are given below:

a) Reference bibliographies

The subject bibliographies which are mostly used for reference fall into this category. These bibliographies are considered to be exhaustive bibliographies. It is often quite impossible to compile absolutely exhaustive bibliographies, recording every single published document on any subject because so much of published material escapes advertisement, legal deposit and the scattering of publications to books and journals is a problem which escapes the bibliographers vigilance. These types of publications therefore only aim to be exhaustive within chosen limits, which should be made clear by the bibliographers. Material published in foreign languages is also a major limitation.

The reference bibliographies can either be ad hoc, with occasional revisions or supplements or serial bibliographies with benefit of regular, at time frequent publication, and time saving cumulations. They also include indexing and abstracting services which are covered separately in a different Unit of this course.

b) Reading lists

Large sized subject bibliographies are important, especially when they have a wide coverage. But they are not enough as anyone wishing to study a particular subject, at whatever level, needs a carefully prepared select bibliography of it. Such a bibliography must be appropriate in scale and cautious in its inclusion of out-of-print publications. It must be helpfully arranged and annotated and reasonably up to date. The more suitable, the more usual name for this kind of bibliography is 'reading list'.

The reading lists are quite common and produced by people who know or should know the literature they recommend. The reading lists are often prepared by teachers for distribution to students. At the end of textbooks, under the heading 'Further Reading' is a common sight for all of us. This is also a type of reading list although, these may not be of good quality.

A bibliography or a reading list supporting a research article or a review article is usually very valuable for reference purpose as lot of effort goes into preparation of such lists.

c) Subject indexes and abstracting services

Searching of documents on a particular aspect of a subject can be a very time consuming effort if a large number of scattered references are to be gathered together. A helpful scanning of literature can be carried out by searching from the indexes of books and periodicals. There are also serials available, called indexing services, which include all details of the published documents in a helpful sequence. In some cases, the entries also include summaries of the texts, these are known as the abstracting services.

Most of the periodicals of reference value usually have their own indexes (when record of all the articles that appear in a periodical and are usually appended to a full volume of a periodical). Cumulated indexes, e.g., ten-year or five year cumulations are also available in many cases. Presently, computerised indexes on microfiche are also available.



mation. A national bibliography can be defined as a list of books, documents, pamphlets, serials, theses, dissertations or other printed material produced in a country, in the language of the country, by the people living in the country or elsewhere within a stipulated time limit. This may include audio-visual works, musical works, maps, globes and atlases, art reproductions, drawing and prints; and even works of fiction. It can also be defined as a publication containing bibliographies of nations or of one country.

As national bibliographies record the intellectual input of nations, these are an authoritative source for informing about the documents produced in a country. According to Dr. Ranganathan, they serve cultural, economic and social purposes.

The national bibliographies have several uses which include aiding librarians booksellers, publishers and users too, to select and buy the recent books. They are useful aids for bibliographical control of documents of a nation and act as guides to the book trade.

As already mentioned, the national bibliographies may be current and retrospective. Some of the national bibliographies, for example, that of United States and United Kingdom have inter-national importance. The Indian National Bibliography is useful to the librarians, users and scholars of our country.

Examples

- 1) *Indian National Bibliography (INB)*. Calcutta: Central Reference Library, 1957- Monthly.

INB is a classified record of current publications published in India. It is based on the publications deposited at the National Library of India under the 'Delivery of Books Act of 1954'. Till 1972 the INB was divided into two parts: general publications and government publications. The two parts have been amalgamated now. INB contains two sections: the classified and the alphabetical. Full bibliographical details including author, title, imprint, and collation along with feature headings and class number according to Dewey Decimal Classification. Colon number is also given at the bottom of the entry. To facilitate bringing books in different languages under one sequence, all entries are transliterated into Roman script. First published as quarterly, with annual cumulation, the periodicity was changed to monthly in 1964 and continued upto 1977 (when the publication was suspended). With a gap in publication for 1978, 1979 and a combined set for 1980-83, the monthly periodicity has been resumed since January 1984. From January 1984 onwards 19th edition of DDC system is being followed. Entry details are now based on AACR II rules with slight modification.

- 2) *British National Bibliography*. London : British Library Bibliographic Services Division, 1950- Weekly

It is a weekly publication, which is cumulated at intervals and also publishes an annual volume. From 1976 onwards the cumulation is issued in 2 volumes: Subject catalogue arranged by modified Dewey number and alphabetical volume index providing separate author/title, and alphabetical subject approach. The entries are based on the books deposited at the Copyright Office. It aims to record every new book published in Great Britain with exceptions that generally go with a national bibliography. Cumulated subject indexes and cumulated alphabetical indexes have been issued at five yearly and three yearly cumulation. BNB CD-ROM machine readable version containing data for 1950-1985 is available on disc. Microfiche edition is also available.

- 3) *Cumulative Book Index: A World List of Books* in English Language. New York: Wilson, 1898- Monthly.

Cumulative book index popularly known as CBI is for USA what *BNB* is for Great Britain. It originally recorded only US publications. Since 1928, it started including books published in English language throughout the world. Therefore it is international in scope. It does not include government publications, maps, music score, book with fewer than 50 pages, ephemeral material etc. The entries are arranged in one alphabetical sequence by author, title, and subject. A directory of publishers and distributors appear at the end of each issue. Issues are published every month except July and August and are cumulated annually.



3.5.3 Trade

A trade bibliography is a list of books and other materials which are printed and available in a country for sale, through publishers, booksellers or trade agencies. Their chief function is to promote book trade. They serve commercial purposes and thereby help as well by boosting sales. The trade bibliography can be defined as one which is a list of books and other reading materials available for sale by the booksellers, printers, publishers and distributors of such publications. They can be national or international in scope. The unpublished documents like dissertations, theses, publications of societies, etc., are usually excluded in the trade bibliographies. Also excluded are unpriced and government publications.

The trade bibliographies can be lists of documents by individual booksellers or publishers, lists of publications of an individual country, second-hand books list and periodical lists of all documents in print of a particular country. There are both current as well as retrospective trade bibliographies.

Examples

- *Indian Books in Print*. Delhi : Indian Bureau of Bibliographies, 1955-
- *Indian Book Industry*. Delhi : Sterling, 1969-
- *British Books in Print*. London : Whitaker, 1965-
- *Publishers' Weekly, (American Book Publishing Record., New York : R.R. Bowker, 1960-*
- *Books in Print*. New York : R. R. Bowker, 1948-

For further information on trade bibliographies refer to Unit 9 of this course.

3.5.4 Universal

A universal bibliography is one that includes everything that is published, issued or processed in the field of knowledge from the beginning to the future. Dr. Ranganathan defines a bibliography to be universal when it includes all published materials, whether books or part of them or periodicals or articles in them or combination of them, on all subjects, in all languages, in all countries, at all times. In other words, a universal bibliography is one that records all documents, produced in all languages in all countries of the world, without restriction of the theme.

The preparation of a universal bibliography of the above nature appears to be a mammoth task almost impossible to achieve. Bibliographers for the last many years have been trying to accomplish it. There are a lot of limitations for preparation of such a bibliography due to the tremendous growth of knowledge and literature in the last 30-40 years. Besides, language is a major barrier. Another constraint is the way to compile and arrange the entries in the bibliography. Introduction of computers have however reduced some of these problems.

There have been many early attempts for preparation of such bibliographies. One of the few well-known events in the history of universal bibliography is the valiant attempt made by two Belgian Scholars, Paul Otlet and Henri La Fontaine, starting in the year 1895 and into early years of the twentieth century. They attempted to create a universal classified bibliography of books and important periodical articles. Although millions of entries were accumulated on cards at the headquarters of the scheme, in Brussels, the venture failed through due to lack of international financial support, but out of it came the now well known FID - International Federation for Information and Documentation and the Universal Decimal Classification (UDC).

As mentioned earlier there are no known published universal bibliographies but some possible examples in this directions can be published catalogues of British Library Reference Division, (British Library, UK), Library of Congress of US, and Bibliotheque Nationale of France.

3.5.5 Statistical

A statistical bibliography is prepared in order to shed light on the processes of written communication and of the nature and cause of development of a discipline by means of counting and analysing the various facets of written communication.



Bibliographical control consists of four aspects:

- a) Complete recording of all types of printed and other types of library materials;
- b) Systematic acquisition of these materials in libraries and other information organizations;
- c) Location of materials through union catalogue, union lists and like devices; and
- d) Provision of subject bibliography in all areas.

For any distinctive body of printed materials, i.e., of a country, a subject or of a physical or literary form, we can find full and complete information which is required, one can say that the bibliographical control of that set of documents is very good. But in reality the bibliographical control of all types of materials is very difficult, as we are concerned with not only published materials or printed materials but also parts of materials, articles in journals, and any other type of material published or not published.

The bibliographical control actually became efficient or visible only after the World War II due to the efforts of UNESCO which lay emphasis on publication of national bibliographies by all the countries of the world. But the formal event which is considered to be a landmark was in 1974 when IFLA announced Universal Bibliographic Control as one of its core programmes. In the last one decade or so some of the limitations of the bibliographical control have been overcome due to the use of on-line computerised bibliographic records.

The key factors in bibliographic control are subject, form (physical and literary), place, time, scope (a bibliography may be selective or exhaustive) and the amount of details given in the individual entries. The number of bibliographies thus is going to be very large if all the subject areas are to be taken into consideration. But in actual practice this has to have some limitations as otherwise their use will be impossible. Therefore, for usage purposes, small bibliographies on a large number of topics are prepared so that the publications are convenient to use.

3.6.1 Bibliography of Bibliographies

These are lists of bibliographies to help users in choosing bibliographies. They help in tracing bibliographies. The bibliographic control of bibliographies presents many difficulties due to many reasons. The main reason being the total number of usable bibliographies being considerable. Besides this, it is difficult to find out whether or not a bibliography exists on a given topic, suitable for a particular user, and also whether it is worthwhile getting hold of it if not in the stock. The last reason is the cost as the major bibliographies are expensive to buy and house.

The bibliographic control of bibliographies thus is somewhat patchy. A very famous publication Besterman's *World Bibliography of Bibliographies* is presently out of date. The only choice left to the user thus is H.W. Wilson's half-yearly *Bibliographic Index 1937*. Many of the major bibliographies in current use may be found in Walford's *Guide to Reference Materials* or in Sheehy's *Guide to Reference Books*.

In the near future, many of our bibliographical queries may be satisfied fully by the online databases.

3.6.2 Universal Bibliographic Control

The bibliographic control of documents at the international level has always been a problem. Librarians have been concerned about this problem which is increasing over the last five decades due to enormous increase in number of publications as well as variety of publications.

The effort for compilation of a Universal Bibliography has already been mentioned earlier.

Thus there are no known universal bibliographies as such. But after the second World War, UNESCO took leadership and emphasised that if all nations maintain their current national bibliographies, it might lead to having an effective control on the publications universally. Many years have passed but still nothing concrete has come out of this.

The Universal Bibliographic Control (UBC) programme sponsored by IFLA in 1974, appeared to be far more realistic, as it was based on the recognition of the fact that effective bibliographic control must begin within individual countries, and that the exchange of bibliographic



3.7 SUMMARY

The Bibliographies as pointed in the various sections above are essential aids and guide to trace and identify various publications. They also help in discovery of information in the publications. As a lot of effort, time and expense is involved in preparation of bibliographies which results in their being quite expensive. This has another implication too as they have mostly only institutional buyers due to their very nature. Therefore, very few commercial publishers bring out bibliographies and very few specialise in them.

They are very important for library work and for the research scholars to carry out their research work. Their other use is for identification of documents, their existence and also for selection of materials for the libraries. They have to be thus complete and available in various forms like universal, national, trade and subject bibliographies.

Another kind of bibliography not covered in the various sections of this Unit is the Author Bibliography. This kind of bibliography usually does not receive much attention from users and libraries but they are produced usually for book collectors especially Users interested in antique type of books and the antiquarian book trade. Many biographers and critics too find them useful for their work. A good author bibliography must be exhaustive in coverage which means that every single publication of the particular author must be included.

Some bibliographies are quite huge in size and they have no other use than that for reference purpose. Many times there are defects in bibliographies which are due to lack of sufficient funds, imagination. The compilers have to be therefore, very careful while compiling bibliographies especially with regard to dates of publication, description of titles and publishers names. A good bibliography should be arranged according to some subject classification with the entry under author's name. Here an author index is usually very helpful

Lastly, the need for bibliographic control cannot be disputed. Due to enormous amount of publications, 'literature explosion' has taken place. The potential users find it very difficult to use the documents they require and the bibliographical control of publications aids them by providing information timely, speedily and efficiently.

3.8 ANSWERS TO SELF CHECK EXERCISES

- 1) The chief function of a bibliography is to help the users in locating the required information source quickly. Some of the functions of a bibliography are listed below:
 - a) It is a systematic guide to the literature of the subject.
 - b) It locates a title in a given subject and identifies its bibliographical details (author, publisher, date and place of publication, etc.)
 - c) It serves as a selection tool in acquiring materials for the library.
 - d) It helps in obtaining information on the complete works of an individual author.
 - e) It saves the time and efforts of researchers as it helps in selecting relevant and specific documents from the large universe of documents.
 - f) It provides direction to researcher by indicating the areas where total research in a subject areas stands and its progress,
 - g) It is useful for carrying out retrospective search for the purposes of research.
- 2) The five types of bibliographies most popularly known are:
 - Analytical
 - Systematic or enumerative
 - Descriptive
 - Historical
 - Textual



- 3) An enumerative bibliography covers both primary as well as secondary works. It de-scribes any specific document irrespective of the fact whether it is a true representation of the edition or not. It also serves as the often used reference tool for research scholars.

On the other hand, a descriptive bibliography covers only primary works and their latest editions, if any. It always looks to an ideal copy of the book for its description. It does not have much importance in the present day context due to standard practices followed in the production of books.
- 4) Various kinds of subject bibliographies are :
Reference Bibliographies
Reading Lists
Subject Indexes and abstracting services
Bibliographic Reviews.
- 5) Examples of Indexing Services:
Index Medicus, 1960-
Applied Science and Technology Index, 1958-
Examples of Abstracting Services:
Chemical Abstracts, 1907-
Biological Abstracts, 1927
Indian Science Abstracts, 1965-
- 6) Some of the uses of a national bibliography are:
 - a) It helps to inform the users about the published literature of a country.
 - b) The librarian receives assistance in their cataloguing and classification work.
 - c) It serves as the book selection tool for librarians, booksellers and users.
 - d) It acts as a guide to book trade.
 - e) Special subject bibliographies can be compiled from national bibliographies.
 - f) It helps in the bibliographic control of a country's publication output.
- 7) Various types of trade bibliographies are:
Lists of second hand books
Lists of individual publishers and booksellers
Books-in-Print
International trade bibliographies
Lists of all the works in print in a country at a particular point of time.
- 8) The Universal Bibliographic Control (UBC) programme sponsored by IFLA in 1974 is based on the recognition of the fact that (a) effective bibliographic control must begin within individual countries i.e., every country should bring out its National Bibliography and (b) that the exchange of bibliographic information between them is facilitated if there is international agreement on bibliographical description. The UBC programme has since been merged *with* IFLA's another programme, namely the International MARC and is presently known as UBCIMP.
- 9) These are lists of bibliographies to help users in choosing and in tracing bibliographies. The bibliographic control of bibliographies presents many difficulties and the bibliography of bibliographies helps to overcome these.



3.9 KEY WORDS

- Author Bibliography** : An author bibliography is a complete list of all the works or writings of an author. It also includes lists of all documents written about an author.
- Bibliographic Description** : The description of a work of literary or musical composition giving particulars of authorship and others who have contributed to the presentation of the text, title, edition, date, particulars of publication.
- Bibliography of Bibliographies** : These are lists of bibliographies to help users in choosing bibliographies.
- Catalogue** : A catalogue is an orderly list of items in a library, or some distinct part of it or of the stocks of a group of libraries called the Union Catalogue.
- Index** : An alphabetical list of names of authors, places, persons, subjects, topics, etc., with indication to exact location.
- National Bibliography** : It is a list of books or works published in a country or about a country or in the language of a country.
- Retrospective Bibliography** : A bibliography which lists books published in previous years as distinct from a current bibliography which records books recently published.
- Select Bibliography** : This lists only some specially selected material on a subject or a topic to meet the needs of special category of people.
- Union Catalogue** : This is a catalogue of holdings of a group of libraries and is published to aid library co-operation by inter-lending or resource sharing.

3.10 REFERENCES AND FURTHER READING

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