


[DOWNLOAD](#)


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
[2.22 MB]

Reviews

Comprehensive information! Its this sort of excellent read. I could possibly comprehended every little thing out of this published e pdf. You wont sense monotony at at any moment of your time (that's what catalogs are for about when you ask me).

-- **Prof. Mauricio Howe III**

Completely essential read through book. It normally is not going to charge an excessive amount of. I found out this book from my dad and i advised this pdf to find out.

-- **Madelyn Douglas**

See Also



The Well-Trained Mind: A Guide to Classical Education at Home (Hardback)

WW Norton Co, United States, 2016. Hardback. Book Condition: New. 4th Revised edition. 244 x 165 mm. Language: English . Brand New Book. The Well-Trained Mind will instruct you, step by step, on how to give your child an academically rigorous, comprehensive...



Who am I in the Lives of Children? An Introduction to Early Childhood Education (Paperback)

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English . Brand New Book. Note: This is the bound book only and does not include access to the Enhanced Pearson eText. To order...



Any Child Can Write (Paperback)

Oxford University Press Inc, United States, 2003. Paperback. Book Condition: New. 4th Revised edition. 201 x 135 mm. Language: English . Brand New Book ***** Print on Demand *****.Harvey S. Wiener shows how parents can encourage their children to write with a...



History of the Town of Sutton Massachusetts from 1704 to 1876 (Paperback)

Createspace, United States, 2015. Paperback. Book Condition: New. annotated edition. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.This version of the History of the Town of Sutton Massachusetts from 1704 to 1876 is a labor...



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! (Paperback)

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...



Read Write Inc. Phonics: Purple Set 2 Non-Fiction 4 What is it? (Paperback)

Oxford University Press, United Kingdom, 2016. Paperback. Book Condition: New. 215 x 108 mm. Language: N/A. Brand New Book. These decodable non-fiction books provide structured practice for children learning to read. Each set of books is carefully levelled to match childrens growing...