# ubc library bulletin

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SPECIAL ISSUE: FILING IN THE MICROCATALOGUE

*UTLAS, UTLAS, quite contrary, how does your filing go?*
*With periods, and apostrophes, and numbers all in a row?*

*The filing sequence in the microcatalogue differs in detail from both the card catalogue and from the in-process list. This means that there are not only 3 different places to check for a title but also 3 different filing orders. This is hardly a cheery subject, but it is one we're all going to have to consider sooner or later. Our willingness to come to grips with these details should save us some grief in the long run.*

The following rules apply to all UTLAS produced catalogues (BCUC, ours) but not to COM catalogues in general -- beware!

1. FILING IS WORD BY WORD. This means that spaces (blanks) count; a space comes before "A". Or as the saying goes "nothing comes before something". (This is strictly a filing, not a philosophical issue, of course). We can take comfort in noting that all of our files are word by word. A few prestigious types like the people at Encyclopedia Britannica file letter by letter, so don't get too nonchalant about this.

WATER AND WASTE
WATER IN THE WORLD
WATER TODAY
WATERMELON
WATERPROOF

2. NUMBERS PRECEDE LETTERS. Arabic numerals file as is, not as if they were words: they come first and are arranged in increasing numerical value. So if you don't find the title "Twenty ways to fatten geese", look up the title "20 ways to fatten geese" at the very top of the first fiche. before "A". The same principle holds in using the in-process list.

5 GREAT PLAYS
1001 LIMERICKS
1984
AAA BULLETIN

3. DIACRITICS (ACCENTS, ETC.) ARE IGNORED. This is a safe bet for the other UBC catalogues, too. A while back (take a look at the old Library of Congress printed catalogues) this would have been unthinkable, but in the great library melting pot, these distinctions are being lost.

| | | |
|---|---|---|
| Bhārata | *think* | Bharata |
| État | | Etat |
| München | | Munchen |
| Sørenson | | Sorenson |

4. PERIODS COUNT AS A SPACE. Mostly, this brings up the old problem of where to look for initials. If the title was typed "R.C.M.P. comes of age.", think of it as "R C M P": it will be found at the beginning of the R's. But if it has been typed "RCMP comes of age", think of the word "Rcmp": look for it after all the "ra" and "rb" words. Mostly this means: look two places for initials.

| | | |
|---|---|---|
| U.N. treaties in the sixties | *think* | U N treaties in the sixties |
| U.T.L.A.S. filing rules | | U T L A S filing rules |
| Under milkwood | | Under milkwood |
| Union catalogue | | Union catalogue |
| UTLAS alternatives to the card catalogue | | Utlas alternatives to the card catalogue |

5. HYPHENS COUNT AS A SPACE. In the author & title section, this is no different than the filing in the card catalogue.

| | | |
|---|---|---|
| Co-operative | *think* | Co operative |
| Ninety-two | | Ninety two |

<u>But</u> in the subject section, this rule really messes things up. More precisely, it plays havoc with the concept of subdivisions. The computer has no way to recognize a subdivision (we recognize them by the "-" between words in a heading), so sometimes a whole new heading will be filed in between the subdivisions of a similar heading. Take a close look at this example of UTLAS filing.

Mentally ill
Mentally ill - Canada
Mentally ill - Care and treatment
Mentally ill children
Mentally ill - Rehabilitation
Mentally ill - Statistics

Did you notice how a new heading "Mentally ill children" crept in there? It's enough to give you a bit of mental strain.

6. APOSTROPHES DO NOT COUNT AS A SPACE. This is the same as the UBC card catalogue, luckily. (IPL is fickle -- sometimes it counts as a space, sometimes it doesn't. Look up O'Brien then D'arcy to get an idea of the complications.)

| | | |
|---|---|---|
| Rock'n'roll | *think* | Rocknroll |
| O'Brien | | Obrien |
| Steward's folly | | Stewards folly |
| It's a boy | | Its a boy |

7. MC and MAC FILE AS WRITTEN. The card catalogue interfiles these (so does the phone book), the microcatalogue does not. If you can't find McDonald, try MacDonald. If only these sorts weren't such prolific writers.

MacBride
MacGeorge
MacTavish
McBride
McLeod

8. ABBREVIATIONS FILE AS WRITTEN. The card catalogue often spells out abbreviations for filing purposes. In the microcatalogue, you must think of all the possibilities. So, if you don't find "Mister Basket Knife and other Khmer folktales", try "Mr. Basket Knife and other Khmer folktales".

9. ROMAN NUMBERS FILE AS IF THEY WERE LETTERS. The card catalogue filers recognize these as numbers and file accordingly. Some computers also are cued to file these as numbers, but to UTLAS it's all a blur. So you must remember to think the letter not the number. Looking for Henry the fourth? Don't forget to try Henry IV.

Richard 5
Richard I
Richard in Rome
Richard IV

10. AUTHORS WILL NOT PRECEDE TITLES. In the card catalogue, you will find books by an author whose last name is "Moon" before such titles as "Moon in June" and "Moon Overhead". In the microcatalogue these are interfiled, strictly by alphabet.

Moon at bay
Moon, Eric
Moon overhead
Moon, Thomas

The Bee. The Beet. The Beetle.

11. ANY NUMBER OF SPACES FILE AS ONE SPACE. This may sound trivial, but it effects that potential bugaboo -- the corporate entry. Take these two entries:

Canada. Ministry of Agriculture  Canada at arms

The card catalogue files these paying attention to periods. Hence:

"Canada. Ministry of Agriculture" comes before "Canada at arms".

The computer that produces the IPL files 2 spaces before 1 space, so if the typist is precise

"Canada. Ministry of Agriculture" will still come before "Canada at arms".

But the UTLAS computer ignores periods, can't count the number of spaces; so it puts things the other way around:

Canada at arms
Canada. Ministry of Agriculture

You should be prepared to find corporate entries interfiled with personal names and with titles. Documents written by the municipality of "London" will be interfiled with titles beginning "London" and with authors whose last name is "London". This is distinctly different from the card catalogue and IPL and may take some getting used to. (On the other hand, the UTLAS computer will bring together such headings as "Smithers. Art Gallery" and "Smithers Art Gallery" which is a bonus for someone who has missed the fine permutations in desuperimposition.)

Now for a review, note the order of these headings filed UTLAS style.

| AUTHOR & TITLES | SUBJECTS |
|---|---|
| 10 great women | Canada - Bibliography |
| A.F.L. in the time of Compers | Canada. Constitution |
| Adams Federalists | Canada - Description & Travel |
| Adams, Henry | Canada. Geological Survey |
| AFL-CIO Bulletin | Canada goose |
| France, Peter | Canada - Government Publications |
| France. Treaties | Canada - History |
| Henry IV | Canada - History - 19th century |
| Henry the Second | Canada - History - 1663-1713 (New France) |
| London. County Council | Canada - History - 1775-1783 |
| London is burning | Canada - History - 1841-1867 |
| London, Jack | Canada - History - 1867- |
| London. Sanitation Dept. | Canada - History - 1867-1914 |
| MacLeod, Max | Canada - History - 1945- |
| McGuffy, George | Canada - History - Sources |
| Mount Fuji | Canada - History - to 1763 |
| Moyer, Fred | Canada in art |
| Mt. Fuji | Canada - Politics & government |
| Ten lost tribes | |

Finally, the last piece of news is that the index in UTLAS products is slightly different from UBC COM products -- the grid number is to the left.

| GRID | AUTHORS | GRID | AUTHORS |
|---|---|---|---|
| A 13 | CASAL. MO | A 17 | CASTRO AF |
| B 13 | CASALDUER | B 17 | CASTRO E |
| C 13 | CASANIQUE | C 17 | Castro F |
| D 13 | CASANOVA. | D 17 | Castro. G |
| E 13 | CASARES Y | E 17 | CASTRO. J |
| F 13 | .Casas Mon | F 17 | Castro L: |
| G 13 | Casaubon. | G 17 | CASTRO P |
| H 13 | CASCIANEL | H 17 | CASTRO r |
| I 13 | Case Inst | I 17 | CASUALTI |
| J 13 | CASE. PC3 | J 17 | CATALAN. |
| K 13 | CASEBEER. | K 17 | CATALANO |
| L 13 | CASELLA. | L 17 | CATANIA. |

Readers are asked to submit to the Bulletin their own observations or tricks of the trade on using the microcatalogue. Whatever seems useful will be gladly printed. Send your remarks to: the editor, Information & Orientation Division, Main Library.