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National standard for subject cataloguing and indexing in libraries of the Czech Republic

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NATIONAL STANDARD FOR SUBJECT CATALOGUING AND INDEXING IN LIBRARIES OF THE CZECH REPUBLIC

Introduction

The Library System in the Czech Republic is determined by the third Librarian Act No. 257/2001 Coll. about libraries and operational conditions of the public library and information services. The National Library system is represented by the National Library of the Czech Republic, the K. E. Macan Library for the Blind, and the Moravian Library in Brno, established and directed by the Ministry of Culture, regional libraries, set up by the regional authorities, general libraries, set up by the municipal authorities and specialized libraries. The National Library is a library with a universal collection complemented by specialized funds. It permanently secures the conservation fund and historical collection. The National Library is the memory of the nation and in this sense it builds the Czech National Bibliography and preserves printed material and significant electronic resources for future generations. It performs the coordinating, training, information, educational, analytical, scientific research, standardizational, methodological and advisory activities. The national production is represented in the Union Catalogue (URL: <http://www.caslin.cz>). The National Library acts as the National Agency for International Standard Numbers of books and music, national interlibrary loan service center and the national center for international exchange of official publications. It also represents the library when dealing with collective rights management and ensures statewide coordination of regional functions.

Cataloguing Policy

Development of the fund at the National Library is provided by the Acquisitions Division and Fund Processing led by director Mgr. Edita Lichtenbergová (e-mail: edita.lichtenbergova@nkp.cz). In accordance with

the determined acquisition profile (CONSPECTUS) systematically complements the National Archival Fund (NAF), Universal Library Fund (ULF), and Study Fund (SF). It provides simultaneous and retrospective acquisitions of bohemical documents (except periodicals) and selective acquisition of foreign documents (with the exception of purchases and donations of periodicals). It secures the primary registration of acquired documents. It provides processing of printed publications (except periodicals) and selected special documents at the monographic and serial level. It is the National Agency for ISBN and ISMN in the Czech Republic and a national center for international exchange of official publications. It acts as the National Bibliographic Center and CIP Agency. It is the center of a Union Catalogue of the Czech Republic and the manager of the national authorities. It monitors and allows access to policies for international standards applicable to the processing area, followed by the creation and enforcement of the union cataloguing policy. Processing is carried out in accordance with international agreements and standards MARC 21, AACR 2, ISBD, LCSH, UDC, etc. The National Library guarantees cataloguing policy in the country. It collaborates with libraries, institutions and professional institutions in the Czech Republic and abroad and is responsible for the National Library participation in shared projects and the implementation of relevant agreements. It is involved in research and development activities.

The National Library represents the Czech Republic in international organizations like the IFLA and serves as an initiator and organizer of the wide range of national and international projects (UBCIM, MARC, UAP, UDT etc.). The Acquisitions Division and Processing of Funds cover the methodology and coordination of new funds' cataloguing in all of Czech Republic. It is also responsible for the processing of Czech production and its accessibility on the National Library website. The web site (<http://www.nkp.cz/o-knihovne/odborne-cinnosti/zpracovani-fondu/katalogizacni-politika/standard1>) provides answers regarding cataloguing, offers e-Learning cataloguing course, texts from approved materials, access to the National Authority Portal of the Czech Republic, documents on subject processing, authority material, a link to the Council for Cataloging Policy and Working Groups, link to the cooperative system analytical bibliography and ANL +, records from all meetings, calendar of planned events, various informative materials, materials for MARC 21, and access to the international virtual authority files and archives. There have not been any official documents approved yet - a policy or strategy for cataloguing in the Czech Republic, etc. Transition to the new cataloguing rules and related issues are currently in process by the Council for Cataloguing Rules and Working Groups. The Acquisitions Division and Processing of Funds is about to change its residence due to the revitalization of the National Library. Part of the Department will remain in Klementinum and the bigger part will be moved to Hostivař – a central depository, which

is also currently under revitalization process. It will be necessary to create a concept for a new organization of the Department and coordinate activities simultaneously in order to avoid duplication of work and other unwanted effects associated with the division of the Department into two sections.

Council for Cataloguing Policy and Working Groups

The Acquisitions Division and processing of funds consists of the following departments: International Agencies, Department of Acquisition of Bohemical Documents, Department of Acquisition of Foreign Documents, Namespace Processing Department, Department of National Subject Authority and Material Processing, Department of Processing Special Documents, Department of National Nominal Authority, Department of Union Catalogues and Department of Retrospective Conversion.

Department of International Agencies

The department provides international registration systems of ISBN - International Standard Book Number, ISMN - International Standard Music Number, ISSN - International Standard Serial Number, formed for the announced books, music and training. The system for International Standard Book Numbering - ISBN was established in the late 60's in the UK, initially as a national system. Gradually, it spread to more than 190 countries. In the Czech Republic this system has been used since 1989 (back then it was still Czechoslovak Socialist Republic). The paramount global body of the system is International ISBN Agency in London. The International Directory of Publishers (Publishers' International ISBN Directory) is published annually and also contains information about publishers of the Czech Republic

Department of Acquisition of Bohemical Documents

The main task of this department is to acquire Czech literature published on the historical territory of the Czech Republic in accordance with the application of international Conspectus Method.

Department of Acquisition of Foreign documents

The basic aim of the acquisition is the selection and acquisition of relevant foreign documents for the National Library fund in accordance with the application of international Conspectus Method. The latest additions of foreign literature are regularly featured in the section called New Foreign Literature. The knowledge from trips abroad are published in the section called Travel News.

Department of Nominal Processing

It provides nominal processing of domestic and foreign book production and some types of continuing supplemental resources to the National Library funds in accordance with relevant international (and national) standards. It provides descriptive and subject cataloguing of books from Czech production from the 19th century. It is a sub-base manager of books in the electronic catalogue of the National Library and the Czech National Bibliography. It acts as the National Agency CIP (Cataloguing in publication). It coordinates shared projects and cooperative cataloguing of Czech books. Part of the Department of Nominal Processing is the OPAC Administrative Group, which provides operational re-cataloguing of the viable National Library fund (REZIFO) and coordinates related activities that refer to the management of the National Library Catalogue base.

Department of National Subject Authorities and Subject Processing

It systematically creates files of National Subject Authorities. It provides Subject Processing of domestic and foreign book production and certain types of continuing resources supplementing the National Library fund in accordance with international standards. It manages the basis of National Subject Authorities in the Czech National Bibliography and the electronic National Library Catalogue. It coordinates shared projects and the cooperative cataloguing of Czech books in the area of material access. It fills the function of the national agency for the translation and access to the classification system UDC (Universal Decimal Classification).

Department of Special Documents Processing

It provides Nominal and Subject Processing of special documents (electronic resources on physical media, graphic documents, cartographic documents, micro-documents, video, and sound records) supplemented into the National Library fund in accordance with valid international standards. It manages the basis of special documents in the National Library electronic catalogue and the Czech National Bibliography.

Department of National Nominal Authorities

It systematically creates files containing titles of National Authorities. It manages the base for the National Nominal Authority in the National Library electronic catalogue and the Czech National Bibliography. It coordinates the Czech libraries cooperation in the creation and use of files of

national nominal authorities. It ensures content accuracy and consistency of related access files to bibliographic records of the National Library Catalogue database.

Department of Union Catalogues

It develops and manages the National Union Catalogue of the Czech Republic, on the basis of applicable rules of organizing collaboration between the CASLIN participants (CASLIN - the Union Catalogue of the Czech Republic). It organizes adoption of printed records and special documents processed at the monographic or serial level into CASLIN, including quality control and duplication removal. It provides an agenda of locator marks allocation sigel and manages their system. It also manages the directory of libraries and of information institutions in the Czech Republic, and provides its accessibility.

Department of Retrospective Conversion

It coordinates and provides technical retrospective conversion of the National Library catalogues and other Czech libraries, including professional guarantee of sub-program VISK 5 - Retrokon. It manages the content of Registry of Digitalization. It cooperates on profiling of the National Library fund. It is involved in research and development activities in its area.

The work of the Council for Cataloguing Policy and Working Groups

The Council for Cataloguing Policy acts as an advisory body for the Department of Completion and Processing of Library Funds in the National Library of the Czech Republic. It meets regularly and as is necessary with working groups, where there are present significant members and senior leaders from cataloguing departments from across the Czech Republic. Working groups are thematically focused, and there are a total of six. These are: Group for the processing of book titles, Group for subject processing, Group for series, Group for analytical processing, Group for the processing of special documents and Group for the processing of old books. All the information about the groups can be found at the URL: <http://www.nkp.cz/o-knihovne/odborne-cinnosti/zpracovani-fondu/katalogizacni-politika/katalogizacni-politika/schv>.

The Council for Cataloguing Policy serves as an umbrella organization for approving key conceptual strategic materials (e.g. what cataloguing principles will be used) and it meets only rarely, just for the purposes of these approvals. Members vote mostly electronically, and its practice

is expected to be used in the future. The other working groups usually meet 1-2 times per year, only rarely more often, if something more important is taking place, like some significant rule is changing, usually under the influence of changes in the Library of Congress, atd. The links for the records of the working group for material processing can be found at URL: <http://www.nkp.cz/o-knihovne/odborne-cinnosti/zpracovani-fondu/katalogizacni-politika/katalogizacni-politika/zap>.

The Working Group deals with individual material access points, such as writing chronological data, geographic information, changes in UDC, etc. Now, with the links to other memory institutions at the national substantive authority, the INTERPI program was initiated. Due to the pressure of these institutions the authorities will be recorded more in depth and at the same time more simply than it was under the influence of LC in Washington. The rules of the description are still evolving. They are constantly being changed from time to time by the National Library, and they “democratically” debate about this issue with other working groups, and then changes are approved.

It so happens that the changes are sometimes proposed directly by experts who participate in surveys (especially for the regional library) according to the National Library instructions. At the next meeting of the Working Group for material processing they will be dealing with changes in geographic authorities: URL <http://authority.nkp.cz/vecne-autority/vecne-autority-upravy-2013> and the issuing of new Czech UDC tables, on which the National Library is currently working. The working group for processing special documents normally meets once a year. There are currently no special documents on the agenda but rather they address the standard documents (books) and especially the transition of libraries from UNIMARC to MARC 21, as well as the transition to the new RDA (Resource Description and Access) cataloguing rules. Each regional library has an authority supervisor. At the web site <http://authority.nkp.cz> there is a correction proposal with already approved authorities for the protocol of 39.50 to the National Library. Supervisors meet once a year; see last entry: URL <http://authority.nkp.cz/jmenne-autority/zapisy-ze-setkani-supervizoru/>.

Harmonization of Subject Cataloguing in the Czech Republic

According to IFLA Guidelines of the National Bibliographic Agency and the National Bibliography (<http://www.ifla.org/VI/3/icnbs/beam-e.htm>), the National Library belongs to the National Cataloguing Agencies. All of these are responsible for the preparation of the authoritative and bibliographic records, created with an agreement according to international rules. National Cataloguing Agencies make individual rules united in the case of bibliographic records, which are usable for various purposes: the records for international exchange,

the purpose of union cataloguing, for the needs of individual libraries, for online information systems and for the needs of the publishing sphere. All of these require a different specification of data elements. The process of creating cataloguing rules is a collective work. The National Library is strictly patterned on international rules and recommendations thus it is based on cooperation. The cataloguing rules are processed and approved by the working groups and submitted for approval to the Council for Cataloguing Policy (<http://www.nkp.cz/o-knihovne/odborne-cinnosti/zpracovani-fondu>). In a network environment, a greater emphasis is put on the availability of the content characteristics of information resources and on subject selective information. In this context, it should be mentioned that the closer cooperation in the creation of subject authority files and the rules for their application are involved by the Moravian Library in Brno and the Scientific Library in Olomouc. Both of these libraries collect nationwide legal deposit.

Project ANL +

The conclusion of the cooperative analytical bibliography ANL and its replacement by the project ANL + provoked big controversy. Articles since 2011 can be found in the base ANL +. The experiment ANL + took place to 1st October 2012, but it is currently suspended. The re-launch is planned for May of this year. Nowadays, it is possible to search for information about the articles in the database ANL, which is accessible via the JIB (the Uniform Information Gateway) and the National Library. It selectively contains bibliographic records of titles processed by regional and specialized libraries and titles originally processed by the National Library. We can also search in the database Newton Media, where the article texts of selected titles are located.

Basic standards

– ISBD(A). International Standard Bibliographic Description for old prints and incunabula. The second recorded edition. It is recommended by project group ISBD(A). It is approved by the Standing Committee of the IFLA Cataloguing Section and IFLA Section for rare books and manuscripts. First Czech edition. Prague : National Library, 1997.

– MARC 21. Bibliographic format. Network Development and MARC Standards Office Library of Congress. Standards and Support, National Library of Canada. First Czech edition. [from the English original ... translated into Czech by Ludmila Benesova ... et al.]. Prague: National Library of the Czech Republic, 2003. - 2 St.

– Cataloguing in MARC 21 format. Brief instructions and examples for the books and some types of continuing resources. Marie Balíková... et. al. Prague : National Library of the Czech Republic, 2004.

- Anglo-American Cataloguing Rules. Second edition. Revision 1988. First Czech edition. Translation of the National Library in Prague. Prague : National Library in Prague, 1994.
- Anglo-American Cataloguing Rules. Second edition. Revision 1988. Amendments 1993. Czech edition. Translation of the National Library of the Czech Republic. Prague, National Library of the Czech Republic 1997.
- Descriptive Cataloguing of Rare Books. Second Edition. Washington, DC: Cataloguing Distribution Service, Library of Congress, 1991. (DCRB)

Other standards

- AACR2/UNIMARC. They are approved Czech interpretations. National Library of the Czech Republic. Prague 1999.
- UNICAT (UNIMARC/CERL) - in agreement with the European Union Catalogue of Old Prints. Hand Press Book Database created by organization Consortium of European Research Libraries, and in accordance with the American Union Catalogue of Bibliographic Database Research Libraries Information Network - RLIN created within the organization Research Libraries Group - RLG). See: <http://www.cerl.org/HPB/hpb.htm> /
- The change of the concept of indexing in the National Library of the Czech Republic processed by Marie Balíková, Department of Indexing, OZF. Prague : National Library of the Czech Republic, 1998.
- Fingerprints. I. Manual. Empreintes. I. Guide du releveur. Imprime. I. Regole per il rilevamento. Paris, Institut de recherche et d'Histoire des Textes (Centre National de la Recherche Scientifique), 1984.
- Fingerprints. II. Examples. Empreintes. II. Exemples. Imprime. II. Esempi. Paris, Institut de recherche et d'Histoire des Textes (Centre National de la Recherche Scientifique), 1984.
- Notizario dell'impronta: in Fingerprint Newsletter, NO3, Istituto per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche, Roma (In association with the National Library of Scotland) 1994.
- Working Group for the Processing of Old Prints – the standards for descriptive and subject cataloguing of old books in the base STT 1501-1800 the National Library (Kašparová, J. - National Library of the Czech Republic).

Other resources

- Rules of nominal cataloguing of old books, incunabula and manuscripts processed by Frantisek Horak, Bedřiška Wižďálková, Emma Urbánková. Prague, State Pedagogical Publishing House 1971.

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- Reglas de catalogación. I. Monografías y Publicaciones Seriadas. [Madrid] : Dirección General del Libro y Bibliotecas, 1988.
 - Guide pour la descriptions bibliographique des imprimé anciens et précieux. Sous la réd. De Elly Cockx-Indestege. Trad. Française Anne Rozet. Bruxelles : Archive set Bibliothèques de Belgique, 1991.
 - Examples to Accompany Descriptive Cataloguing of Rare Books. Prepared by the Bibliographic Standards Committee of the Rare Books and Manuscripts Section (ACRL/ALA). Chicago : Association of College and Research Libraries, 1993.
 - The cataloguing of the Hand Press. A Comparative and Analytical Study of Cataloguing Rules and Formats Employed in Europe. Prepared by Henry L. Snyder and Heidi L. Hutchinson. München; New Providence; London; Paris : K. G. Saur, 1994.
 - The cataloguing of old books 1501-1800 in the National Library of the Czech Republic. The base STT 1501-1800 (state to 2000) processed by Jaroslava Kašparová in cooperation with Dana Mráková. Prague : National Library of the Czech Republic, 2001.
 - VENIER, Marina; De Pasquale, Andrea. Il libro antico in SBN. Milano : Editrice bibliografica, 2002.
 - MACHOVÁ, Anna. Library shortcuts. Prague : National Library of the Czech Republic, 2003.

Universal Decimal Classification (UDC)

We can search for URL: <http://aip.nkp.cz/mdt/>. UDC is a universal, internationally understood classification language, which is used for indexing and retrieval of subject information about documents, their parts, or for indexing and retrieval of particular information, contained in the documents. It is characterized as a combination of hierarchical classification and faceted type. Its advantage is its versatility and flexibility. UDC was created by two Belgian lawyers, Paul Otlet and Henri La Fontaine in the early 20th century. They patterned it on the *Dewey Decimal Classification*. Nowadays, the Consortium for Universal Decimal Classification in Hague is responsible for the development of UDC. UDC is mostly called *Universal Decimal Classification* in other languages, as well as the original name that Paul Otlet and Henri La Fontaine assigned. The Czech name is MDT (*Mezinárodní desetinné třídění*), while the French name is *Classification décimale universelle* and German name is *Universelle Dezimalklassifikation*. In Czechoslovakia and the Czech Republic, the use of MDT was adjusted to the standard *CSN 010180 Universal Decimal Classification (UDC)*. The selecting of the most important features was edited on 1st June 1985, effective from 1st September, whose validity was concluded on 1st February 2003.

Structure of UDC

Basic classification into main categories:

0. Generalities, Computer Science.
1. Philosophy, Psychology, Ethics.
2. Religion.
3. Social sciences, Sociology, Statistics, Demography, Politics, Economics, Law, Management, Social Welfare, Education, Ethnography.
4. Vacant.
5. Natural Sciences, Mathematics.
6. Medicine, Applied sciences, Technology, Agriculture, Industry, Transport.
7. The Arts, Entertainment, Sport.
8. Language, Linguistics, Literature.
9. Archaeology, Geography, History, Biography.

Subject Cataloguing (subject description)

Projects related to the subject description: *Conspectus method*, shared cataloguing and subject authorities. The aim is to give the user access to the document with respect to its content and form. We use subject selective languages based on natural language – lexical units are selected from natural language and systematic selective languages DDC, DDC - OCLC, MDT – lexical units represent a numeric or alphanumeric characters. According to the access of organization of lexical units in the process of indexing and searching, we talk about pre-coordinated and post-coordinated selective languages.

A subject retrieval language expresses verbally content and form: material term (keyword, thesaurus phrase) = subject heading. Material terms are always separate isolated words or phrases; they never form a chain e.g. crocheting, libraries, Europe, 16th century, Slovakia, national history, etc. It is a formalization of a natural language. A cataloguer makes a list of words that describe the main topic of the document and looks for an authority in the authority database terms. He follows the rules of links (e.g. soccer see football, ecologist see the environment, etc.) and selects only those forms of terms that are defined as an authority to exclude homonymy and synonymy E.g. natural history book about the Czech Republic – Czech, national history, or if it is a book about growing crops in the Czech Republic – cereals, growing field plants, Czech. The subject heading consists of one or several elements: an entry headword – the first sub headword (thematic refinement, place) and the second sub headword (time specification). General principles of subject cataloguing order observe the principle of the narrowest term and the superior term.

Systematic retrieval languages are a numerical expression of the content and form of the *Dewey Decimal Classification*, UDC and today the combination of UDC and *Master Reference File*.

CONSPECTUS – this is a special type of a selective language. It is neither subject, nor systematic selective language (categories do not work at the decimal principle, while groups use characters of UDC. Also a search by words is not reliable – although the words are linked to the numeric notation they are not detailed as factual terms). It is used to standardize the minimum level of subject access (including electronic documents that are searchable on the web through gateways, such as the Uniform Information Gateway: www.jib.cz). They are used not only for cataloguing but also for the acquisition (recharge, profiling fund) and protection of the fund.

Look back on the past cataloguing policy in the Czech Republic

Czech cataloguing practice in the 20th century was significantly affected by the Prussian instructions, Soviet rules and the Anglo-American rules. Official instructions during the pre-Munich Republic and until 1950 were the Rules of the basic catalogue (alphabetical card list of names) with the addition of descriptions of small-sized files published in 1925. The rules were established by the director of the Public and University Library in Prague (now the National Library) Jaromír Borecký. These rules were created in times of strong German influence on the Czech librarianship and it is logical that they are strongly dependent on the Prussian cataloguing instruction from 1899. In 1921, the rules governing the construction of the alphabetical list of names, which were issued by the director of the Library of the National Assembly (now the Parliamentary Library) Z.V. Tobolka were published and the rules primarily came out of the needs of this institution. Due to its simplicity, the rules found wider application in many public libraries. After 1948, there was a need to issue new rules. In this political atmosphere, in 1950, the Provisional rules of alphabetical list of names came out. Unlike the rules of Borecký and the rules of Tobolka it is a collective work. After the exclusion of the so-called *Prussian school* remained two others – Soviet and Anglo-American. Soviet rules were not completed at the time when the Provisional rules were being prepared, so another alternative (which initially affected the Soviet rules) were the Anglo-American rules. The provisional rules were only temporary and were very brief, they did not suit large libraries and affected no special items with the exception of sheet music. The lack of instructions for processing of special documents and the beginning division of librarianship and documentation (which was deepened in later years) in 1952 led to the creation of United Cataloguing Regulation for Literary Service, which was intended for professional (special) libraries and documentation departments.

Only in the 20th century there was an international harmonization of cataloguing rules. It was a social agreement of the constituent states which is respected till this day. The first *International Conference on Cata-*

loguing Principles was held in Paris (1961) and focused on creating a heading. Another attempt was undertaken by IFLA (International Federation of Library Associations) and dealt with the structure of descriptive data and the results are texts of international standard bibliographic description called ISBD. The aim of ISBD is general intelligibility of records, exchange of records from different sources and between different countries and their transfer into machine-readable form. It contains the specification of data, their order and determination of punctuation between the data. In 1959 the rules of namespace catalogue, which was worked out by Miroslav Nádvorník with a team were published. It contained detailed elaboration of principles for creating catalogue records of one-volume works, multi-volume works and periodicals, as well as some special documents, especially sheet music, maps, graphics and gramophone records. Since 1964, ČSN 010195 *Bibliographic (documentation)* and the *Cataloguing Record* was applied the nationwide standard. The standard established principles for creating headings and principles of stating descriptive data and their sequence. Standard respected international agreement on cataloguing principles, particularly on issues of heading. Another author of the cataloguing rules was Hana Vodičková et al. In 1972 she supplemented rules of Nádvorníková for other types of documents. In 1988 the new standard ČSN 010168 *Creating a Namespace Header – personnel, cooperative and title header* was published. Standard defines the main creation principles for different types of headings, peculiarities in the names of authors, names of corporations and names of documents.

Czech libraries strictly adhered to the norm. Today it does not correspond with the international state practice of cataloguing (AACR2). Yet it is still valid, especially in dealing with peculiarities in the names of individual and corporate authors. Along with computerized cataloguing comes AACR. In 1992 a revision of ČSN 010195 entitled *Bibliographic Record*, based on international standards ISBD took place. It contains principles of creation record of basic and special documents. Yet there were differences in the revision of international standards ISBD, which took place in 1993-1998 translated international standard ISBD and AACR2 cataloguing rules (in 1994). AACR: American Library Association (American Library Association / ALA) and the British Library Association (British Library Association / BLA) signed in 1966 a cooperation agreement on the text of the rules – the rules were published in 1967 under the name of AACR. In 1978 the rules were published in the second edition, this time the Canadian Association of Canadian Library Association cooperated. This issue published in 1988 took into account automated document processing, set how to handle non-book documents and agreements on adaptation to ISBD(M), that were the cataloguing rules AACR2R. The first part deals with bibliographic description and the second with heading (selection data).

From other standards we can mention ČSN 976030 *Alphabetical Listing*, published in 1993. ISO 690 Documentation. Bibliographic Citations. Content, Form and Structure. ISO – International Organization for Standardization – as a bridge between the public and private sectors. Czech Standardization Institute offers a current list of standards in the field of library and information science. Sorting character is 0101. In the 2nd mid-sixties arose the MARC format – Machine Readable Catalogue (Cataloguing), then ISO 2709 format for information exchange. Formats are internal (local, domestic) and external (communication to exchange records between different systems). Formats are further divided into national, regional and international. The National ones are the type of MARC – formats Anglo-Saxon concepts such as MARC 21, formats Franco-Italian concept as INTERMARC and type UNIMARC formats such as UNIMARC + CZ, or non-MARC formats such as AGRIS, International UNIMARC formats and UNISIST Reference Manual. Czech libraries were using UNIMARC since 1996, some later switched to MARC 21, and it is expected that in the near future all Czech libraries will switch to MARC 21.

The Present day - RDA or processing AACR2 rules on AACR3?

Since 1st April 2013 the cataloguing practice in the USA has been fundamentally changing. It is obvious that this change will affect cataloguing policy in a number of countries, so will also change in the Czech Republic. Practice has proven that the world needs consistent cataloguing rules and that it is therefore worthwhile to revise the conceptual model rules. The authors decided to issue new rules based on the models of FRBR (Functional Requirements for Bibliographic Records) and FRAD (Functional Requirements for Authority Data) – compatible with AACR2 and it is called RDA. After ten years of preparation, three U.S. National Libraries started to catalogue under the new rules. Last preparations for the April transition are now being finalized at the Library of Congress, National Agricultural Library and the National Library of Medicine.

AACR rules are based on the type of documents and they are continuously updating newly emerging types of documents. RDA have a completely different approach to resources. It does not take into account the manner of publication. The readers will greatly benefit from the fact that the RDA rules are based on FRBR because they facilitate better orientation in the catalogue. RDA changes the approach to the description of resources, thus leading to a different layout of rules, reflecting the “modular” construction, which corresponds to the FRBR. RDA takes into account the digital environment and provides hyperlinks. RDA Toolkit contains other materials, some of which are available free of charge. Among them there is the first version text RDA (RDA Draft – <http://www.rdatoolkit.org/constituencydraft>), pub-

lished in November 2008. The preparatory group is preparing for the transition to the new rules in the National Library. Prices for access to the Toolkit are high, so the Czech translation has not yet been taken into consideration. Members of the preparatory group are working with the English version. In the National Library, the implementation of the new cataloguing rules is being dealt with in the project NAKI (2011-2015). (The system is built within a grant project called *Management of electronic publications in the network of the Czech Republic libraries*). RDA is not dependent on the format but MARC 21 was updated in this respect. The list of valid standards (ČSN) in library and information science can be found at URL: http://knihovnam.nkp.cz/sekceno.php3?page=03_Leg/Seznam_platnych_CSN.htm and at the link: URL: http://knihovnam.nkp.cz/sekce.php3?page=02_Normy-standardyDoporuceni.htm are located all the valid norms, standards and recommendations in the field of library science in the Czech Republic.

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Libuše Foberová

Krajowe normy katalogowania zasobów bibliotek Republiki Czeskiej

Streszczenie

W artykule omówiono krajowe normy katalogowania, indeksowania i przetwarzania zasobów bibliotecznych, które są opracowywane w Bibliotece Narodowej Republiki Czeskiej (Národní knihovna České republiky). Biblioteka Narodowa Republiki Czeskiej gromadzi całość krajowej produkcji wydawniczej oraz wszystkie publikacje dotyczące Czech wydane za granicą (ok. 6,5 mln zbiorów). Zbiory te obejmują książki, czasopisma oraz zbiory specjalne. Opracowuje bibliografię narodową, prowadzi ośrodki znormalizowanych numerów wydawnictw zwartych i druków muzycznych. Jako centrum katalogowania zasobów bibliotecznych koordynuje prace nad wdrożeniem norm, standardów i zasad katalogowania we wszystkich bibliotekach w Republice Czeskiej. Opracowanie zbiorów odbywa się zgodnie z międzynarodowymi formatami i standardami: AACR 2, MARC 21, ISBD, LCSH i UDC. Biblioteka prowadzi politykę katalogowania zbiorów oraz koordynuje pracę nad wdrożeniem standardu RDA.