

Schedule for Cataloging Shakespeare Dated Works (English)

I. Call Numbers.

Books in Reference Collection are considered dated even if there is no date on title-page. Date is put in brackets.

1. 18th and 19th century, arranged by date.

PR
2752
date

2. 20th century

PR
2753

- a. Ref.Col. by editor
- b. Sh.Col. by date

"Sh.Col." is added to call no. of all books in The Shakespeare Collection.
"Ref." is added to call no. if those books in the Reading Room.

Different editions of the same year are distinguished by a, b, c, etc. i.e. 1820a, 1820b.

Different editions of the same year by 1, 2, etc. i.e. 1820a1, 1820a2. Or if only one edition in 1820, 1820-1, 1820-2.

II. Information on Cards.

1. Author entry, without dates.
2. Brief title, including name of editor, important illustrators, pertinent information, including number of edition.
3. Imprint should include place of publication, 1st publisher ([etc.] if more named) and date.
If question of issues, more imprint or number of lines can be given in pre-1830 Works.
4. State number of volumes (give format on Works before 1830).
5. If there are illustrations, state "illus." after pagination.
6. If it is a special edition, i.e. "Red leather edition", state this in parentheses after pagination of "illus."
7. Give any pertinent notes; bibliographical, statement of editor or translator if not given in title, etc.
8. Note about former owners.
9. Case number, accession number, etc.
10. Trace added entries on back of official card.
11. Copy 1 is only copy listed on front of card. (If there are copies in both

Reference collection and Sh. Col., then Ref. copy is copy 1).

a. List additional copies on verso of shelf-list and public main entry card.

III. Number of Cards.

1. Official card

- a. Complete card including cs. no., initials.
- b. Tracings on back of card.
- c. Filing guide (date).

2. Public main entry card.

- a. Complete card without initials.
- b. Filing guide (date).
- c. Additional copies listed on verso of card (giving cs. numbers, former owners).

3. Shelf list

- a. Brief title and date.
- b. Number of volumes.
- c. Additional copies listed on verso of card (giving cs. numbers, former owners).

4. Added entry cards (see below for editors, illus., and named editions).

5. Former owner card

- a. Brief title and date.
- b. Note concerning former owner.

6. Chronological card for editions before 1801:

- a. Complete title and imprint and date.
- b. Date in upper right-hand corner.

7. Deck B Card

- a. Complete card minus initials.
- b. On back of card type last 4 words of 1st page, if 1st play is The Tempest; otherwise, give name of play.

8. If double language edition, type two public main entry cards. -- one for each language.

NAMED EDITIONS. Added entry cards are made for a "named" edition of Shakespeare. The various editions of one "named" edition are all put on the same card. Tracings are added to back of official of each edition listed. See Sample.

The Albion Shakespeare

Shakespeare, William.
The Albion Shakespeare.

Library has the following:

Call ----- Imprint and date.
no.

Call ----- Imprint and date.
no.

etc.

EDITORS AND ILLUS. Added entry cards are made for all editors and important illustrators. The card is made for the first edition in which the editor or illus. is named. If Library has later editions, they are listed as on sample below. Tracing for editor or illustrator is made on back of official of first edition only.

Knight, Charles , 1791-1873, ed.

PR Shakespeare, William
2752 The comedies, histories, tragedies, and poems
1842- ... Edited by Charles Knight ... 2d ed. ... 1842-
1844a 1844.

Cop. 1
Sh.Col.

Library has later editions naming Knight as editor, dated as follows: 1843-45, 1846, 1847, 1849, 1853, 1854-56, 1862a, 1867b, 1871a, 1872a, 1875d.

Undated editions edited by Knight can be found in the undated section of Shakespeare's Works under Knight.

If the Library has a large number of editions of a particular editor, then list only the editions for a certain period of time, i.e. 25 or 50 years, and add note

Editions after ---(date) have not been listed.

IV. Filing.

Arrangement is chronological.

Schedule for Cataloging Shakespeare Undated Works (English)

I. Call Numbers.

Books in Sh.Col. are considered undated if no date is given on the title-page, even though a date is somewhere else in the book.

1. Books arranged by text.

PR
2754
1a1, 1a2, 1a3

1b1

2a1

First digit - number of volumes
letter - Text determined by reading of last line of 1st play. Arbitrarily assigned to first one cat. Continue with "b", "c", etc., for other texts.
last digit - Refers to the printing of the text in question. Arbitrarily assigned.

2. Books arranged by editor, when editor is named on title-page (This does not include 19th and 20th century editions naming only Johnson, Steevens, or Malone)

PR
2755
Letter and no. to indicate editor. e.g.
K5 - Knight

There will be a fourth line with a letter and number; the letter to indicate the text, the number to indicate the printing. Arbitrarily assigned.

For fuller discussion, see Notes on Classification...of undated editions.

"Sh. Col." is added to call no. of all books which go in Shakespeare Collection.

II. Information on Cards.

Same as for Dated Works, with one exception:

1. Imprint should be complete, including address of printer or publisher.

III. Number of Cards

Same as for Dated Works, differing only in filing guides (see below on Filing)

IV. Filing.

Arrangement will be alphabetical and divided into three sequences.

1. If no information is available, such as editor, publisher, file by place of publication.
2. If no editor is given, file by publisher. (Reduce when possible, the filing guide to one word: [Dicks], [Routledge], [Nimmo]; but [London Printing and publishing co.] and always Company or Co. when this word is present.
3. If editor is named, file by editor. (If editor is not named on title-page, but is cataloged as one of editor's editions, make 2 public main entry cards, one with editor filing guide, one with publisher filing guide.)

*19th century editions
not in Sh. Col. but
in the list of
undated editions*

*This is to be
used for
editors who
are not
in the
list*

Notes on Classification and Cataloguing of undated editions of Shakespeare after 1830.

I. Classification

A. Editions with a known editor.

Note: A statement on the title that it is the text of Geo. Steevens or Samuel Johnson does not qualify an edition for this category. The editor must be of the 19th or 20th century.

The number will consist of four lines, thus:

PR
2755
C3⁵
E3

All editions of this category are PR 2755. The next line, C3⁵, indicates the editor: C3⁵ is Clarke and Wright; C7 is J.P. Collier. The correct number can be ascertained by consulting the catalogue.

In the 4th line the letter designates a setting of type. 19th- and 20th-century editions are usually stereotyped, so that one setting of type may be used for many years. The digit in the 4th line indicates issue: that is, a different imprint or format, a new preface, different illustrations, or even a difference in signatures (since this usually indicates a different date).

It is usually possible to arrange these editions in chronological order. Therefore the members of the 2nd and 3rd line are arranged to allow for interpolation: thus Clarke and Collier are, respectively, C3 and C7. And unless an edition is known to be the first, it should be designated C or E or the like, not A. If it is the first it should be A. And so with issues: 3,6,8, etc., not 1,2,3. Decimals will be used when necessary.

B. Editions with no known editor.

Note: A statement on the title that the text is that of Johnson or Steevens is meaningless and does not disqualify the edition for this category.

These are arranged first by number of volumes: all 1-volume editions are together, all two-volume editions, etc. Then they are arranged by editions (i.e. settings of type), then by issues. Thus, with a number like

PR
2754
1n1

the first digit of the 3rd line means that it is a one-volume edition, and the letter n indicates the setting of type. The final digit is for the issue. 1n2 will have identical text (i.e. the same setting of type) but will have a different title-page, a different imprint, different format, new preliminary matter, different printer's colophon or different signatures, etc.

For two reasons it is impracticable to interpolate here (first, it

is often impossible to determine chronological order; second, the editions and issues are so numerous that the numbers would become very complex. Therefore numbers are assigned serially without regard to chronological order. The edition numbered lh runs now to lh13; the next one we acquire, of this edition, will be lh14. The l-volume editions run to lyt1 (we began doubling the letter when we reached y); next will be lyv, lyy, lyz, and lz.

II. Cataloguing.

If an edition (or issue) has a name, like Chandos Classics or Avon Edition, this should follow "works" on the card.

When two issues are nearly identical or closely related, a note should be added explaining the difference or the relationship.

In the upper righthand corner of each card for any undated edition, is to be typed, in square brackets, the publisher's name, reduced, when possible, to one word: [Dicks], [Routledge], [Nimmo]; but [London Printing and Publishing Co.], and always Company or Co. when this word is present.

One extra card is to be made for a special file on Deck B. On the back of this card are to be typed the last four words of the last line of the first page of The Tempest (i.e. the first play); or if any other play stands first in the volume give its title only.

Schedule for Cataloging Shakespeare Separates (English)

I. Call Number.

1. Dated separates.

PR

number for separate play from LC classification schedule
date

Different editions of the same year are distinguished by a,b,c, etc.
i.e. 1820a, 1820b.

Different issues of the same year by 1,2, etc. i.e. 1820a1, 1820a2, or if
only one edition in 1820; 1820-1, 1820-2.

2. Undated separates. [if date appears on verso of t-p. consider it dated]

PR

call no for separate play.

A1-A19, etc. ← { Before 1830, no date evident in book.

A2-29, etc. ← { Before 1830, date information somewhere in book (i.e.
copyright, performance, etc.)

A3-A39, etc. → } After 1830, no date evident in book.

A4-A49, etc. → } After 1830, date information somewhere in book.
1930- 1929

"Sh.Col." is added to call no. of all books which go in The Shakespeare
Collection.

II. Information on Cards.

1. Author entry, without dates.

2. Brief title, including name of editor, important illustrators, pertinent
information, including number of editions.

3. Imprint.

a. Dated separates to 1830, list all publishers and printers (unless excessive).

b. Undated separates before 1830, give complete imprint including address.

c. All separates after 1830, list place of publication, 1st publisher ([etc.]if
more named) and date.

4. State pagination (numbered sequences only). (Give format on separates before 1830).¹⁸⁰¹

5. If there are illustrations, state "illus." after pagination.

6. If it is a special edition, i.e. "Red leather edition", state this in parentheses
after pagination or "illus".

7. Give any pertinent notes; bibliographical, notes concerning date on undated
separates, statement of editor or translator if not given in title, etc.

8. Note about former owners.

9. Case number, accession number etc.

10. Trace added entries on back of official.

11. Copy 1 is only copy listed on front of card.
 - a. List additional copies on verso of shelf-list and public main entry cards. (Generally speaking this applies to pre-1830 works. Additional copies of post-1830 editions usually go to the duplicate coll.)
 - b. Exception: If 13th century separate has other copies already cataloged in Ref. col. (this will nearly always be a bound with), put copy 1 of Sh. Col. then bd.w. copy or copies. (Additional separate copies should be listed on verso of card).
 - c. Add other issues of 18th century editions to the same card as 1st issue. Catalog 19th century issues separately.

III. Number of Cards.

1. Official card.
 - a. Complete card including cs.no., initials.
 - b. Tracings on back of card.
 - c. Filing guide.
2. Public main entry card.
 - a. Complete card without initials.
 - b. Additional copies listed on verso of card. (giving cs. no. and F.O.).
 - c. Filing guide.
3. Shelf list card.
 - a. Brief title and date.
 - b. Number of volumes.
 - c. Additional copies listed on verso of card (giving cs. no. and F.O.)
4. Added entry cards.

Make only for the latest edition and stamp "Other editions under main entry".

 - a. Brief title and date.
 - b. Note if necessary to explain your added entry.
5. Former owner card.
 - a. Brief title and date.
 - b. Note concerning former owner.
6. Chronological card for editions before 1801.
 - a. Complete title and imprint and date.
 - b. Date of imprint in upper right-hand corner.
7. If double language edition, type two public main entry cards. -- one for each language.

IV. FILING.

Arrangement is alphabetical by each play, and within each play.

1. Undated editions, alphabetically by publisher.
2. Dated editions, chronologically by date.

Schedule for Cataloging Shakespeare School Series

I. Call Number

1. Arranged by name of series.

PR

2756

Letter and number to indicate series. e.g. Y3 for Yale edition.

"Sh.Col." should be added to the call number of all books in the Shakespeare Collection.

II. Information on cards.

1. Author entry, without dates.
2. Title in Brackets "[Works: School series] ..." Then give other pertinent information such as editor, name of series, if it appears on title (not in brackets).
3. Imprint should include place of publication, 1st publisher ([etc.] if more named) and dated. (Date often written in pencil if series is not complete).
4. State number of volumes. Usually written in pencil, since series are usually not complete.
5. If there are illustrations, state "illus" after pagination,
6. In note give the name of series, even though it was given in title.
7. Add any other pertinent notes, and then note "For Library holdings see Cards 2 and 3".
8. If all volumes have one case no. or accession no. use that, otherwise omit.
9. Trace added entries on back of official card.
10. Cards 2 and 3 should be mimeographed check-in cards. Beside each play, write the date of publication of that particular volume in the series. If more editions than one of particular play, write each different publication date.

III. Number of Cards.

1. Official card.
 - a. Complete cards including cs.no. (if one) and initials.
 - b. Tracings on back of card.
 - c. Filing guide (series)
2. Public main entry card
 - a. Complete cards without initials
 - b. Filing guide (series)
3. Shelf-list.
 - a. Title in brackets
 - b. Name of series, either in title or note
 - c. Number of volumes (in pencil)
4. Added entry card
 - a. Bracketed title and unbracketed title or note pertinent to added entry.

5. Former owner card
 - a. Brief title and date
 - b. Note about former owner

IV. Filing

Arrangement is alphabetical by series.

Schedule for Cataloging Shakespeare Translations

I. Call Numbers.

Basic call number will be PR 2796.

1. Dated Works.

PR

2796

letter and no. for language

date

(see attached classification)

2. Undated works

PR

2796

letter and no. for languages

A1

A1 can be expanded on the decimal system

3. Dated separates.

PR

2796

Letter and no. for language

Letter and no. for play

Date

(see attached classification)

(see attached classification)

4. Undated separates.

PR

2796

letter and no. for language

letter and no. for play

A1

A1 can be expanded on the decimal system

Different editions of the same year are distinguished by a, b, c, etc., i.e. 1820a, 1820b.

Different issues of the same year by 1, 2, etc., i.e. 1820a1, 1820a2. Or if only one edition in 1820, 1820-1, 1820-2.

"Sh.Col." should be added to call number of all books which go in Shakespeare Collection.

II. Information on Cards.

1. Same as for Post-1830 English Works or separates. i.e. for Works, state number of volumes, for separates give pagination.
2. Additional copies go to the duplicate collection. Catalog only 1 copy. (additional copies may be kept for special reasons).
3. For books in non-Latin alphabet, put on cards only what can be translated, or else a made-up English title in brackets.
4. If a double language edition, and on language in English, catalog as an English edition. *foreign* 119/78

III. Number of Cards.

Same as for English separates.

IV. Filing.

1. Works.

Arrangement is alphabetical by language, and within each language.

- a. Undated works - filed arbitrarily by call no. (filing guide of lang. and n.d.)
- b. Dated works - filed chronologically. (filing guide of lang. and date).

2. Separates.

Arrangement is alphabetical by each play, and within each play file as Works.

Schedule for Languages for Foreign Sh.

Albanian	#2		
Albanian	A3		
Arabic	A4		
Arabic	A5	Kanarese	K2
Armenian	A6	Korean	K5
Bengali	B3	Latvian	L3
Bulgarian	B8	Lithuanian	L6
Catalonian	C2	Malay	M3
		Maltese	M32
		Norwegian	N4
		Ossetic	O7
Chinese	C4	Persian	P3
(Croatian after 4/21/82 use Serbo-Croatian)	C6	Pigin English	P4
Czech	C9	Polish	P5
Danish	D4	Portugese	P6
Dutch	D6	Roumanian	R6
Esperanto	E6	Russian	R8
Estonian	E8	Sanskrit	S2
Finnish	F2	Serbian - also Slovak Serbo-Croatian	S3
		Slovenian	S39
			S4
French	F6	Spanish	S5
Frisian	F7	Swedish	S7
Gaelic	G2	Tamil	S3
Georgian	G27	Telugu	T2
German	G3	Thai	T3
		Old Turkish	T4
			T7
Greek	G6	Turkish	T8
Gujarati	G8	Ukrainian	T85
Hebrew	H3	Urdu	Turkmen T82
		Welsh	U4
Hindi	H4		U7
Hungarian	H8	Wendish	W2
Icelandic	I3	Xosa	W3
Illyrian	I4	Yiddish	X6
Irish	I6		Y4
Italian	I8		
Japanese	J2		

V. Classification for cataloging foreign Shakespeares and Shakespeare photostats.

- A2 - All's Well
- A3 - Antony & Cleopatra
- A4 - As You Like It
- C1 - Comedy of Errors
- C2 - Coriolanus
- C3 - Cymbeline
- H1 - Hamlet
- J1 - Julius Caesar
- K1 - King Henry IV
- K1a - King Henry IV, part I.
- K1b - King Henry IV, part II.
- K2 - King Henry V.
- K3 - King Henry VI.
- K3a - King Henry VI, part I.
- K3b - King Henry VI, part II.
- K3c - King Henry VI, part III.
- K4 - King Henry VIII
- K5 - King John
- K6 - King Lear
- K7 - King Richard II
- K8 - King Richard III
- L1 - Love's Labours Lost.
- M1 - Macbeth
- M2 - Measure for Measure
- M3 - Merchant of Venice
- M4 - Merry Wives of Windsor
- M5 - Midsummer Night's Dream
- M6 - Much Ado About Nothing
- O1 - Othello
- P1 - Pericles
- R1 - Romeo and Juliet
- T1 - Taming of the Shrew
- T2 - The Tempest
- T3 - Timon of Athens
- T4 - Titus Andronicus
- T5 - Troilus and Cressida
- T6 - Twelfth Night
- T7 - Two Gentlemen
- W1 - Winter's Tale
- Y1 - Poems
- Y2 - Passionate Pilgrim
- Y3 - Lucrece
- Y4 - Venus and Adonis
- Y5 - Sonnets

SHAKESPEARE MISCELLANY

The acc office types Sh.Misc. under the ac number; otherwise, convince Lilly or Joan that it belongs there. *and tell acc office.*

next
Get Sh.Misc. number from our file and type up 4-ply accessions card as if ~~XXXXXX~~ it were the pme. Type up a flag with the number but no name, and write ~~it~~ in the back of the book. *no.*

Shelve book in order and file slips: yellow in main catalog drawer (first column, art-file room); green in our file drawer; pink and white in authro and number darwers just ~~within Deck B cage.~~ *Cat. Supply Closet*

Forget the stupid thing was ever written!