

BACKGROUND: *The subject cataloger's decision whether to treat a work being cataloged as a bibliography or as a collection of abstracts determines not only whether **-Bibliography** or **-Abstracts** is used as the form subdivision under the headings assigned to the work but also whether the work is classified in a bibliography number in Classes Z, K or M of the Library of Congress Classification, or in a topical number in Classes A-Z. Thus both subject retrieval and shelf retrieval of the material are affected by this decision.*

*Although many publications of this type fall clearly into one of the two categories, others do not, and the judgment of the subject cataloger is needed to make the treatment decision. This instruction sheet describes the scope of the subdivision **-Abstracts** and provides guidelines to distinguish this subdivision from the subdivision **-Bibliography** in marginal cases. For provisions regarding classification of collections of abstracts, see F 480. For instructions on use of the subdivision **-Digests** under legal headings, see H 1550.*

1. Scope of the subdivision. **-Abstracts** is used as a free-floating form subdivision under topical or geographical headings, or under names of individual persons or corporate bodies, for works that list publications (books, periodicals, documents, etc.) on the subject and provide full bibliographical information together with *substantive* summaries or condensations of the facts, ideas, or opinions presented in each publication listed. When used under names of individual persons or corporate bodies the subdivision designates abstracts of publications by or about the person or organization. This subdivision is also used under types of publications for works that summarize the contents of those publications, for example, **Japanese newspapers-Abstracts**.

*Note: The subdivision **-Abstracts** is not used for summaries of the proceedings of congresses. For such works, the subdivision **-Congresses** is assigned without further subdivision (cf. H 1460).*

H 1205 Abstracts

2. Distinction between collections of abstracts and annotated bibliographies. The decision whether to treat a work as abstracts or bibliography is based primarily on the nature of the annotations or summaries provided. The following are typical features of the summaries for which the subdivision –**Abstracts** is appropriate, although not all abstracts exhibit all of these characteristics:

- they present briefly the essential points made in the original publication, usually including the conclusion, if any, drawn by its author.
- they provide enough detail to enable the user to decide whether or not to refer to the original publication.
- they evaluate or criticize the publication.

The annotations provided in an annotated bibliography, on the other hand, usually give only a general indication of the subject matter of each publication listed, and are seldom critical in nature. Reference to the original publication is normally required in order to determine whether it is of use.

The author's or publisher's intention, as expressed in the title, preface, etc., may serve as a secondary factor in deciding whether to treat an item as a collection of abstracts or as an annotated bibliography.

Assign the form subdivision –**Bibliography** under headings of all types for annotated lists of publications on those subjects. Use under names of individual persons or corporate bodies for annotated lists of publications by or about those persons or corporate bodies.

3. Works about abstracting. For works that describe how to prepare abstracts in a particular field or of individual sacred works or particular types of publications, assign the appropriate topical heading or uniform title heading with the free-floating subdivision –**Abstracting and indexing**.