Census of India

Census of India Cataloging Instructions

We are using locally created call numbers for the Census of India. Do NOT use the call number in the record, even if LC. There currently is not room in the stacks. They will be processed and shelved here until the space is created. Follow the procedures.

1. Search Summit for title in hand. We are using records for the entire series, so the records will usually be open.

   title = census of india [date of census]

   If a record exists in Summit, add the volume to 505 and to MFHD.

   If there is an existing record and the call number doesn’t follow the local scheme: Retrieve the already cataloged volumes and have them remarked according to the new scheme.

   If no record is in Summit, import the record.

   If no OCLC record, create a local record in Summit for it.

   Table of Contents 505 field: add volumes in numerical order.

   Subject headings: There should be at least a 651 for the state.

   Add corporate author added entry if information is given on the volume.

Creating call numbers:

If census series (not series 1) use

   HA
   4587
   [place cutter, listed at end of procedures]
   [year of census]
   [pt.]
   [v.]

If book is a Paper (not series 1) use

   HA
   4587
   [place cutter]
   P76 [Papers]
   [year of census]
   [no. of paper]
   [series # if needed]

For series 1

   HA
   4581.5
   [year of census]
   volume
   part

If no series AND tables or text analyzing all of India census use (Book about the Census of India)

   HA
   4581.5
   [year of census]
   [author cutter]

Example 1 Volume for series and state only

   090  HA 4587 $b K47 1991
   260 Delhi : $b Controller of Publications, $c 1995-

Example 2 Volume for series, state, and paper

   09 HA4587 $b K47 P76 1991
   260 Delhi : $b Controller of Publications, $c 1991-

Example 3

   Volume for title not in series, covering all of India.
Portrait of a Population

HA 4587
[place cutter]
P73
[year of census]

Figures at a Glance

HA 4587
[place cutter]
P53
[year of census]

Cutter Table for 1991 census

Andaman & Nicobar Island A5 Andhra Pradesh, Guntur A52 Arunachal Pradesh A78 Assam A84 Bihar B53 Chandigarh