



# **MAHATMA GANDHI CENTRAL UNIVERSITY**

## **DEPARTMENT OF SANSKRIT**

**M.Phil./Ph.D. IN SANSKRIT**

**(CORE PAPER)**

**COURSE: MANUSCRIPTOLOGY AND CRITICAL TEXT EDITING**

**COURSE CODE: SNKT5002**

**TOPIC: MANUSCRIPT CATALOGUING SYSTEM**

**BY**

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- 1. Introduction to manuscript cataloguing**
- 2. Differences between books and manuscripts**
- 3. Ordinary cataloguing system**
  - a. Card cataloguing**
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  - b. New catalogus catalogorum(NCC)**

# **1. INTRODUCTION TO MANUSCRIPT CATALOGUING**

- 1. Catalogues are, primarily, lists of a class of materials, arranged in some convenient manner in order to enable and required item to be located and picked out easily for use.**
- 2. The aim of manuscript cataloguing is to get the exact location of particular manuscript in the manuscript conservation Centre.**
- 3. A manuscript catalogue is a brief information of manuscripts of a particular manuscript library arranged according to a definite plan.**
- 4. Manuscript cataloguing is a presupposes classification of manuscripts**

## 2. DIFFERENCES BETWEEN BOOKS AND MANUSCRIPTS

Books	Manuscripts
<b>Books are mass produced.</b>	<b>Each manuscript is produced individually.</b>
<b>All copies of particular edition of the book will be identical in all respects, including size, shape, typography, illustrations and inner contents, and even in the matter of errors, lacunae ,wrong paging and so on.</b>	<b>Each manuscript is having its own physical characteristics, length, breadth, thickness, number of seats, number of lines per page, number of letters per line in each page and even the letter varying, may be in small measures, from letter to letter.</b>
<b>One copy of the book describes all copies of that edition of the book.</b>	<b>Each copy of the manuscript describes its own corrector individually.</b>

### **3. ORDINARY CATALOGUING SYSTEM**

#### **1. Card cataloguing**

**1. In this cataloguing system, information of the documents to be provided typed or written form on uniform size of cards.**

**2. One card to be prepared for each volume.**

**Advantage of card card cataloguing:** **1. It is easy to consult.**

**2. It is very flexible and can easily be manipulated without any hindrance to the system.**

- 3. The card may be rearranged or replaced as and when needed.**

**Disadvantage of card cataloguing:** **1. The card will be a huge one, set in cabinets, each and every Volume has its own card. Therefore, it cannot be carried from place to place. A separate space will have to be earmarked in the library . Only those who use the library in person, can benefit from this type of cataloguing.**

## **2.BOOK-FORM CATALOGUING**

**In the book form cataloguing, the required details of the documents are typed or printed, or written one below the other on sheets and bound together in volumes. Cross references are also provided in their order of sequence.**

**ADVANTAGE OF BOOK -FORM Cataloguing:** Several copies of the catalogue may be got at the same time without any appreciable loss of time. Copies could be kept in different sections of the library and, therefore, one need not go to the particular place for consulting the catalogue. One could carry it wherever one wants. Even an outsider may have an idea of the wealth of books in the library.

**DISADVANTAGE OF BOOK-FORM Cataloguing:** The book form cataloguing cannot take any further edition. Only supplementary volumes are to be prepared at frequent intervals. This creates confusion and delay in consultation for one has to go through several volumes.

### **3. SHEAF- FORM CATALOGUING**

**This type of cataloguing provides the details of the documents on slip of paper of convenient size and filed in volumes, thus combining the features of card form and book form.**

**ADVANTAGE OF SHEAF- FORM CATALOGUING:** it is the combination of both card form cataloguing and sheaf-form cataloguing. It is flexible and portable.

**DISADVANTAGE OF SHEAF-FORM CATALOGUING:** Paper slips cannot be set in cabinets. Papers of sheaf form catalogue are very thin, which prohibit for frequent use. Therefore, slips will have to be replaced very often -lead towards unnecessary wastage of paper, time, and energy.



## 4. DESCRIPTIVE CATALOGUING SYSTEM

- **Descriptive cataloguing system has been used in the preparation of manuscripts catalogue. Descriptive catalogue, a catalogue which gives a description of the manuscripts so that a scholar referring to it may visualize it. Whereas the ordinary catalogue informs to the existence of a copy. There, Descriptive catalogue furnishes details.**
- **A descriptive catalogue consist of two parts: part one gives the physical details of a Manuscript, titles being arranged alphabetically under difficult subject heads. The order of the columns spread onto adjoining pages are:**



**Call Number, Title, Author, Material, Size (in centimeters), Number of folios/pages, Number of lines per page; Number of Letters per line, Extant(C/Inc.), Condition of the manuscript; Remarks (whether printed, etc.).**

**Part Two contains extract of the manuscripts.**

**(A). A few lines in the beginnings of manuscript.**

**( B). A few lines at the end of the same manuscript.**

**(C) Colophon, if it is mentioned in the manuscript.----**

**-The Colophon, generally, gives the title of the work, its nature, the name of the author with, sometimes, his titles, his parentage, his patron's name etc.**

**The descriptive catalogue in the field of manuscriptology has been classified into two categories i.e. catalogus catalogorum and new catalogues catalogorum. New catalogus catalogorum is nothing but it is an advanced version of catalogus catalogorum.**

# 4. CATALOGUS CATALOGORUM (CC)

- **Catalogus catalogorum is a catalogue of manuscript catalogues which was conceived and compiled by Theodor Aufrecht in Germany to facilitate reference to manuscript catalogues of various institutions in the world.**
- **The CC is an alphabetical register of names of authors and titles of works comprises in three phases (Heidelberg, 1891, Bonn 1896, and 1903 reprint 1962)**
- **Under an author, all works known under the name in the source material are listed.**
- **Under the title of work, the author, if any, and the reference to catalogue (Volume Number and page) wherein the work is noticed are provided.**
- **Only Sanskrit works have been listed in CC.**

# **NEW CATALOGUS CATALOGORUM(NCC)**

- **Catalogues catalogorum(CC) has been revised on the proposal letter to the University of Madras, of Dr AC Woolner, Vice- Chancellor, Panjab University, Lahore in 1935 AD.**
- **University of Madras has framed a committee for the revision of catalogus catalogorum(CC).**
- **The committee of NCC comprises with MM.S. Kuppuswamy Sastry as editor- in- chief and Shri P.P.S. Sastry and Dr. S. Kunhan Raja as membes.**
- **The work of new catalogus catalogorum was started in November,1935.**
- **The first volume of NCC was published in 1949.**
- **The volume second of NCC was published in 1966, in the editorship of Dr V. Raghavan.**
- **The first volume was also revised in 1968. Dr C.Kunjunni Raja took over V. Raghavan retired. Then renowned professor in the field of Nyaya Dr.N.Veezhinathan had taken the responsibility.**
- **Buddhist, Jain and Prakrit works and authors are also included along with Sanskrit works in the new catalogus catalogorum.**

# **METHODOLOGY OF CATALOGUING NCC**

- 1. Accession Register/ Record number-** A master record of every bibliography item in the library, as and when acquired is maintained. It is called the accessor register.
- 2. Serial number-** Running form, beginning to end of the catalogue that is called accession register also. Accession register identifies each and every item added to the library, and records information in full about date of accession, the author and so on.
- 3. Title -** In Devanagari, but in some cases, text is also known by an alternate title, such alternate title be noted in the remarks . The title of the text follows alphabetical order.
- 4. Author**

- 5. Name of the commentary / commentator's name**
- 6. Script**
- 7. Material**
- 8. Size (in centimeters)- It is the size of paper, not writing area of manuscripts**
- 9. Number of folios missing numbers, duplicate numbers of manuscripts.**
- 10. Number of lines per page.**
- 11. Subject-subject wise material wise.**
- 12. Condition-complete/ incomplete (if uncomplete then up to which chapter are pages.) The condition weather good, warm -eaten, very old, must be mentioned.**

**13. Date-if any, Shaka Samvat or Vikram Samvat and so on.**

**14. Comments/Remarks-location of manuscripts, special introductory matter,  
Colophon , previous location of manuscripts with its previous record number,  
Code words indicating, names of other, etc..**

**15. Details regarding important of manuscripts.**

**16. Introductory portions and colophons of manuscript.**

**17. Few lines in the beginning, few lines at the end of Manuscript.**

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**FOR**

**QUESTIONS  
COMMENTS  
SUGGESTIONS**



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**THANK YOU**