

FILING ORDER USED IN THE LOOSE LEAF CATALOGUES OF THE UNIVERSITY OF TARTU LIBRARY

Based on the Prussian Instructions

Selection of the entry words for the AUTHOR

1. As the entry word, **the name of the author** is in the nominative case in the author's mother tongue (*Ovidius*). An exception is made for Greek authors in Latin (*Homerus*, not *Homeros*). However, the Estonian-language equivalents to the original Greek versions of names (*Platon*) are also possible.

2. The following instructions apply to the **name of the author as the entry word**:

* The **particle** before the name is always ignored

a) de, da in Swedish names (*De Geer*)

b) van, van den, van der, de, den, der in Dutch names (*van Bemmelen*, *van der Velde*, *de Fries*)

c) von, von der, von dem, von den etc. in German names (*von Schiller*, *von der Hagen*)

d) de, d' in French names (*de La Fontaine*, *D'Estournelle*)

e) de, di, d' in Italian names (*de Gubernatis*)

f) de in Spanish names (*de Grimaldo*)

* In Romance languages, the **article** goes together with the name

a) le, la, l', du, des in French names (*Le Sage*, *L'Estoile*, *Du Camp*, *Des Cartes*)

b) la, del, della, de, degli, delle, dala, dai, dali, dall in Italian names (*La Marmora*, *Della Torre*)

c) la, los, las, del in Spanish names (*Las Cases*)

d) do, da, dos, das, sao in Portuguese names (*Da Sylva*, *Do Couto*, *Das Chagas*)

* If the **particle and the article have been joined**, (ten, zur, zum, am, du, des, de, da, etc.), the result goes together with the name which is the entry word

a) ten, ter, ther, vander, van't, ver in Dutch names (*Ten Kate*, *Ter Gouw*, *Vander Hagen*)

b) an, auf, aus'm, im, vom, zum, zur in German names (*Aus'm Weerth*, *Vom Hagen*, *Zum Berge*)

* If the **particle and article have both been joined to the name**, they form the entry word (*Delacroix*, *Decandelle*, *Vanderbilt*)

* **Saint, San, Santo**, Irish **O', Mac, Mc, M** and Norman **Fitz** go together with the name (*O'Connor*, *Mac Carthy*, *Fitz Maurice*, *Saint Simon*)

3. **First name** is written in its full form in the entry word.

4. In **Roman names**, the most commonly used name is used as the entry word (*P. Vergilius Maro*, *M. Tullius Cicero*).

5. The **form of the author's name used on the title page** is used as the entry word even if it differs

from the commonly used form of the name. In this case, the catalogue usually contains a reference leaf for the commonly used name form (*Coerber – Körber v. Coerber; Schmid – Schmidt v. Schmid*).

In the revised part of the catalogue, it is exactly the other way round – *Coerber* (on the title page) v. *Körber*. In some instances, the leafs for both name forms have been filed together.

6. For double names with a hyphen, the first half of the name is used as the entry word (*Schulze-Delisch*).

In case of double names consisting of separate parts without a hyphen, the last part of the name is used as the entry word for Swedish, English, American, Dutch, Norwegian, Danish and Hungarian names (*John Stuart Mill*).

7. For double names of female authors, the first part of the name, usually the maiden name, is used as the entry word (*Kurs-Olesk*).

8. For Byzantine and Mediaeval names, the most common form of the first name is used as the entry word. If the family name is known, it is included in the catalogue on a reference leaf (*Johannes Chrysostomus v. Johannes; Dante Alighieri v. Dante*).

9. Members of the ruling families, popes and other Catholic clergy members are filed with their first name or with the name they have adopted when taking the office; the names are in the Estonian-language form. If the versions of the name differ considerably from each other, reference leafs are included in the catalogue (*Ludvig XIV, prantsuse kuningas Louis XIV v. Ludvig XIV*).

10. If popes are better known as writers under their earlier name, their earlier last name is used as the entry word, and reference leafs about their later names are included in the catalogue (*Aeneas Sylvius – Pius II v. Aeneas Sylvius*).

11. Latin and Greek forms are preferred for the names of **Renaissance figures** (*Philipp Melanchthon, not Schwarzerde*).

12. If the author has changed their name, e.g. when receiving the title of nobility, the latest name is used as the entry word, and a reference leaf is made for the earlier name (*Saareste, A. – Saarbek, A. v. Saareste, A.*).

13. If the author's earlier name is still better known, it is used as the entry word (*Bacon, Francis – Baron von Vorulam v. Bacon, Francis*).

14. If the author's name is missing on the title page, but the cataloguer has still identified them, (usually finding it in the preface of the work), this name is used as the entry word and the title is indicated on a reference leaf.

15. In case of two or three authors, the name of the first author is used as the entry word and the names of other authors are indicated on the reference leaf. **In case of three or more authors**, the name of the first author is used as the entry word, and the title of the work is indicated on a reference leaf.

16. If a work has been published under a pseudonym, the author's real name is used as the entry

word and the pseudonym is indicated on a reference leaf with a note: ps. (Eisen, M. J. – Nooli, A. ps. v. Eisen, M. J.).

If the **author is better known under the pseudonym**, it is used as the entry word and the author's real name is indicated on a reference leaf (Aho, Juhani, ps. – Brofeldt v. Aho, Juhani).

If the **real name of the author has not been identified**, the pseudonym is used as the entry word (Jacob le bibliophile, ps.).

17. Such phrases as *von einem Laien, by the author of ..., etc.* **are not considered to be a pseudonym.**

In such case, the title of the work is used as the entry word (*Aus den Russischen Ostsee-Provinzen. Von einem Deutschen. Erlangen, 1891*).

18. If only the initials of the author's name have been used and the full name has not been identified, the title of the work is used as the entry word (Staatsraison u. Recht. Die konfessionellen Wirren in Livland von K. v. D.).

19. Works of one and the same author are filed in the following order:

1. Collected works
2. Selected works (prose, poetry, etc.)
3. Collections of fragments from single works.
4. Single works, alphabetically
 - a) multilingual works
 - b) works in the original language
 - c) translations into other languages, alphabetically (by the Estonian-language names of the languages)
 - d) different publications, chronologically
5. Works published with co-authors
6. Works about the author
7. Reference leafs.

Selection of the entry words for the TITLE

1. In case of a work without the author's name, the **first noun of the title in the nominative case**, which does not have the function of adverb or attribute, is used as the entry word (*Die livländische Geschichtsliteratur*).

2. If the title is in the form of a sentence, the **first word of the sentence** is used as the entry word (Wer hat Recht?).

3. If a **numeral** is the first attribute of the noun, it is written out as a full word and used as the entry word (*3 Sermons – Three Sermons*).

4. If the title of an anonymous publication (the author and the publisher have not been identified)

contains a **proper name**, this is put into parentheses and used as the entry word (*Notice sur les titres scientifiques du prince Roland Bonaparte*, the entry word: (*Bonaparte, Roland*)).

5. If the title of an anonymous work does not contain a proper name, but contains a **geographical name**, its Estonian-language nominative case form is used as the entry word (*Alttertümer von Pergamon*). However, this rule has not been followed throughout the catalogue and sometimes, the first entry word may still be the first noun of the title.

6. **Official publications**, i.e. publications of institutions, societies, unions, etc., are filed by the name of the publishing body (collective author). The location of the publishing body is indicated on a reference leaf; when necessary, another reference leaf indicates the title of the publication. (*Eesti Vabariigi Tartu Ülikooli Toimetused – Ülikool* (entry word), *Tartu, Toimetused* (reference leaf).

Name of a subunit is used as the entry word; reference leafs are made for other words (*Kataloogimisjuhised* (reference leaf) *välja antud Haridusministeeriumi* (reference leaf) *Kooliosakonna* (entry word) *poolt*).

7. In case of **hyphenated words**, the first word is used as the entry word (*Real-Encyclopädie*).

8. **When selecting the second and third entry word**, articles and particles are ignored. The descriptive adjective forms the second entry word and the nominal adjective forms the third entry word. (*Sitzungsberichte der Sächsischen Akademie der Wissenschaften*. The first entry word – *Akademie*, the second entry word – *Sächsische*, the third entry word – *Wissenschaften*.) This rule has been interpreted in the most inconsistent way in the catalogue.

Selection of the entry words for the PUBLISHER and EDITOR

1. If the record contains the publisher or editor of a collection, a series or a journal, then the title is used as the first entry word; the publisher/editor are indicated on a reference leaf (*Anecdota* (entry word) *graeca, ed. Bekker*(reference leaf)).

2. **Publisher of biographies and private works** (citations of honour, gratulatory publications) is used as the entry word. The person, who is the object of honouring or commemorating, is indicated on a reference leaf. (*Dem Andenken Karl Ernst v. Baer's hrsg. v. Lingen*); *Lingen* (entry word), *Baer, Karl Ernst von* (reference leaf).

The entry word for **a collection of texts, written by several authors and devoted to a single person, is formed by the name of this person**; the title of the publication is indicated on a reference leaf (*Album M. J. Eiseni 70. A. sünnipäevaks. Tartu, 1927*); *Eisen, M. J.* (entry word), *Album* (reference leaf).

3. The name of the author of the original work is used as the entry word for **translations**. (*Dichtungen v. Puschkin* (entry word); *Lermontov in deutschen Übertragung v. Ands. Ascharin*).

4. If the translation is, rather, a free translation of the original text not a true translation, the name of

the author of the translated version is used as the entry word (*Marot. Cinquante psaumes de David*).

5. Commented works and corpora juris are filed by the name of the publisher; a reference leaf is made for the title.

6. Readers and anthologies, collections of fairy-tales, proverbs and folk songs are filed by the name of the publisher or translator.

Readers and anthologies containing the works of only one author are filed by the author; a reference leaf indicates the publisher (*Kristjan Jaak Peterson. Laulud, päevaraamat ja kirjad. Redig. A. Paltser*); *Peterson K. J.* (entry word), *Paltser, A.* (reference leaf).

7. The name of a continuator of a work is used as the entry word, the name of the original author is indicated on a reference leaf. If some separate supplements and indices have a different editor than the main work, the name of the author of the main work is used as the entry word; editors of the supplements/indices are indicated on reference leaves.

8. The **composer** is the author of musical works and their name is used as the entry word; the name of the author of the text (lyrics, libretto) is indicated on a reference leaf.

9. In case of correspondences, the **sender** of letters is the author and their name is used as the entry word; the name of the addressee is indicated on a reference leaf.

10. In case of dissertations published before 1800, the name of the **praeses** is used as the entry word, in case of later dissertations, the name of the **dissertant** is used as the entry word.

11. Price lists and registers are filed by the name of the compiler.

Selection of entry words in case of SIMILAR OR SIMILARLY

SOUNDING ENTRY WORDS

1. Names of the authors, which sound similarly but may have different spelling are filed

alphabetically together under the more common form (*Schultze v. Schulze; Grüger v. Krüger*).

2. The **common name** found in the title is filed into the catalogue in front of the similarly sounding name of an author, e.g., 1) *Ernst und Frohsinn*; 2) *Ernst, Otto. Ges. Schriften*

3. The order of similarly sounding proper names in the catalogue is as follows:

1. Geographical names
2. Pseudonyms
3. A person's first name
4. Saints
5. Popes
6. Rulers by countries
7. Last names

a) without the first name: *Meyer*

b) with abbreviated first name: *Meyer, A., Meyer, Ad.*

c) with the full first name: *Meyer, Adolf*

d) double names: *Meyer-Lübke.*

(If the sameness of the author has been identified, the authors with similar names, first names and initials have been filed together into the catalogue.)

4. If, in case of common names, there are **several similarly sounding entry words**, e.g. *Zeitschrift, journal*, etc., these entries are filed by their **second** and **third entry word**. In case there are several similar third entry words, the entries are filed chronologically by their **year of publication**, followed by **publishers or printers** in the alphabetic order.