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लाइब्रेरी कैटलॉग और संक्षेप कार्ड —  
विशिष्टि  
(पहला पुनरीक्षण)

**Library Catalogue and  
Abstract Card — Specification**  
( *First Revision* )

ICS 35.240.30

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## FOREWORD

This Indian Standard (First Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Documentation and Information Sectional Committee had been approved by the Management and Systems Division Council.

The catalogue card is intended for storing bibliographical information for the purpose of retrieval of documents when needed.

As the card is used frequently for reference it should have:

- a) a suitable fibre content with sufficient strength;
- b) a smooth surface for typing and writing, with good erasing quality;
- c) precision cut edges without curl; and
- d) uniform size without spots and free from imperfections.

There is a need for standardization of the attributes of the card, which will facilitate production of cards by manufacturers as well as procurement by libraries and other users.

In the formulation of this standard due weightage has been given to international co-ordination among the standards and practices prevailing in different countries in addition to relating it to the practices in the field in this country. The following publications have been referred to in the preparation of this standard:

ISA Bulletin 22 Publishers. Book card, contents slip bibliographical card. International Federation of the National Standardizing Associations,

CGSM 53-GP-I06/1969 'Standard for card, index: library cataloguing (for permanent use)' Canadian Government Specification Board.

DIN 1504-1956 'Schriftumskarten (bibliographic card)' Deutscher Normenausschuss.

USAS Z85-1969 'Standard for permanent and durable library catalogue card' United States of America Standards Institute.

For the required data, the Forest Research Institute, Dehradun carried out various tests on the catalogue cards manufactured in India.

This revision has been brought out to bring the standard in the latest style and format of the Indian Standard.

The composition of the Committee responsible for the formulation of this standard is given in [Annex B](#).

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS 2 : 2022 'Rules for rounding off numerical values (*second revision*)'.

Indian Standard

LIBRARY CATALOGUE AND ABSTRACT CARD —  
SPECIFICATION

(First Revision)

1 SCOPE

1.1 This standard covers the requirements and the methods of sampling and testing for the library catalogue card used for cataloguing of publications and abstract card used for bibliographical description documents, etc.

1.2 The requirements for library catalogue card and abstract card are the same except for their dimensions.

2 GRADES

2.1 There shall be two grades of catalogue cards, namely:

- a) Grade 1, and
- b) Grade 2.

2.2 Grade 1 Catalogue card may be used in libraries where the frequency of handling is more and in other cases Grade 2 cards may be used.

3 REQUIREMENTS

3.1 Dimensions

The sizes of the card shall be the following:

- a) A7 (74 mm × 105 mm) (see Fig. 1);
- b) International library catalogue card (75 mm × 125 mm) (see Fig. 2); and
- c) A6 (105 mm × 148 mm) (see Fig. 3).

3.1.1 Besides the international library catalogue card, card of A7 size can also be used for library

purposes. For preparation of abstracts, card of A6 size may be used exclusively.

3.1.2 Tolerance

The tolerance on length and width shall be ± 1 mm.

3.2 Card Stock

The card shall be of uniform formation thickness and substance, evenly finished and free from specks or other blemishes. The card should have a smooth but non-glossy surface. It shall be suitable for ruling, typing, printing and writing with ink. It should have a good erasing quality.

3.3 Colour

The colour of the card should preferably be cream-white unless otherwise specified.

3.4 Lines

The cards should be plain or ruled as required by the purchaser and the distance between the lines should be 8 mm.

Ruling commonly used on card is shown in Fig. 4.

3.5 Punch Hole

The hole shall be punched, if required, on the card and shall be at the centre of the long dimension. The centre of the hole shall be 8 mm from the bottom edge. The diameter of the hole shall be 8 mm.

3.6 The card shall also comply with the requirements given in Table 1 when tested in accordance with the relevant test methods.

Table 1 Requirements for Catalogue and Abstract Card

(Clauses 3.6 and A-2.4.2)

SI No.	Characteristic	Requirements		Method of Test, Ref to
		Grade 1	Grade 2	
(1)	(2)	(3)	(4)	(5)
i)	Substance, g/m <sup>2</sup>	225 to 325	225 to 325	6 of IS 1060 (Part 1) : 1966*
ii)	Stiffness factor, <i>Min</i>	10*0	5*0	7 of IS 1060 (Part 3) : 1969+
iii)	Burst factor, <i>Min</i>	25*0	10*0	12.5 of IS 1060 (Part 1) : 1966*
iv)	Thickness in mm, <i>Max</i>	0*35	0*35	7 of IS 1060 (Part 1) : 1966*

## 4 PACKING

**4.1** Catalogue cards shall be packed in units of hundreds and each unit of 100 cards may be properly banded. Five such units shall be suitably wrapped in a package.

Catalogue cards may also be made available in the form of four-up (4-up) strips (*see* [Fig. 5](#)). The strips and sheets shall be of easy manual separation. Pin hole perforations shall be avoided. Perforations shall be on the side and bottom edges only. All strips and sheets supplied shall give, when cut, cards of size given in [3.1](#).

## 5 MARKING

**5.1** Each package shall be marked with the following information

- a) Grade of the catalogue card;

- b) Number of cards in the package;
- c) The length, width and thickness of the card; and
- d) The manufacturer's name and trade-mark.

**5.2** The product(s) conforming to the requirements of this standard may be certified as per the conformity assessment schemes under the provisions of the *Bureau of Indian Standard Act, 2016* and the Rules and Regulations framed thereunder, and the products may be marked with the Standard Mark.

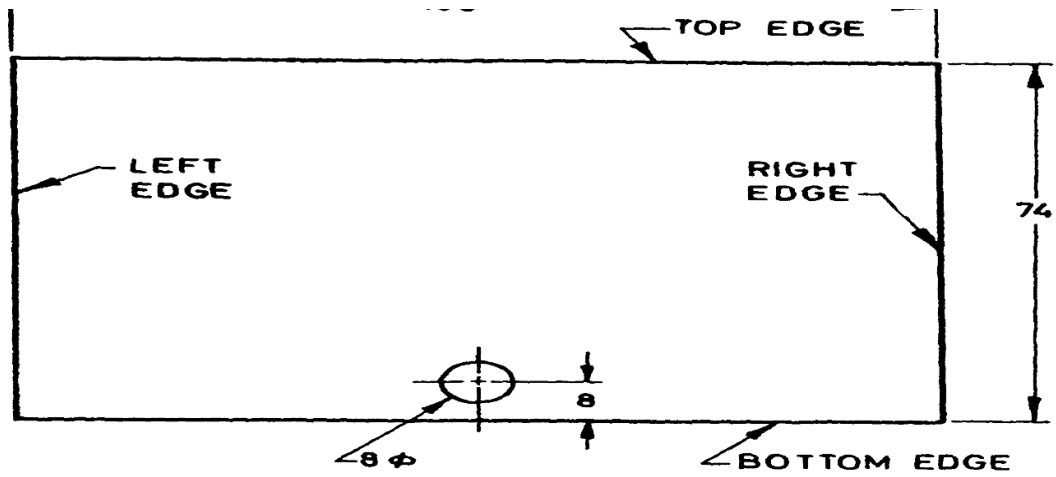
## 6 SAMPLING

The sampling procedure and the criteria for conformity shall be as given in [Annex A](#).

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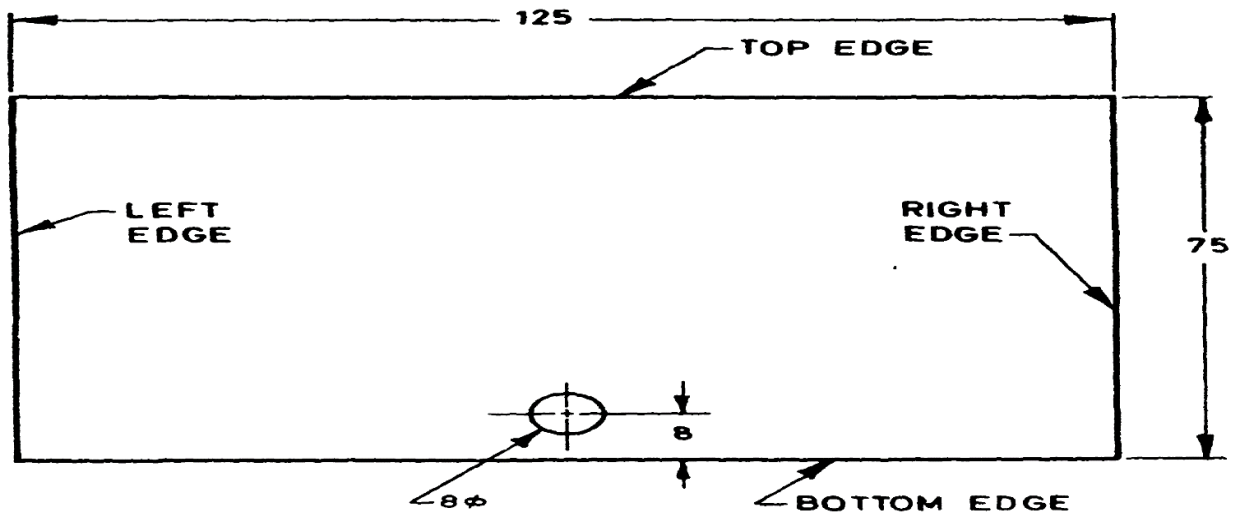
<sup>1</sup>Method of sampling and test for paper and allied products, (Part 1) (revised").

<sup>+</sup>Methods of sampling and test for paper and allied products, (Part 3).



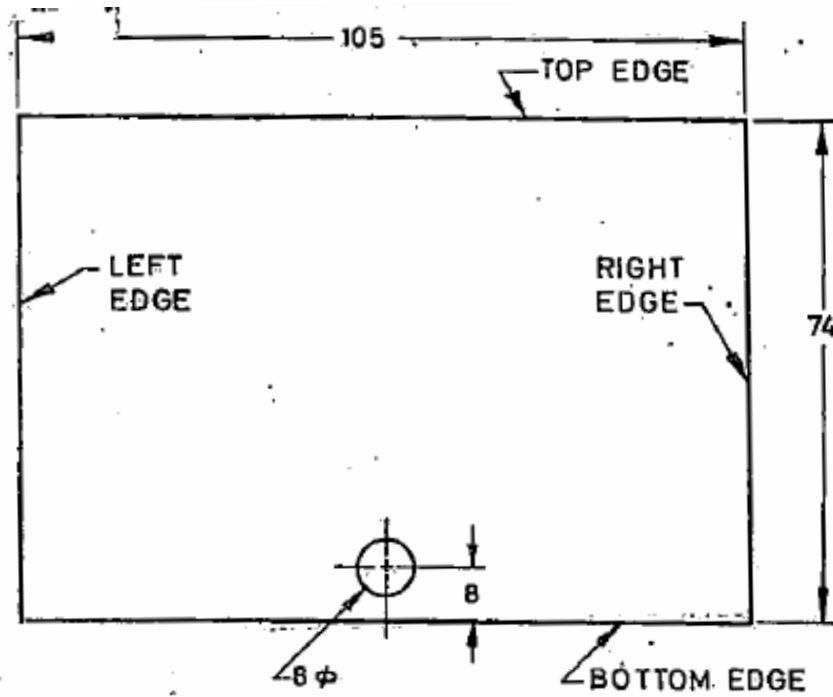
All dimensions in millimetres.

FIG. 1 CATALOGUE CARD OF A7 SIZE (74 × 105 mm)

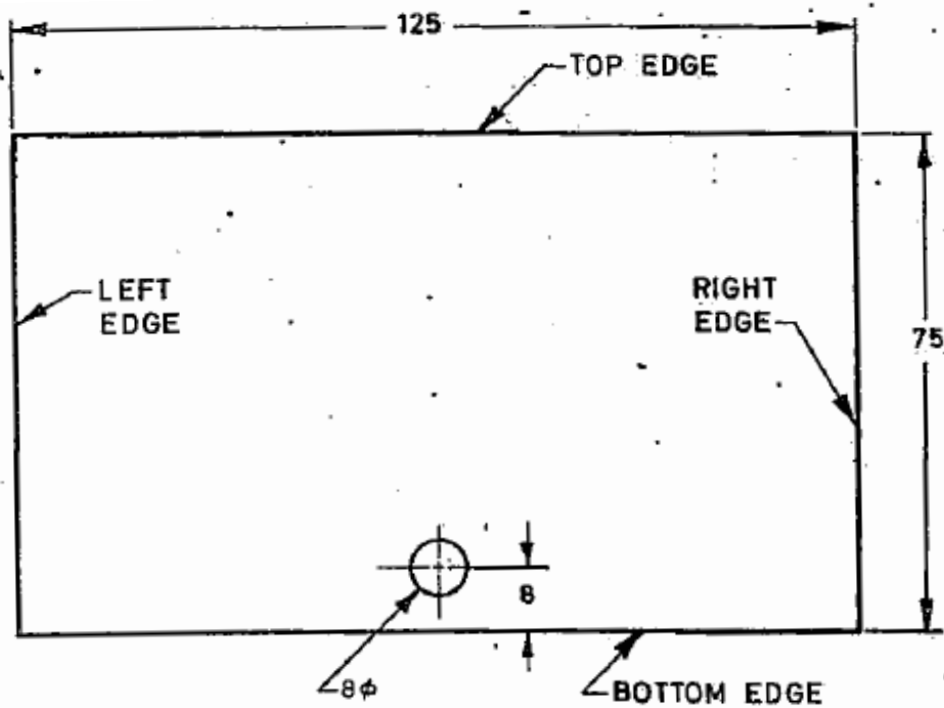


All dimensions in millimetres

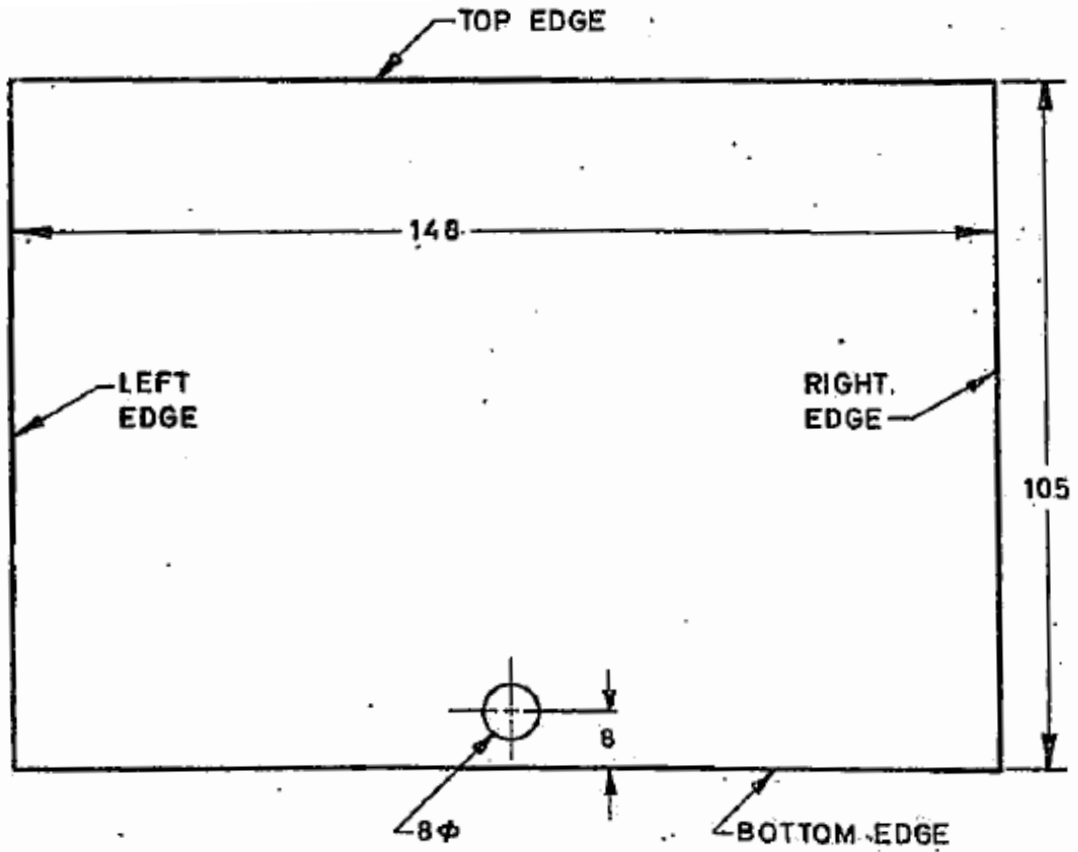
FIG. 2 INTERNATIONAL CATALOGUE CARD SIZE (75 × 125 mm)



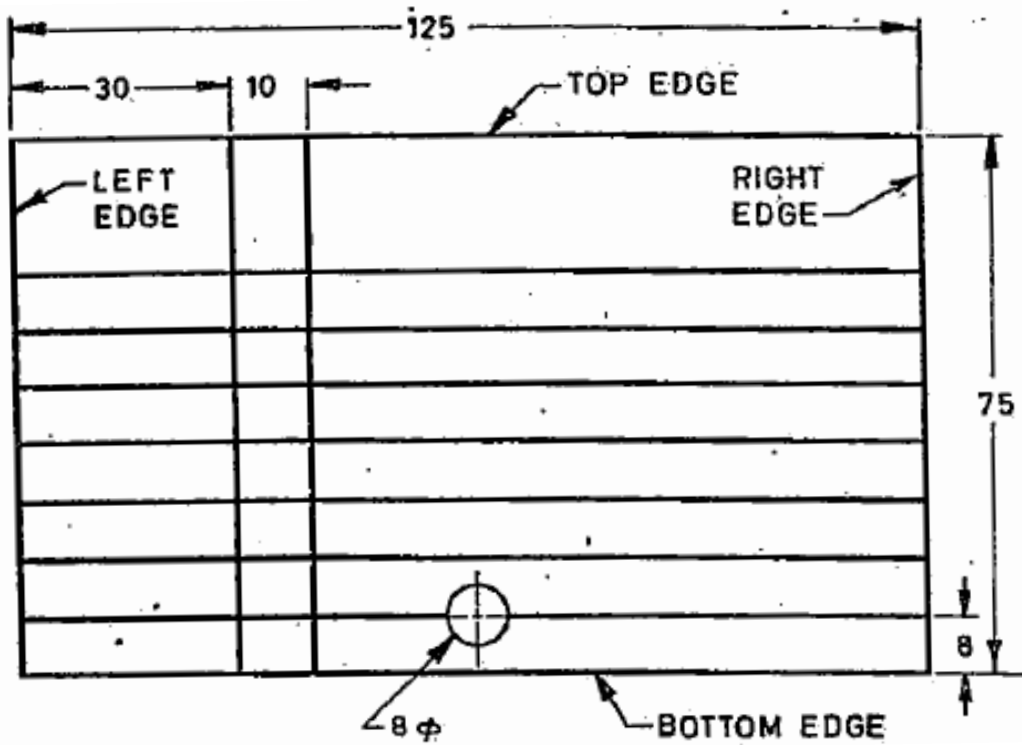
All dimensions in millimetres.  
 FIG. 1 CATALOGUE CARD OF A7 SIZE (74 MM × 105MM)



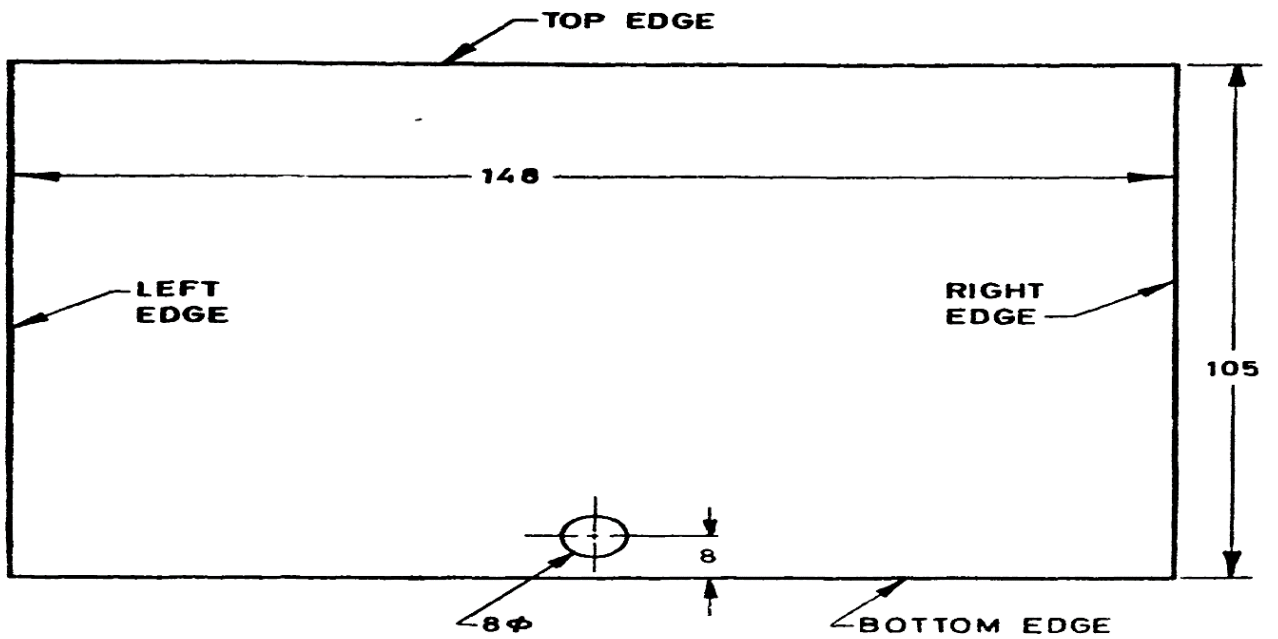
All dimensions in millimetres.  
 FIG. 2 INTERNATIONAL CATALOGUE CARD SIZE (75 MM × 125MM)



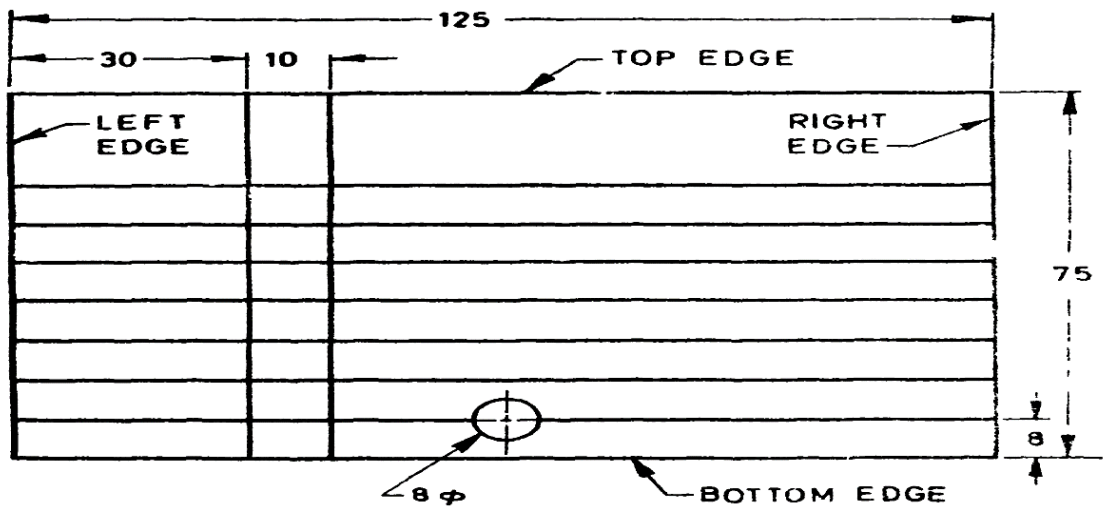
All dimensions in millimetres.  
 FIG. 3 CATALOGUE CARD OF A6 SIZE (105 MM × 148MM)



All dimensions in millimetres.  
 FIG. 4 RULED CATALOGUE CARD

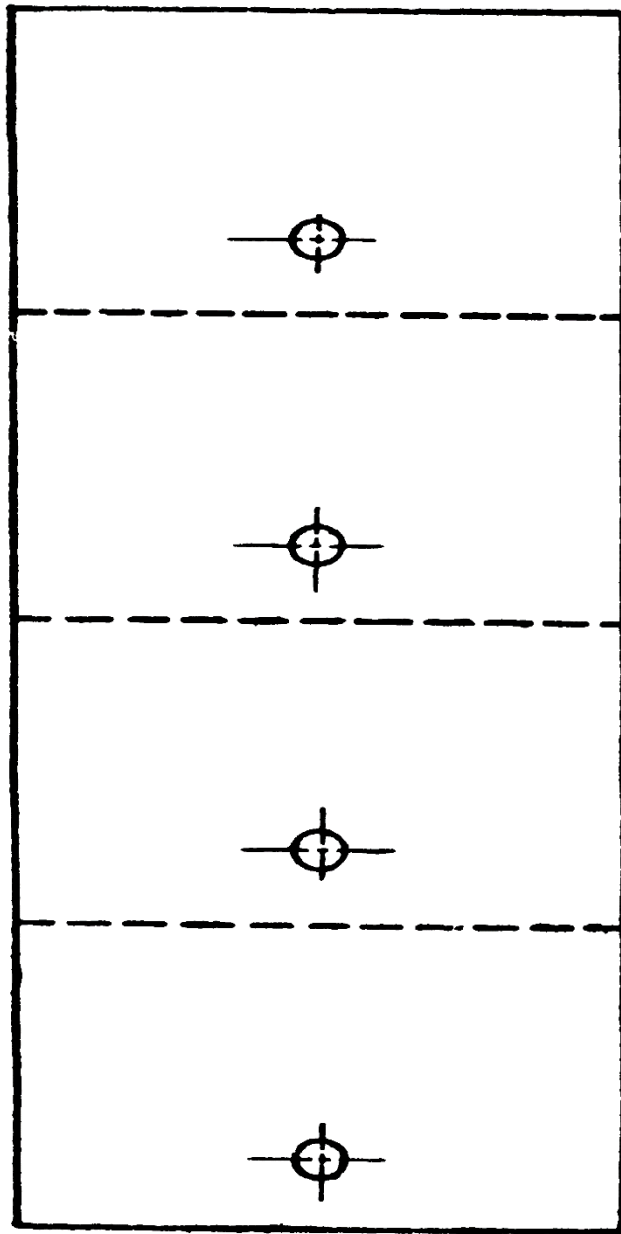


All dimensions in millimetres.  
 FIG. 3 CATALOGUE CARD OF A6 SIZE (105 × 148 mm)

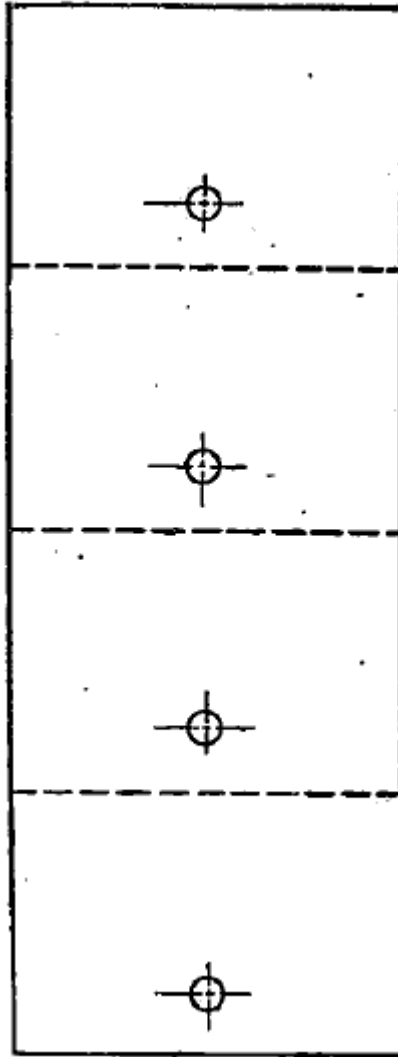


All dimensions in millimetres  
 FIG. 4 RULED CATALOGUE CARD





**4-Up Strips**



4-Up Strips

FIG. 5 CATALOGUE CARDS IN STRIPS

## ANNEX A

### (Clause 6)

## SAMPLING AND CRITERIA FOR CONFORMITY

### A-1 GENERAL PRECAUTIONS

**A-1.1** The precautions given in [A-1.1.1](#) to [A-1.1.3](#) shall be followed in drawing and handling of samples.

**A-1.1.1** Care shall be taken to select samples or portions of packs that are not damaged.

**A-1.1.2** Samples shall not be taken from exposed places. They shall be protected from exposure to heat, direct sunlight, liquids, varying humidity as well as any other harmful influences.

**A-1.1.3** Care shall be taken so that handling shall not affect the chemical, physical, and other characteristics.

### A-2 SCALE OF SAMPLING

**A-2.1** Lot in a single consignment, all the cards of the same quality and grade belonging to the same batch of manufacture shall constitute a lot.

**A-2.2** Samples shall be tested from each lot separately for ascertaining the conformity of the material to the requirements of this specification. The number of units to be selected from a lot shall be in accordance with col (1) and col (2) of [Table 2](#).

#### A-2.3 Selection of Units

**A-2.3.1** If the lot is composed of packages (*see* [4.1](#)) each containing a number of units in it, at least 20 percent of the packages, subject to a minimum of two, shall be selected at random. From the selected packages, approximately the same number of units shall be selected at random so as to give the sample size as given in col (2) of [Table 2](#). At each state, selection shall be made at random (*see* [A-2.3.3](#)).

**A-2.3.2** If, however, the lot is composed of units, the

required number of units shall be selected at random in the first stage according to [A-2.3.3](#).

**A-2.3.3** For the purpose of random selection, a random number table\* shall be used. In case a random number table is not available the following procedure shall be adopted:

Starting from any unit in the lot, count them in any order as 1, 2, 3..., up to r and so on where, is the integral part of  $N/n$  (N being the number of units in the lot and n the number of units to be selected). Every  $r^{th}$  unit thus counted shall be withdrawn from the lot.

#### A-2.4 Selection of Card and Number of Tests

**A-2.4.1** From each selected unit, an approximately equal number of cards shall be taken out so as to give the required number of cards for testing visual and dimensional characteristics. A card shall be considered defective if it fails to conform to anyone of the visual or dimensional requirements. The number of cards which are not meeting the visual and dimensional requirements shall not exceed the corresponding permissible number of defective cards given in col (4) of [Table 2](#).

**A-2.4.2** From the cards which conform to visual and dimensional characteristics (*see* [A-2.4.1](#)) sample cards shall be taken out for testing physical requirements (*see* [Table 1](#)). A card shall be considered defective if it fails to conform to anyone of the physical characteristics. The number of cards which are not meeting anyone of the physical requirements shall not exceed the corresponding number of defective cards given in col (6) of [Table 2](#).

#### A-2.5 Criteria for Conformity

A lot shall be considered as conforming to this specification when [A-2.4.1](#) and [A-2.4.2](#) are satisfied.

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\* IS 4905 : 2015 Random sampling and randomization procedures (First Revision)

**Table 2 Scale of Sampling for Catalogue and Abstract Card***(Clauses [A-2.2](#), [A-2.3.1](#), [A-2.4.1](#) and [A-2.4.2](#))*

<b>Sl No.</b>	<b>Number of Units in the Lot</b>	<b>Number of Units to be Selected</b>	<b>Cards for Testing Visual and Dimensional Characteristics</b>	<b>Permissible Number of Defective Cards</b>	<b>Number of Cards for Testing Physical Requirements</b>	<b>Permissible Number of Defective Cards</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
i)	Up to 5	All	8	0	2	0
ii)	6 to 100	5	20	0	3	0
iii)	101 to 300	8	32	1	4	0
iv)	301 to 500	13	52	2	5	1
v)	501 Over	20	80	3	8	1

## ANNEX B

*(Foreword)*

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### Amendments Issued Since Publication

Amend No.	Date of Issue	Text Affected

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