Bibliographic Information for the record as follows:

A . 7	
Author/	Surname followed by a comma and then fore name.
Main	E.g. Goodman, John
Entry: Title	E.g. Goodman, John The title must always be written in full including the subtitle. if there is
Statement:	one separated by a colon.
Statement.	one separated by a colon.
	A full stop is placed at the end of the title statement.
	The title is written in lower case letters except for Proper names, and the First letter of the first word of the title.
	E.g. The quick brown fox: jumped over the lazy dog named Norman.
Call Number:	The Call Number consist of a Universal Decimal Classification Number (UDC) e.g. 330.35 <i>economic growth</i> and a Cutter Number which represents the author's surname using the Cutter tables e.g. B695 .
	A space is always inserted between the UDC number and the Cutter number.
	 The Call Number may also denote: Coordination. Extensions +, / (44+460) France and Spain Language Form, e.g. (03) Reference Works Place (510) China, People's Republic of China Ethnic Groupings and Nationality (=083) Developing Peoples Time
	 Point of View.000.32 Political outlook General Characteristics (<i>materials</i>, <i>Persons</i>)-058.34 Person with low-income
Edition:	An edition statement is entered excluding one for the first edition.
	Standard abbreviations and numerals are used instead of spelled out words.(see AACR2R Appendix C) E.g. 2005 ed OR 3rd ed OR 39 th ed.
Publisher:	Publisher's information is written in the shortest form in which it can be
	understood and identified internationally.
	A comma is inserted at the end of the publisher's information. If the name of the publisher is not known the abbreviation [s.n.], for sine nomine is used. E.g. Mc-Graw Hill, Wiley.
	E.g. Mc-Graw Hill, Wiley.

Place of	The place of publication is recorded in the form and grammatical case in
Publication:	which it appears in the item.
	The name of the country, state, province abbreviated according to .is
	added to the name of a local place, if it is considered necessary for
	identification, or for the purpose of distinguishing the place form others
	with the same name.
	The name of the country, province or state is enclosed in square brackets
	if it does not appear in the prescribe source of information.
	A colon is inserted at the end of the place of publication. If the place is
	not known the abbreviation [s.l] sine loco is used.
	E.g Albany, N.Y.: [Washington, D.C.]:
	D.S Thomay, T. T.: [Washington, D.C.].
Date of	The year of publication of the edition, revision etc. recorded in the edition
Publication:	area is recorded in Western Style Arabic Numerals.
i ubilcation.	area is recorded in Western Style That is Trainerais.
	If there is no edition statement the year of the first publication of the
	edition to which the item belongs is recorded.
	edition to which the item belongs is recorded.
	If the date transcribed from the document is known to be incorrect the
	correct date is added in square brackets.
	correct date is added in square orderets.
	E.g. London: Cambridge University Press, 2004
ISBN:	This number is locates on the Verso of the title page or on the back cover.
1.211	Enter the complete number without any spaces or dashes.
Physical	This field presents the physical description of the item being catalogued.
Description:	This field presents the physical description of the term being educategued.
Description.	It contains the number of physical units and parts, recorded in Arabic
	numerals followed by the specific material designation abbreviated
	according to AACR2R Appendix B.
	The state of the s
	E.g. V. Volume
	P. For page or pages.
	Each of these terms is preceded by the number of units e.g. 436 p.
Subject:	Descriptors relevant to the item being catalogued are entered in this field.
~abject.	2 complete relation to the form owing cutationary and the cited in this field.
	Descriptors are taken from the <i>Macrothesaurus: for information</i>
	processing in the field of economic and social development.
	processing in the point of containe with social accompliant.
	If no relevant descriptors are found in the <i>Macrothesaurus</i> the <i>Library of</i>
	Congress Subject Headings is used.
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Notes:	Useful descriptive information which cannot be presented in the other fields is given in notes, to supplement or clarify information given in the preceding areas or provide additional bibliographic information.
	In notes relating to preceding areas the similar punctuation must be maintained.
	When quotations from the item or from other sources are used as notes they are enclosed in quotation marks.
URL:	If the printed version of the book also has an online version, the URL is entered in this field. Patron can access the online version from Web OPAC.
Series:	Series information is transcribes according to the rules that govern the title and statement of responsibility. You do not have to put in the brackets. E.g. World Bank discussion paper; 30.
Added Entry:	Enter here authors except the main author and editors. Surname followed by a comma and then fore name. When entering editors put in (ed.) after their name