Department of Library and Information Science Master of Library and Information Science

LSH403: INFORMATION PROCESSING: CATALOGUING

Objectives:

- To be acquainted with the process of Library Cataloguing and metadata and its standards.
- To understand different catalogue codes and standards for bibliographic description.
- To practice cataloguing of different types of books.
- To understand the rules and practices of document description according to Anglo American Cataloguing Rules-2R.
- To study current trends in cataloguing.
- To develop skills of cataloguing.
- To study different subject headings.

Course Outcome (CO):

- CO1 Clear understanding of purpose, functions and procedure of library cataloguing
- CO2 Understanding different laws and principles of library cataloguing
- CO3 Gain knowledge about subject cataloguing and use of subject thesaurus
- CO4 Knowledge of applying various cataloguing codes such as RDA, AACRS II, OPAC.
- CO5 Knowledge and skill of using different formats and standards that can be used for the cataloguing the resources
- CO6 Understating of current trends in cataloguing
- CO7 Knowledge of Union, cooperative and centralized cataloguing
- CO8 Trained with use of different cataloguing standards and formats to catalogue the documents.
- Unit 1 : Library Catalogue-meaning, definition, need. Purpose and functions of library catalogue. 08hrs

 Physical forms, Inner forms; Different kinds of entries
- Unit 2 : Normative Principles: Laws, Canons and Principles of Catalogue 08hrs
- Unit 3 : Subject Headings: Chain Procedure, Sears List of Subject Headings, Library of Congress 08hrs Subject Headings
- Unit 4 : Study of major Catalogue Codes; AACR (latest edition); RDA (Resource Description 08hrs Access); Filing rules and procedures; Online Public Access Catalogue (OPAC)

Unit 5 : Standardization of Bibliographic Description- ISBD (M), ISBD(S), ISBD (NBM); 08hrs Metadata-Definition and meaning, types and users. Metadata Standards; UNIMARC, CCF, MARC21, Dublin Core, Z39.50 and Web OPAC.

Unit 6 : Co- operative, Centralized and Union Cataloguing.

06hrs

Unit 7 : Current trends in Cataloging.

04hrs

References:

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- 2. Ranganathan SR: Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963.
- 3. Ranganathan SR: Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950.
- 4. Viswanathan, CG: Cataloguing Theory and Practice, 1990.
- 5. Ranghanathan S.R.: Cataloguing practice, sharada Ranghanthan Endowment for library science.
- 6. Dr. janaki Raman C.: Online cataloging, Pacific books international, New Delhi, 2011.
- 7. Vishwanathan C.G.: Cataloguing: Theory and Practice, Print house, Lucknow, 1954.
- 8. Ranghanathan S.R.: Classified catalogue code: with additional rules for dictionary catalogue code, associated by Neela Meghan A: Sharada Ranghanathan endowment for library science, Bangalore.
- 9. Girija Kumar & Krishan Kumar: Theory of cataloguing, Vani educational books, New Delhi, 1975.
- 10. Krishan Kumar: An introduction to AACR-2, Vikash publishing house, 1986.
- 11. Khan M.T.M.: Anglo American Cataloguing Rules (AACR), Shree publishers & distributors, New Delhi, 2005.
- 12. Bidgut Mal: Practical cataloguing, Shree publishers & Distributors, New Delhi, 2005.
- 13. Eric J Junter & Bakewell K.G.B.: Cataloguing, Clive Bingley, London.
- 14. Mishra A.R. & Ahmad M.D.: Issues in Digital Cataloging, Shree Publishers & Distributors, New Delhi, 2004.
- 15. Krishna Kumar: An Introduction to Cataloguing & Practice.