

MANGALORE UNIVERSITY
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 Subject Headings 08hrs
- Unit 4 : Study of major Catalogue Codes; AACR (latest edition); RDA (Resource Description Access); Filing rules and procedures; Online Public Access Catalogue (OPAC) 08hrs

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