

MLIS-303 Knowledge Organisation (Cataloguing)

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit-1

- Catalogue: Historical Background, Need, Purpose and Function.
- Physical forms of Catalogue
- Data Elements

Unit-2

- Subject heading- Concept, Need, Purpose, Function
LCSH
SLSH
- ISBN
- Bar Coding
- Union Catalogue
- Resources Sharing

Unit-3

- Index and Indexing: Concepts and Types
- Co-ordinate Indexing System:
Pre-coordinate: Chain Indexing, PRECIS, POPSI, KWIC/KWOC
Post –coordinate: Uniterm, Citation Indexing

Unit-4

- Indexing languages: Types and Characteristics
- Vocabulary Control: Tools
- Features of IR Thesaurus
- Construction of IR Thesaurus

Unit-5

- Bibliographic Formats:
MARC
ISBN
CCF
ISSN
CIP
ISBD
- Evaluation of Indexing Systems

Recommended Books

- 1- Adhikari (Rajiv). Library Preservation and Automation. 2002. Rajat Publication. New Delhi.
- 2- Amba (Sanjeevi). CDS/ISIS A Primer. 1999. Ess Ess Publication. New delhi.
- 3- Anglo American cataloguing rules II. Chicago: ALA. 1978
- 4- Bajpai (S.K.). Library and Information Technology Management: A Librarians Manual. 1999. Ess Ess Pub. New Delhi.
- 5- Dhawan (K.S.). Online Cataloguing System. 1997. Commonwealth Publisher. New Delhi.
- 6- Faruqi (Khaid Kamal), ed. Autoamation in Libraries. 1997. 1st ed.. Anmol Publications. New Delhi.
- 7- Gopal (Krishan.). Library on Line Cataloguing in Digital way. 2000. Authors Press. Delhi.
- 8- Kumar (Girija) and Kumar (Krishna) – Theory of cataloguing.. 5th ed.. New Delhi. Vikas publishing house. New delhi.
- 9- M.A. (Khan). Indexing and documentation in library science. 1996. New Delhi.
- 10- Mahapartra (Bhubaneswar Chakrabarti). Knowledge Management in Libraries. 2002. Ess- Ess publication . new delhi.
- 11- Malavya (V.C.). Library Automation . 1999.1st ed.. Commonwealth Pub. New delhi.
- 12- Pandmajan (C.K.) . Essentials of Autotomated Acquisition . 2002. Ess Ess Publication. New delhi.
- 13- Pandmajan (C.K.) . Essentials of Autotomated Acquisition . 2002.Ess Ess publication . New Delhi.
- 14- R.L. (Sehgal). Hand book of library software Packages. 1998. Ess Ess Publications. New delhi.
- 15- Roe (Saudra K.), ed. The Audio Visual Cataloguing Current . Haworth information press, N.Y.
- 16- Sears (M.E.). Subject headings used in the dictionary catalogues of library of congress. Library of Congress, Washington.
- 17- Simmons (Peter) and Hopkinson (Alan).Common communication format. 1988. UNISIST. Paris: