



**SARDAR PATEL UNIVERSITY**  
**Vallabh Vidyanagar, Gujarat**  
**(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)**  
**Syllabus with effect from the Academic Year 2021-2022**

(Bachelor of Library and Information Science) (Library and Information Science)  
(BLISc) (Library and Information Science) Semester I

Course Code	UA01CLIB52	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Theory)
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none"><li>1. Students explain library catalogue and similar other tools</li><li>2. Students explain the development of cataloguing codes</li><li>3. Students demonstrate types of library catalogues</li><li>4. Students illustrate different types of catalogue entries and explain their functions</li><li>5. Students explain normative principles</li><li>6. Students compare various subject indexing tools</li><li>7. Students distinguish the concept of centralized cataloguing and Union catalogue</li><li>8. Students acquaint with latest trends in cataloguing</li></ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<p><b>Library Catalogue:</b> Definition, need, objectives and functions</p> <p><b>Library Catalogue and similar other tools:</b> Bibliographies Publishers Catalogue Accession list Shelf list</p> <p><b>Development of cataloguing codes:</b> <b>Types of Library Catalogues:</b> <b>Physical /Outer forms</b> Conventional forms (Book Sheaf, Card and Computerized Catalogues) Non conventional forms (Visible Indexing and Microforms)</p>	25



	<p><b>Inner forms</b> Dictionary Catalogue, Classified Catalogue and Alphanetic- Classified Catalogue</p>	
2.	<p>AACR-2 (Revised Edition) and CCC 5th Edition. (Introductory ) <b>Different types of catalogue entries and their functions:</b> Main Entry, Added Entries <b>Reference Entries:</b> Cross Reference Entry and Cross Reference Index Entry Elements of information in each type of entries Rules for filing of catalogue entries – Basic concept <b>Normative Principles:</b> Laws, Canons, Principles</p>	25
3.	<p><b>Subject Cataloguing:</b> Concept, purpose <b>Subject Indexing:</b> Meaning, Need, Purpose and Objectives Library of Congress Subject Heading Sears list of Subjects Heading Chain Procedure <b>Centralized Cataloguing:</b> Meaning, Objectives and Forms <b>Union Catalog:</b> Definition, use and functions</p>	25
4.	<p><b>Recent trends in cataloguing:</b> OPAC (web based catalogues) Copy Cataloguing Z39.50 WorldCat Machine- Readable Cataloguing (MARC) Functional Requirement of Bibliographic Recording (FRBR) Resource Description and Access (RDA) Next generation catalogues Web scale discovery services Linked Data</p>	25

Teaching- Learning	Classroom Discussion; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Methodology	
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Explain the concept of library catalogue and compare similar tools of cataloguing
2.	Recognize various inner and outer forms of library catalogue
3.	Explain how to prepare main and added entries
4.	Illustrate various approaches of deriving subject headings
5.	Explain the normative principles of cataloguing
6.	Demonstrate the concept of co-operative and centralized cataloguing
7.	explain the current trends in library cataloguing

Suggested References:	
Sr. No.	References
1.	<i>Anglo-American Cataloguing Rules</i> (2 <sup>nd</sup> rev. ed.). (1988). Chicago: ALA and Library Association.
2.	<i>American Library Association</i> (1968). Chicago: ALA and Library Association.
3.	Chakraborty, A. R. & Chakrabarti, B. (1984). <i>Indexing: principles, processes and</i>



	<i>products</i> . Culcutta: World Press.
4.	Chapman, L. (1984). <i>How to Catalogue: a practical handbook using AACR 2 and Library of Congress</i> (2nd rev. ed.). London: Dive Bingley.
5.	Cutter, Charles A. (1949). <i>Rules for a Dictionary Catalogue</i> . London: Library Grafton & Co.
6.	Chau, L.M. (1995). <i>Cataloguing and Classification: An Introduction</i> . New York: Mcgraw Hill.
7.	Coates, E.L. (1960). <i>Subject Cataloguing: Processing and Structure</i> . London: Library Association.
8.	Collison, R.L. (1969). <i>Indexes and Indexing</i> . 3rd Ed. London: Earnest Benn.
9.	Coyle, Karen (2015). <i>FRBR, before and after: a look at our bibliographic models</i> . American Library Associationar. (Accessible through Bhaikaka Library at SPU only).
10.	Dolby, J.L. (1969). <i>Computerized Library Catalogues: their growth, cast and utility</i> . Cambridge: MIT Press.
11.	Fritz, D. A. (2009). <i>Cataloging with AACR2: Anglo American cataloging rules and MARC21 for books, electronic resources, sound recordings, videorecordings, and serials</i> . (2nd ed.). New Delhi: Pentagon Press.
12.	Foskett, A. C. (1996). <i>Subject Approach to Information</i> . 5th ed. London: Library Association
13.	Guha, B. (1983). <i>Documentation and Information: Services, Techniques and Systems</i> . 2nd rev. Culcutta: World Press.
14.	Hunter, E.J. <i>An Introduction to AACR 2</i> . London: Clive Bingley.
15.	Hunter, E.J. & Bakewell, K.B.G. (1983): <i>Cataloguing</i> . London: Clive Bingley
16.	Hunter, Eric J. (1989). <i>Examples illustrating AACR-2 (1988) revision</i> . London: LA.
17.	Hunter, E.J. (1986). <i>Computerized cataloguing</i> , New York: Philosophical Library.
18.	IFLA. (2007). <i>ISBD (International Standard Bibliographic Description)</i> . ISBD: International standard bibliographic description (consolidated ed.). München: K. G. Saur.
19.	IFLA, <i>Study Group on the Functional Requirements for Bibliographic Records</i> . (2010). <i>Functional Requirements for Bibliographic Records</i> . München: K.G. Saur



20.	Krishan Kumar. (1990). <i>An introduction to AACR-2</i> . New Delhi: Vikas.
21.	Kumar, G. & Kumar, K. (1986). <i>Theory of cataloguing</i> (5th. Rev. ed.). New Delhi: Vikas Publishing House Pv. Ltd.
22.	Mann, M. (1943). <i>Introduction to Cataloguing and Classification of Books</i> . 2nd ed. Chicago: ALA.
23.	Maxwell, Margaret F. 1989. <i>Handbook for AACR-2</i> (1988) revision. Chicago: ALA.
24.	Maxwell, R. L. 2014. <i>Maxwell's handbook for RDA: explaining and illustrating RDA using MARC21</i> . London: Facet Publishing
25.	Wilson, H.W.; Bristow, B.A. & Fielder, C. (Eds.). (2018). <i>Sears List of Subject Headings</i> (22th ed.). 1056p., New York: H.W.Wilson.
26.	Olson, H. A. and Boll, J. J. (2001). <i>Subject analysis in online catalogs</i> . (2nd ed.). Englewood, Co.: Libraries Unlimited.
27.	Parkhi, R. S. (1964). <i>Decimal Classification and Colon Classification in perspective</i> . Bombay: Asia
28.	Ranganathan, S. R. (1974). <i>Cataloguing practice</i> (2nd ed.). Bombay: Asia.
29.	Ranganathan, S. R. (1964). <i>Classified Catalogue Code with additional rules for Dictionary catalogue code</i> (5th ed.). Bombay: Asia.
30.	Rangnathan, S.R. (1955). <i>Heading and canons: Comparative Study of Five Catalogue Sodas</i> . Madras: Viswanathan,
31.	Rowley, J.E. (1967). <i>Organizing knowledge</i> . Alders Hot Gower.
32.	Sharp, H.A. (1964). <i>Cataloguing: A textbook for use in libraries</i> , 5th ed. Bombay: Allied.
33.	Sengupta, B. (1964). <i>Cataloguing: its theory and practice</i> . Michigan: The University of Michigan.
34.	Shera, J.H. & Egan, M. (1956),(Eds.). <i>The Classification Cataloguing Basic Principles and Practices</i> . Chicago: ALA.
35.	Taylor, A. J. and Miller, D. P. (2007). <i>Introduction to Cataloging and Classification</i> . (10th ed). New Delhi: Atalntic Publishers
36.	Vishwanathan, C.G. (1983). <i>Cataloguing: theory and practice</i> . 5th ed. Lucknow: Print House.
37.	Wellisch, H. H. (1977)(Ed.). <i>The precis index system: principles, applications and prospects</i> . 211p., New York, H. W. Welson.



38.	Wynar, B. S. and Miller, D P. (2000). <i>Wynar's introduction to cataloging and classification</i> . (9th ed.). Englewood, Co.: Libraries Unlimited
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On-line resources to be used if available as reference material
On-line Resources
<a href="https://baou.edu.in/syllabus-slm-e-books">BAOU Study Materials</a> (for Gujarati only) ( <a href="https://baou.edu.in/syllabus-slm-e-books">https://baou.edu.in/syllabus-slm-e-books</a> )
<a href="http://egyankosh.ac.in/">Egyankosh of IGNOU</a> ( <a href="http://egyankosh.ac.in/">http://egyankosh.ac.in/</a> )
<a href="http://epgp.inflibnet.ac.in/">EPGPathshala</a> ( <a href="http://epgp.inflibnet.ac.in/">http://epgp.inflibnet.ac.in/</a> )
<a href="https://ndl.iitkgp.ac.in/">National Digital Library</a> ( <a href="https://ndl.iitkgp.ac.in/">https://ndl.iitkgp.ac.in/</a> )

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