



**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	UA01CLIB54	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Practical)
Total Credits of the Course	5	Hours per Week	10

Course Objectives:	<ol style="list-style-type: none"><li>1. Students explain cataloguing code i.e. AACR-II</li><li>2. Students illustrate catalogue entries for various types of information sources</li><li>3. Students derive subject headings through standard tools</li><li>4. Students demonstrate online cataloguing</li></ol>
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Course Content		
Unit	Description	Weightage* (%)
1.	<b>Cataloguing of documents Using AACR-II</b> Cataloguing of simple documents Cataloguing of multi volumes & complex documents Cataloguing of periodicals Cataloguing of monographs, None Book Material	70
2.	<b>Assigning subject heading using:</b> Chain Indexing Sears list of Subject Heading	25
3.	<b>Online Cataloguing:</b> Metadata Copy Catalogue Demonstration of World Cat, FRBR	5

Teaching-Learning Methodology	Classroom Discussion; Practical; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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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.	Use the catalogue code i.e. AACR-II and standards
2.	Prepare catalogue entries for various types of information sources
3.	Derive subject headings using various methods and tools
4.	Demonstrate online cataloguing

Suggested References:	
Sr. No.	References
1.	Anglo-American Cataloguing Rules (2nd rev. ed.). (1998). London: Library Association.
2.	Dewey, M. (1996). Dewey Decimal Classification (21nd ed., 4 Vols.). New York: Forest Press.
3.	Dhiman, Anil Kumar (2004). Cataloguing of non – Book materials. New Delhi: Ess Ess Publications
4.	IFLA (2008). Functional requirements for bibliographic records. Retrieved from <a href="https://www.ifla.org/files/assets/cataloguing/frbr/frbr_2008.pdf">https://www.ifla.org/files/assets/cataloguing/frbr/frbr_2008.pdf</a>
5.	Kumar, K. (1990). An introduction to AACR-2. New Delhi: Vikas Publishing House.
6.	Ranganathan, S. R. (1964). Classified Catalogue Code with additional rules for Dictionary catalogue code (5th ed.). Bombay: Asia.
7.	Ranganathan, S. R. (1960). Colon Classification (6th ed.). Bangalore, Bangalore:



	Ess Ess Publications
	Sehgal, R. L. (n.d.). <i>Cataloguing manual-AACR-2</i> . New Delhi: Ess Ess Publications.
5.	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.

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> )
<a href="#">WorldCat</a>

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