

DSC 7

Library Cataloguing: Theory

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 7: Library Cataloguing: Theory	4	3	1	0	-	-

Course Objectives

The course aims to develop a strong conceptual foundation in library cataloguing, including its principles, types, and evolution, along with skills to organize bibliographic data and apply cataloguing rules. It also familiarizes students with subject cataloguing, indexing techniques, and handling of diverse materials. The course further introduces modern standards and digital tools such as OPAC and web-based catalogues for efficient information retrieval.

Learning Outcomes

After completing this course, students will be able to:

- ☞ To have understanding of basics of Library Cataloguing
- ☞ To be acquainted with the technical process of Library Cataloguing
- ☞ To understand Bibliographic Formats and Standards and deriving subject headings
- ☞ To understand the fundamental principles and standards of library cataloguing, including AACR2, and CCC formats.

UNIT I: Fundamental Concepts and Historical Developments

12 Hours

- ☞ Library Catalogue: Definition, Objectives, Purposes and Functions
- ☞ History and Development of Library Catalogue Codes

- ☞ Normative Principles of Cataloguing: Canons, Laws, Principles
- ☞ Physical Forms of Catalogues
- ☞ Types of Catalogues

UNIT II: Data Elements, Choice and Rendering of Subject Headings in Cataloguing **12 Hours**

- ☞ Data Elements in Different Types of Entries
- ☞ Filing of Entries in Classified and Alphabetical Catalogues
- ☞ Choice and Rendering of Subject Heading: Personal Authors, Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles

UNIT III: Subject Cataloguing and Non Print Material **11 Hours**

- ☞ Subject Cataloguing: Concept, Purpose and Problems
- ☞ Vocabulary Control: Subject Headings Lists and Thesauri
- ☞ Chain Indexing
- ☞ Basics of Non Print Material

UNIT IV: Trends in Library Cataloguing **10 Hours**

- ☞ Resource sharing of Bibliographic Data: Meaning and Importance
- ☞ Bibliographic Standards: ISBD, MARC, CCF, etc.
- ☞ ISBN and ISSN
- ☞ Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Prenatal Cataloguing and Union Catalogues
- ☞ OPAC and Web-OPACs

Essential Readings

- ☞ KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed. 5. South Asia Books, New Delhi. 1993.
- ☞ MILLER (J), ed. Sears list of subject headings. Ed. 15. Wilson, New York. 1994.
- ☞ RANGANATHAN (SR). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.

Suggested Readings

- ☞ BOWMAN (JH). Essential cataloguing. Facet Publishing, London. 2003.
- ☞ HUNTER (EJ) and BAKEWELL (KGB). Advanced cataloguing. Clive Bingley, London.1989.