

DSC 8

Library Cataloguing: Practical

120 Hours
(120hrs Practical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 8: Library Cataloguing: Practical	4	0	0	4	-	-

Course Objectives

The course aims to develop practical cataloguing skills using standard codes and rules for preparing bibliographic records of various types of documents. It equips students to handle different authorship patterns and create accurate, standardized catalogue entries. The course also enhances analytical ability in cataloguing diverse materials such as serials, multivolume works, and composite books.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Understand the principles and structure of library catalogues and their importance in bibliographic control.
- ☞ Develop skills in cataloguing different types of documents (books, serials and Corporate Authors) using standard cataloguing codes, CCC and AACR-II.
- ☞ Prepare catalogue entries (main and added entries) according to library standards.
- ☞ Develop critical thinking skills to solve cataloguing challenges and improve resource discoverability in libraries.

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition).

UNIT I: Classified Catalogue Code**30 Hours**

- ☞ Preliminaries to Classified Catalogue Code
- ☞ Works of Single and Shared Authorship
- ☞ Works of Mixed Responsibilities
- ☞ Editorial Publications
- ☞ Series Publications
- ☞ Multivolume Works
- ☞ Pseudonymous

UNIT II: Classified Catalogue Code**30 Hours**

- ☞ Works of Corporate Authorship
- ☞ Works of Conflict of Authorship
- ☞ Periodical Publications
- ☞ Ordinary and Artificial Composite Books

**UNIT III: Anglo American Cataloguing Rules
(Latest Edition)****30 Hours**

- ☞ Preliminaries to Anglo American Cataloguing Rules
- ☞ Works of Single
- ☞ Works of Shared Authorship
- ☞ Works of Shared Responsibilities
- ☞ Editorial Publications

**UNIT IV: Anglo American Cataloguing Rules
(Latest Edition)****30 Hours**

- ☞ Multivolume and Pseudonymous
- ☞ Works of Corporate Bodies
- ☞ Serial Publications
- ☞ Works of Editorial Direction

Essential Readings

- ☞ AMERICAN LIBRARY ASSOCIATION. Anglo-American cataloguing rules. Rev. Ed. 2. Library Association, London. 1998.
- ☞ BHATT (RK) and others. AACR2 and MARC 21: A practical manual. Segment Books, Delhi. 2020.

- ☞ MILLER (J). 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

- ☞ BHATT (RK) and SINGH (MP). Ranganathan's Classified Catalogue Code: A practical manual. Narender Publishing House, Delhi. 2019.
- ☞ HUSSAIN (MS) and SIDDIQUI (JA). Practical cataloguing with AACR-II. Ess Ess Publications, New Delhi, India. 1998.
- ☞ LAL (C) and KUMAR (K). Practical cataloguing (AACR-2). Ess Ess Publications, New Delhi, India. 2006.
- ☞ KUMAR (PSG). Cataloguing practice. B.R. Publishing Corporation, New Delhi, India. 2003.
- ☞ SATIJA (MP). Cataloguing theory and practice. Ess Ess Publications, New Delhi, India. 2017.