

DSE 2c

Cataloguing of Non-Book Materials: 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		
DSE 2c: Cataloguing of Non-Book Materials: Practical	4	0	0	4	BLISc	Basics of Cataloguing Theory and Practice

Course Objectives

This course provides practical training in cataloguing non-book materials using international standards like AACR2, MARC21, and RDA. Students will learn to create bibliographic records for diverse formats, including cartographic materials, manuscripts, and electronic resources, while applying subject headings and exploring modern frameworks like FRBR.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Apply principles and rules in preparing cataloguing entries/ records for the bibliographic entities such as books and periodicals.
- ☞ Apply principles and rules in preparing catalogues for the non-book materials including electronic resources as per the Anglo-American Cataloguing Rules.
- ☞ Assign the subject headings using Sears List of Subject Headings for the items.
- ☞ Create records using MARC21, RDA and FRBR

UNIT I: Introduction to Cataloguing Standards 25 Hours

- ☞ Anglo American Cataloguing Rules II
- ☞ Library of Congress Subject Headings List
- ☞ Machine Readable Catalogue (MARC)

UNIT II: Non-Book Materials 35 Hours

- ☞ Cartographic Materials
- ☞ Manuscripts
- ☞ Music
- ☞ Graphic Materials
- ☞ Three-Dimensional Artifacts and Relics

UNIT III: Electronic Resources and Web Resources 35 Hours

- ☞ Sound Recordings
- ☞ Motion Pictures and Video Recordings
- ☞ Electronic Resources: Web Resources, Online and Offline Databases
- ☞ Microforms
- ☞ Continuing Resources: Integrated Resources

UNIT IV: Trends in Cataloguing 25 Hours

- ☞ Resource Description and Access (RDA)
- ☞ Functional Requirements for Bibliographic Records (FRBR)
- ☞ AI Tools for Cataloguing

Essential Reading

- ☞ AMERICAN LIBRARY ASSOCIATION. Anglo-American Cataloguing Rules. London, Library Association. 2005.
- ☞ AMERICAN LIBRARY ASSOCIATION. Resource Description and Access: Toolkit. 2024. Available at: <https://www.rdatoolkit.org/>
- ☞ LIBRARY OF CONGRESS. Library of Congress Subject Headings. Latest edition. Washington, Library of Congress.
- ☞ LIBRARY OF CONGRESS. Resource Description and Access. Available at: <https://www.loc.gov/aba/rda/>

- ☞ OCLC. Functional Requirements for Bibliographic Records. Available at: <https://www.oclc.org/research/activities/frbr.html>

Suggested Reading

- ☞ BENNETT (Rick), LAVOIE (Brian F.) and O'NEILL (Edward T.). "The Concept of a Work in WorldCat: An Application of FRBR." Library Collections, Acquisitions and Technical Services, 27(1), Spring 2003. Available at: https://www.oclc.org/content/dam/research/publications/library/2003/lavoie_frbr.pdf
- ☞ O'NEILL (Edward T). "Functional Requirements for Bibliographic Records: OCLC's Experience Identifying and Using Works." Given at FRBR Workshop, 8-9 July 2004,
- ☞ WILKIE (Chris). Managing film and video collections. London, ASLIB. 1999.