

Library Cataloging Theory



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Chapter 1: Introduction to Cataloguing

Introduction, History of Catalogue Code, Definition, Objectives, Need, Functions, Importance, Type of Catalogue, Distinction between Catalogue and Bibliography, Cataloguing Process, Physical Forms of Library Catalogue, Comparison of Printed Book Catalogue and Card Catalogue, Discussion on Selection of a Physical Form

Chapter 2: Structure of AACR & Standardization

AACR-1, AACR-2, AACR 2:1998, AACR 2002, ISBD, Standards

MARC

USMARC, UKMARC, UNIMARC

Information Interchange Format: ANSI Z39.5

Chapter 3: General Rules for Description

Descriptive Elements, Main entry and added entry, Style of writing, Sources of information

Levels of description

First level of description, Second level of description, Third level of description

Skeleton card

Items in the catalogue entry

Heading, Descriptive elements, Call number, Accession number, Tracing

Chapter 4: Entry Format & Techniques for Subject Indexing

Introduction, Entry Format

Introduction

Main Entry and Added Entries, Unit Card System, Catalogue Codes

Techniques for Subject Indexing

PRESIS, POPSI

Chapter 5: Subject Headings & Non Print Media

Subject Headings Introduction Sears' List of Subject Headings, Worked out examples

Chapter 6: Co-operative Cataloguing, Centralized Cataloguing, Pre-natal Catalogue,

Union catalogue

Introduction

Centralised Cataloguing

Forms of Centralisation, Card Services, Commercial Cataloguing

Cataloguing-in-Publication, Pre-natal Cataloguing

Co-operative Cataloguing

Union Catalogue, Co-operative and Centralised Cataloguing

Chapter 7: Recent Trends in Cataloguing and Machine Fo

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