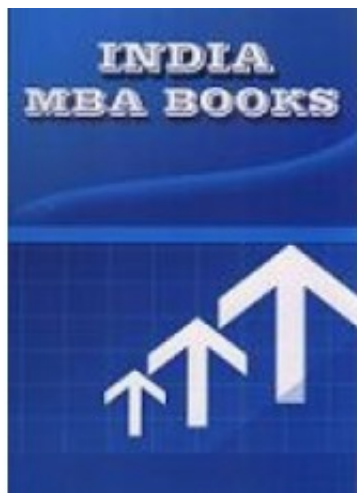


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Unit – 1 Concept of Library Classification:

- ? Library classification: meaning, need and purpose
- ? General theory of library classification (Bliss, Sayers and Ranganathan)
- ? Knowledge classification and document classification
- ? Role of major organizations: DRTC, CRG and ISKO

Unit – 2 Methods of Knowledge Organisation

- ? Concept of Call Number: class number, book number and collection number.
- ? Notation and notational system: definition, need, types and qualities
- ? Five fundamental categories (PMEST) and Isolates: common isolates and special isolates
- ? Phase relation, mnemonics and devices

Unit – 3 Modes of Formation of Subjects

- ? Development of subjects, structure, attributes and modes of formation of subjects
- ? Normative principles: basic laws, five laws of library science and their implications
- ? Species of library classification, standard schemes of library classification and their features (CC, DDC and UDC)
- ? Facet analysis and Methodology of designing classification schemes

Unit – 1 Basics of Cataloguing

- ? Library Catalogue: Definition, Objectives and Need
- ? Bibliographic Tools : Bibliographies, Publisher's catalogue, Accession list and Shelf list
- ? Physical forms of Catalogue- Sheaf, Card, Register and Book
- ? Inner Forms of Catalogue - Dictionary Catalogue, Classified Catalogue, Alphabeticoclassed

Catalogue and Alphabetic Subject Catalogue

- ? Simplified, Centralized, Cooperative Cataloguing, Union Catalogues and Cataloguing in Publication(CIP)

- ? ISBN and ISSN

Unit – 2 Cataloguing Principles

- ? Normative Principles
- ? Laws of Library Cataloguing
- ? Canons and Principles of Cataloguing
- ? Filing and arrangement of Catalogue entries : Classified and Alphabetical

Unit- 3 Catalogue Entries, Filing and Subject Cataloguing

- ? Catalogue Entries: Kinds of Entries and their functions
- ? Subject Cataloguing: Meaning , Purpose, Objectives, Approaches
- ? Chain Procedure and Sear's list of Subject Headings
- ? Salient features in AACR II, RDA and CCC

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