

# **LIS-102 : KNOWLEDGE ORGANISATION (CLASSIFICATION & CATALOGUING) (THEORY)**

**(4 Credits)**

## **Objective:**

- To acquaint with theories and principles of knowledge organisation in libraries particularly with classification, cataloguing and indexing tools.

**Method of Instruction:** A combination of lectures, group discussions, guest lectures (where possible) and special presentations will form methods of instruction. The module will follow with an *examination* at the end of the semester carrying 80 marks covering all units having three types of questions (long, short and very short) to be solved within 2 1/2hrs. Besides, *internal assessment* of 20 marks will be assessed on attendance, performance in presentations, assignments and symposiums.

## **Unit 1: Universe of Knowledge**

- 1.1 Concept of Knowledge, information, data etc,
  - 1.1.1 Universe of Knowledge: Development, Structure & Attributes.
- 1.2 An introduction to Basic Terminology (like: Call number: Class number; Book number, Isolates, Speciator, Basic Subject, simple, compound, complex subjects etc)
- 1.3 Modes of Formation of Subjects.
- 1.4 Classification: concept, need purpose & Species.
- 1.5 Universe of Subjects as mapped in DDC, UDC and CC: Salient Features.

## **Unit 2: Theoretical Foundations of Classification**

- 2.1 Notation: Definition, Need and Purpose
  - 2.1.1 Function Types and Qualities of a good Notation.
- 2.2 Five Fundamental Categories, Rounds and Levels
- 2.3 Normative Principles: Canons & Principles (An Overview)
  - 2.3.1 Principles: Helpful Sequence and Facet Sequence
- 2.4 Development and Trends in Classification: Role of CRG, DRTC, ISKO and OCLC

## **Unit 3: Bibliographic Description**

- 3.1 Library Catalogue: Definition, Need, Purpose and Functions.

- 3.2 Physical Forms of a library catalogue: Conventional and Non- conventional (OPAC, WEBOPAC and Co-OPAC).
- 3.3 Types of Catalogues: Dictionary Catalogue, Classified, Alphabetic Classed Catalogue, Alphabetic Subject Hybrid Catalogue.
- 3.4 Historical background of Cataloguing Codes: An Overview with Salient Features of AACR-II and CCC Ed.5.
- 3.5 Bibliographic Standards: ISBD, RDA, and MARC: An overview
- 3.6 Cooperative and Centralized Cataloguing: Objectives, different Forms with examples and Latest Trends.

#### **Unit 4: Subject Cataloguing**

- 4.1 Subject Cataloguing: meaning, purpose, objectives
- 4.2 Principles of Subject Cataloguing: Contribution of Eminent Institutions/Authors (An Overview)
- 4.3 Subject Headings lists: Sears List of Subject Headings and Library of Congress List of Subject Headings.
- 4.4 Canons of Cataloguing (An Overview).

#### **Suggested Readings:**

American Library Association. (1967). *Anglo-American Cataloguing Rules*.(North American Text). Chicago

Barbara, M. Westby. (Ed.) (1977). *Sears list of subject headings*. (11<sup>th</sup> ed.).New York: H.W. Wilson.

Byrne, Deborah J. (1998). *MARC manual: understanding and using MARC records*. London: Englewoods.

Chernyi, A. I. (1973). *Introduction to information retrieval theory*. London: Aslib.

Fritz, Deborah A. (1998).*Cataloguing with AACR2R and US-MARC records*. Chicago: ACA.

Foskette,A. C.( 1996). *Subject approach to Information*. (5<sup>th</sup> ed).London:LA

- Gopinath, M.A.(1987).*Colon Classification*.(7<sup>th</sup> ed ).Bangalore: Sarada Ranganathan Endowment.
- Gorman Michael & Winkler Paul W. (1988). *Anglo-American Cataloguing Rules (2nd Rev. ed.)*. London: The Library Association.
- Hunter, Eric. (2002).*Classification made Easy*.England: Ashgate pub.
- Intner, Sheila S. et al (2003). *Electronic cataloguing: AACR2 & metadata for serial & monographs*. New York: Haworth Information.
- Joseph, Miller.(Ed).(2004).*Sears list of subject heading*.(18<sup>th</sup> ed.). New York: H.W.Wilson.
- Kemp, D.A. (1976). *Nature of knowledge: An introduction to libraries*. London: Clive Bingley.
- Khanna, J.K. & Vashisht, K.K. (1985). *Knowledge, evolution, structure and research methodology*. New Delhi: Ess Ess.
- Krishan Kumar. (1980). *Theory of classification*. (2<sup>nd</sup> ed). New Delhi: Vikas.
- Maxwell, Robert & Maxwell, Margaret F. (1997). *Maxwell's handbook of AACR2R : Explaining and illustrating the Anglo American cataloguing rules and the amendments*. Chicago: ACA.
- Meadow. J. (2001).*Understanding information* K.G.Saur, Munchen.
- Miller, Joseph. (Ed.). (2000) *Sears List of Subject Headings (18<sup>th</sup> ed.)*. New York: The H.W. Wilson.
- Prasad, Anirudh., (2005).*Colon Classification*. New Delhi: Shree Pub.
- Ranganathan S. R. (1980). *Library Catalogue: Fundamentals and procedures*. Madras, MLA.
- Ranganathan, S. R. (1965). *Prolegomena to library Classification*. (2nd Ed) . London: LA.

Ranganathan, S. R.(1964).*Colon Classification (6<sup>th</sup> ed.)*.Bombay: Asia.

Ranganathan, S.R. (1989). *Descriptive account of colon classification*. Bangalore: Sarada Ranganathan. Endowment for Library Science.

Rita,Marcella.,& Arthur, Maltby.(2000). *Future of Classification*. England:Gower. (NA)

Rowley, J.F. (1987). *Organising Knowledge: An Introduction to information retrieval*. Aldershot: Gower. (NA)

Satiya, M.P. & Aggarwal, S.P. (1990). *Book number: Some Indian methods*. New Delhi: Concept. (NA)

Sayers, W.C.B. (1975). *Manual of classification for librarians*. London: Andre Duetsch.

Saeed, Hamid., & Chaudhry, Abdus. Sattar. (2002). Using Dewey decimal classification scheme (DDC) for building taxonomies for knowledge organization. *Journal of Documentation*, 58 (5), 575-583. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?Filename=Published/EmeraldFullTextArticle/Articles/2780580505.html>

Shabahat Hussain. (1993). *Library Classification: Facets and Analyses*. Delhi: B.R.pub.

Sharma, Panday. S.K. (1990).*Universe of knowledge and Research Methodology*. Delhi: Kent pub

Srivastava, A P. (1993). *Theory of knowledge classification in libraries*. New Delhi: Sage.

Vishvanathan, C.G. (1965).*Cataloguing theory and practice.(6<sup>th</sup> rev. ed)*

**Websites (Illustrative):**

OCLC.(2007).*DeweyDecimalClassification.(2007).OCLC*. Available at

<http://www.oclc.org/dewey/>

OCLC.(2007) *WebDewey*. Available at

<http://www.oclc.org/dewey/resources/tutorial/>