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, Alphabeticco 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:


**Websites (Illustrative):**
