

LIS-103: KNOWLEDGE ORGANISATION (CLASSIFICATION & CATALOGUING). (PRACTICE)
(4 Credits)

Objective:

- To acquaint with tools and techniques for organizing traditional and modern library and information products with particular reference to Library Classification and Cataloguing.

Method of Instruction: A combination of lectures, practical orientation and special presentations (where possible) will form the method of instruction. The course will follow examination carrying 80 marks covering all units within 3 hours. The paper will comprise of four sections. The first two sections will deal with classification practice and the last two with cataloguing practice. In first section four titles are to be attempted out of eight titles according to DDC. The second section will consist of four titles, out of which only two are to be attempted following UDC. Besides, the section will contain two problems for assigning book numbers according to a prescribed standard tool and rules. In third and fourth section two problems from each unit are to be solved, out of four problems. The internal assessment of 20 marks will be based on attendance and performance in internal assessment test conducted for the purpose.____

Unit 1: Classification of Documents by DDC (Latest Available Edition)

- 1.1 DDC: Structure, Notes and Instructions
- 1.2 Classification of documents: use of Table 1&2
- 1.3 Classification of documents: use of Table 3
- 1.4 Classification of documents: use of Table 4 & 6
- 1.5 Classification of documents: use of Table 5&7
- 1.6 Multiple Synthesis

Unit 11: Classification of Documents by UDC (Latest Available Edition) & Assignment of Book Number

- 2.1 UDC: Structure, Notes and Instruction
- 2.2 Classifications of simple subjects in UDC
- 2.3 Use of UDC Auxiliaries
- 2.4 Assigning Book Numbers using Cutter's Table (Latest available edition)

Unit 111: Cataloguing of Documents by AACR (Latest available Edition)

- 3.1 Documents with Single and Shared Authorship, Editorial Works.
- 3.2 Pseudonyms, Multivolume collections
- 3.3 Use of Vocabulary Control Devices - Sears List (latest available edition)

Unit IV: Cataloguing of Serials and Non-Book Materials

- 4.1 Serial Publications
- 4.2 Non -Book Material
 - 4.2.1 Cartographic Materials
 - 4.2.2 Motion Pictures and Video Recordings.
 - 4.2.3 Electronic and web Resources

Suggested Readings

- Barbara, M. Westby. (Ed.) (1977). *Sears list of subject headings*. (11th ed.).New York: H.W. Wilson.
- British Standard Institute. (1963). *Universal Decimal Classification BS1000A* .
- British Standard Institute. (1985). *BS1000M (1985) International Medium Edition – English Text (2v.)*
- Chan, Lois Mai. & and Mitchell Joan S. (2003). *Dewey decimal classification: principles and application. (3rd ed.)* Dublin, Ohio : OCLC. (NA)
- Comaromi, J.P & Satija, M.P. (1989). *Dewey Decimal Classification: History and Current Status*. New Delhi: Sterling. (NA)
- Dewey, Melvil. (1979). *Dewey Decimal Classification & Relative Index*.19th Ed (3 vol's.) New York:Forest
- Dewey, Melvil. (1996). *Dewey Decimal Classification & Relative Index*. 21st Ed. (4 vol's.) Dublin, Ohio : OCLC.
- Dewey, Melvil. (2003) . *Dewey Decimal Classification & Relative Index*. 22nd Ed. (4 vol's.) Dublin, Ohio : OCLC.
- Foskette,A. C.(1996). *Subject approach to Information*.(5th ed).London:LA
- Gorman Michael & Winkler Paul W. (1978). *Anglo-American Cataloguing Rules* (2nd ed.). London: The Library Association.
- Hunter, Eric. (2002).*Classification made Easy*.England: Ashgate pub.
- Kamleshwar, Sardhana Nath. (1984). *Cataloguing practice*. New Delhi: Gitanjali.
- Krishan Kumar. (2001). *An introduction to cataloguing practice*. New Delhi: Vikas.
- Miller, Joseph. (Ed.). (2000). *Sears List of Subject Headings*, (18^h ed.). New York: The H.W. Wilson.

Raju, A.A.N. (1984). *Decimal universal decimal and colon classification*. New Delhi: Ajanta.

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

Rout, R.K. & Chowdhary, B.K. (1997). *Cataloguing of non book materials: A practice manual AACR2*. New Delhi: USB.

Satija Mohinder Pratap & Comaromi, John P. (1992). *Beyond classification: book numbers with special reference to chronological book numbers*. New Delhi: Ess Ess.

Websites (Illustrative):

OCLC. (2007). *Dewey Decimal Classification*. (2007). OCLC. Available at <http://www.oclc.org/dewey/>

OCLC. (2007) *WebDewey*. Available at <http://www.oclc.org/dewey/resources/tutorial/>

UDC Consortium (2007). Available at <http://www.udcc.org/>