**ALL INDIA INSTITUTE OF SPEECH AND HEARING**

**MYSORE - 570 006**

**DEPARTMENT NAME: Library & Information Centre**

**PROCESS: Information Processing**

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**Policy &Objective: O**rganization of acquired information resources in a scientific way in order to facilitate easy retrieval of information by the users.

**Scope:** Classification and cataloguing of print and electronic books acquired.

* + 1. **Abbreviations :**

|  |  |  |
| --- | --- | --- |
| **Sl No**  | **Abbreviation** | **Description** |
| 01 | AACR | Anglo-American Cataloguing Rules  |
| 02 | DDC | Dewey Decimal Classification  |
| 03 | LA | Library Attendant  |
| 04 | LIO | Library and Information Officer  |
| 05 | LMS | Library Management System |
| 06 | OPAC | Online Public Access Catalogue |
| 07 | SLIA | Senior Library and Information Assistant  |

* + 1. **Definitions:**

**Book Number**: alpha-numerical digit used to distinguish an individual book from all others having the same classification number.

**Call Number**: The alpha-numerical digit derived by combining the class number and book number of a book.

**Class Number:** The number which represent the subject content of a book derived from a standard code.

**Classification:** The processof coding, assorting and organizing information resources according to their subject and allocating a code number to each information resource using standard code.

**Cataloguing**: The process of recording the bibliographic details of an information resource with the help of a standard code.

**Subject Headings**: Terms or keywords used for describing the contents of a document.

* + 1. **Resources and Infrastructure :**
1. DDC 23 Ed. (b) AACR-2 (c) Library Management System Software (d) Sear’s List of Subject Headings (e) Online Public Access catalogue
	* 1. **Acceptance Criteria: Nil**

* + 1. **Process- Classification**

Acquired print and electronic books

Subject analysis and determining the subject

Identification of correct notations and construction of class number

Construction of Book number

Assigning of Call Number

* + 1. **Process- Cataloguing**

Classified book

Identification of metadata elements

Assigning Subject Heading

Assigning metadata elements and updating the cataloguing module of the software with the help of AACR-2

Enabling Online Public Access Catalogue Searching

* + 1. **Procedure :**
			1. Analysis of the subject content of the book.
			2. Assigning the notation using using DDC 23 ed.
			3. Constructing the book number
			4. Assigning call number
			5. Cataloguing of the classified books using AACR-2 and assigning

 appropriate subject headings using Sear’s List of Subject Headings

* + - 1. Entering of classification and cataloguing details into LMS software.
			2. Labeling and shelving of resources.
		1. **Measures of Performance :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No**  | **Process measurement**  | **Data**  | **Frequency of review**  |
| 1. | Making available the information resources within 10 days of accessioning  |  |  |
|  |  |  |  |

* + 1. **Reference :**

Q. Manual –

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| **Sl No** | **Document Description**  | **Doc reference**  |
| 01 | LMS Database |  |