

# DIPLOMA IN LIBRARY SCIENCE AND INFORMATION MANAGEMENT

## SECOND SEMESTER

Course Title: Knowledge Processing-Cataloguing Theory-1	Course Code: <b>15LB23T</b>
Type of course: <b>Theory</b> <b>CIE-25 Marks</b>	Total Contact Hours: <b>52</b> <b>SEE-100 Marks</b>

PRE REQUISITE: Know the basics of Library Cataloguing

### COURSE OBJECTIVES:

1. To learn about the concept of Library Catalogue, objectives, functions and various terms Used in library catalogue.
2. To understand about the evolution of Library catalogue and types of Library Catalogue
3. To know about different kinds of entries of Library catalogue
4. To know about centralized, co-operative, union catalogue.
5. To apply the canons of cataloguing, normative principles and laws of cataloguing and comprehend the chain indexing.
6. Apply information retrieval techniques in the provision of information services

UNIT NOS.	CONTENTS	NO.OF HRS.
1.	Introduction to Library Cataloguing	06
2.	Types of Library Catalogue	10
3.	Kinds of Entries	06
4.	Co-operative Cataloguing and Centralized Cataloguing	10
5.	Canons and Normative Principles	10
6.	Recent trends in Library Cataloguing ICCP, UBC	10

TEST/SEMINAR/GUEST LECTURES

### UNIT 1

**INTRODUCTION TO LIBRARY CATALOGUING** 06  
Meaning, definition, need and purpose, functions and objectives

### UNIT 2

**TYPES OF LIBRARY CATALOGUE** 10  
Physical forms: Sheaf form, Book form, Card form, Inner forms: Author catalogue, Name catalogue, Dictionary catalogue, Classified Catalogue.  
Comparison between Classified and Dictionary catalogue.

### UNIT 3

**KINDS OF ENTRIES** 06  
Main entry, added entries, reference entries. Entries according to CCC and AACR II

## UNIT 4

### CO-OPERATIVE CATALOGUING AND CENTRALIZED CATALOGUING 10

Meaning and importance of Co-operative catalogue,  
Union catalogue, Centralized catalogue.

## UNIT 5

### CANONS AND NORMATIVE PRINCIPLES 10

Canons of Cataloguing, Normative principles,  
Laws of Cataloguing Chain Indexing.

## UNIT 6

### RECENT TRENDS IN LIBRARY CATALOGUING ICCP, UBC 10

Standardisation activities in cataloguing – ISBD, ISBN, ISSN.  
Bibliographical formats – MARC 21, UNI MARC, CCF.OPAC, and COM.

**COURSE OUTCOME:** By the end of this programme, the student will be able to

1. Know the Basics of Library catalogue
2. Identify the Physical and inner forms of library catalogue
3. Prepare Kinds of entries
4. Analyse Centralized cataloguing , Co-operative cataloguing and Union catalogue
5. Relate Canons and normative principles and chain indexing
6. Apply Recent trends in Library Catalogue

## MAPPING

Course outcomes with program outcomes and specification table with hours and distribution of marks with cognitive level

Course outcomes	Mapped PO	Teaching Hours	Distribution of Theory Marks as per Cognitive levels			Total marks
			R	U	A	
1	1,2,3,4,7,	06	5	10	10	25
2	1,2,5,6,8,9	10	10	15	10	25
3	1,2,3,4,8	06	10	10	10	30
4	12,3,5,8,	10	15	15	05	35
5	1,2,3,4,5,7	00	05	05	05	15
6	1,2,4,7,8,10	00	05	05	05	15

**R-Remember; U-Understanding; A-Application**  
**Course with program outcomes Level mapping**

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Knowledge processing: Cataloguing Theory	3	3	2	3	3	2	2	3	2	1

**Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.**

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If  $\geq 40\%$  of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If  $< 5\%$  of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

## COURSE ASSESSMENT AND EVALUATION

	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE-Continuous Internal Assessment	I A Tests	Students	Three IA tests for theory (Average marks of three IA tests are considered)	20		Blue Books	1 to 6
		Class room Assignments		Student Activities	05		Log of activity	1
				TOTAL	25			
	SEE -SEMESTER END EXAMINATION	End Exam		End Of the Course	100		Answer Scripts	ALL CO's
INDIRECT ASSESSMENT METHODS	Student Feedback on course		Students	Middle Of The Course	Feed Back Forms			
	End of Course Survey			End Of The Course	Questionnaire			

**Note:** I.A. test shall be conducted for 20 marks. Average marks of three tests shall be rounded off to the next higher digit.

**Note to IA verifier:** The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20 marks)
2. Student suggested activities report for 5 marks
3. Student feedback on courses regarding Effectiveness of Delivery of instructions & Assessment Methods

**Question for CIE and SEE will be designed to evaluate the various educational components, such as:-**

Remembering and understanding	: 40% weightage
Applying the knowledge acquired from the course	: 35% weightage
Analysis	: 25% weightage

## MODEL OF RUBRICS/CRITERIA FOR ASSESSING STUDENT ACTIVITY

RUBRICS FOR ACTIVITY (5 marks)						
Dimension	Unsatisfactory 1	Developing 2	Satisfactory 3	Good 4	Exemplary 5	Student Score
<b>Collection of data</b>	Does not collect any information relating to the topic	Collects very limited information; some relate to the topic	Collect much information; but very limited relate to the topic	Collects some basic information; most refer to the topic	Collects a great deal of information; all refer to the topic	Ex: 4
<b>Fulfil team's roles &amp; duties</b>	Does not perform any duties assigned to the team role	Performs very little duties but unreliable	Performs very little duties	Performs nearly all duties	Performs all duties of assigned team roles	5
<b>Shares work equally</b>	Always relies on others to do the work	Rarely does the assigned work; often needs reminding	Usually does the assigned work; rarely needs reminding	Normally does the assigned work	Always does the assigned work without having to be reminded	3
<b>Listen to other Team mates</b>	Is always talking; never allows anyone else to speak	Usually does most of the talking; rarely allows others to speak	Talks good; but never show interest in listening others	Listens, but sometimes talk too much	Listens and speaks a fair amount	2
Average / Total marks=(4+5+3+2)/4=14/4=3.5=4						

**Note: This is only an example. Appropriate rubrics/criteria may be devised by the concerned faculty (Course Coordinator) for assessing the given activity.**

### FORMAT OF IA TEST QUESTION PAPER (CIE)

Test/Date and Time	Semester/year	Course/Course Code	Max Marks			
Ex: I test/6 <sup>th</sup> weak of sem 10-11 Am	II SEM	K.P. Cataloguing Theory	20			
	Year: II	Course code: <b>15LB-23T</b>				
Name of Course coordinator :			Units:__			
CO's:_____						
Question no	Question		MARKS	CL	CO	PO
1						
2						
3						
4						

**Note: Internal choice may be given in each CO at the same cognitive level (CL).**

## REFERENCES

1. Ranganathan. S.R. Library Cataloguing: Fundamentals and Procedures, Madras LA, 1950.
2. Vishawanathan. C.G. Cataloguing: Theory and Practice. Ed 4 New Delhi Today and Tomorrow., 1980
3. Sengupta, Benoyendra. Cataloguing: Its Theory and Practice. Ed3 World Press , Calcutta. 1980.
4. Girija Kumar. Theory of Cataloguing. Vikas Publishing, New Delhi.
5. Sehgal.R.L. Cataloguing: Theory and Practice. EssEss New Delhi.
6. Mahapatra P.K. &Chakraborti. B. Organising Information in Libraries. 2 Vols. EssEss. New Delhi.

## MODEL QUESTION PAPER

### PART A

5 x 6 = 30

1. Define library and list the various terms used in library catalogue.
2. Explain the need of library catalogue
3. Explain the objectives of library catalogue
4. Enumerate different types of library catalogue& explain briefly
5. Trace evolution of different physical forms of catalogue
6. Bring out the salient features of OPAC and COM
7. Define entry. Explain the purpose of each entry as per CCC
8. What is recent trend in cataloguing
9. State the standardize activities in cataloguing & Discuss ISBN

### PART B

10X7=70

1. Explain the purpose and functions of the library catalogue.
2. Explain the objectives of library catalogue.
3. List the different types of library catalogue& Bring out the difference between classified and Dictionary catalogue.
4. What are the forms of library catalogue? Explain Book Form, Sheaf Form, and Card Form.
5. Define entry. Enumerate the kinds of entry as per AACR II
6. Define co-operative catalogue & explain the importance and working of
7. union catalogue
8. Define centralized catalogue. Explain the different forms of centralized catalogue
9. Define Normative Principles of Cataloguing & explain the laws of library cataloguing
10. Enumerate the different canons of library cataloguing and explain any 3 canons of cataloguing.
11. Define Standardization. Discuss the important milestones in the development of cataloguing.

