

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA IN LIBRARY SCIENCE AND INFORMATION MANAGEMENT

SECOND SEMESTER

Course Title: Knowledge Processing-Cataloguing Practice-1	Course Code: 15LB26P
Type of course: Practical CIE-25Marks	Total Contact Hours: 78 SEE-100Marks

PRE REQUISITE: Know the basics of Library Cataloguing Practice

COURSE OBJECTIVES:

1. Understand the catalogue entry format according to CCC
2. Practice choice and rendering of bibliographical information for the preparation of various entries.
3. Practice the use of bibliographic format of CCC
4. Practice the preparation of various entries using bibliographical information of the given documents
5. Practice the preparation of entries for Composite books.
6. Practice the preparation of corporate authorship

UNIT NO	CONTENTS	NO. OF HRS
1.	Personal Authors	15
2.	Series with Series Number	10
3.	Pseudonymous works	15
4.	Cataloguing of multi-volumes	10
5.	Cataloguing of composite documents	10
6.	Cataloguing of corporate bodies	18
7.		

DETAILS OF CONTENT

Cataloguing of documents with following attributes

UNIT - 1 : PERSONAL AUTHORS

Personal Authors: Single, Two, Three and More than Three Authors, Collaborator (Editors, Translators, Illustrators, Compilers).

UNIT – 2 : SERIES STATEMENT

Series with series number and editor and series without editor.

UNIT – 3 : PSEUDONYMOUS WORKS

Pseudonymous Works.

UNIT-4 Multi volume books

Cataloguing of Multi volumes

UNIT-5 Cataloguing of Composite Books

Ordinary Composite Book, Artificial Composite Book

UNIT- 6 : Cataloguing of Corporate Authors

Corporate author: Govt. and Govt. Departments, institutions, and Conferences / seminars

COURSE OUTCOME: At the end of the course the student will be able to:

1. Know the catalogue entry according to CCC
2. Use bibliographical format of CCC
3. Analyse and prepare various entries in cataloguing
4. Prepare kinds of entries for Multi volume books
5. Prepare entries for Composite Books
6. Prepare catalogues for Corporate Authorship.

Mapping course outcomes with programme outcomes: CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	PO MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Know the catalogue entry according to CCC	1,2,3,4	1,2,3,4	U	15
CO2	Use bibliographical format of CCC	1,2,3	1,4,5,8	U/A	10
CO3	Analyse and prepare various entries in cataloguing	3,4,	1,2,3,4,5,6,8,9	A/App	15
CO4	Prepare kinds of entries for Multi volume books	4,5	1,3,4,5,6,8	A/App	10
CO5	Prepare entries for Composite Books	4,5	1,4,5,6,7,8	A/App	10
CO6	Prepare entries for Corporate Authorship	4,5	1,2,3,4,5,6,8	A/APP	18
TOTAL NO. OF INSTRUCTION				78	

U-Understanding; A-Analysis; App-Application

2. Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
K.P .Cataloguing Practice -I	3	3	3	3	1	0	3	3	0	0

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 ≥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

COURSE ASSESSMENT AND EVALUATION								
	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE – Continuous Internal Evaluation	I A Tests	Student s	Two IA tests (Average marks of two IA tests are considered)		10	Blue Books	1 to 5
		Class room Assignments		Record Writing (Average marks of each exercise to be computed)		10	Record book	1to 5
				Student Activity		05	Log of activity	2/3
		TOTAL			25			
	SEE – Semester End Examination	End Exam		End Of the Course		50	Answer Scripts	ALL CO's
INDIRECT ASSESSMENT METHODS	Student Feedback on course		Student s	Middle of The Course	Feed Back Forms			
	End of Course Survey			End of The Course	Questionnaire			

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.
2. Rubrics to be devised appropriately by the concerned faculty to assess Mini project/Student activities.

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

Remembering and understanding	: 30% Weightage
Applying the knowledge acquired from the course	: 35% Weightage
Analysis	: 35% Weightage

Reference:

1. S.R. Ranganathan: Classified Catalogue Code with additional rules for dictionary Catalogue.Ed5.UBSBD Pub., Bangalore
2. G Bhattacharya: Cataloguing Practice.UBSBD Pub., Bangalore
3. J N Gautam: Advanced Cataloguing :CCC&AACR11:Theory and Practice.,Ess Ess,New Delhi

4. Cataloguing Practice by Girija Kumar and Krishna Kumar Vikas Publishing House ,Bombay
5. M Parameswaram:AACT11 and CCC(5):A comparative study
6. RL Sehgal:Cataloguing Practice CCC
7. RL Sehgal:Cataloguing Manual CCC

SUGGESTED LIST OF STUDENT ACTIVITIES

Note: The following activities for assessing CIE (IA) for 5 marks (Any one)

1.	Prepare a chart on rules of CCC
2.	Catalogue 10 documents of any subject of your library as per CCC
3.	Entry for Corporate Authorship as per CCC

Course Delivery:

- The course will be delivered through lectures and Power point presentations/ Video
- **MODEL OF RUBRICS FOR ASSESSING STUDENT ACTIVITY**

Dimension	Scale					Students score (5students)				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary	1	2	3	4	5
1 Preparation	Entry element is incomplete	Entry element not according to format	Entry element not sufficient	Entry elements of all kinds are satisfactory	Entry elements of all kinds are perfect	3				
2. Fulfill team's role and duties	Does not perform any duties assigned	Perform very little duties	Performs partial duties	Performs neatly all duties	Performs all duties of assigned team roles	3				
3. Conclusion	Poor	Less Effective	Partially effective	Summarises but not exact	Most effective	4				
4.Convensions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5,rounded off to 4)						4				

MODEL QUESTION PAPER

CATALOGUE THE FOLLOWING EXAMPLES ACCORDING TO AACR-II

1. Text Book of Physics / By William Ramsay/ Asia Publishing House Bombay,1990/ Call No: C N90.
2. Introduction to Political Science / By Conley.H.Dillion/ Carl Leiden/ and Paul A Stewart/ D Van Nostrand and co.INC. Newyork.1990/ Call No: W N90
3. Elements of Agriculture /BY W. Frea/ 12th Edition by Rowland Biffen/ John Murray and Co.,Ltd., London,1990/ Call No: J N90

4. Physical Geography /Third edition/by Arthur. K. Mills/Edited and Illustrated by Philip Haldane/ John Wiley and sons, London,Newyork,1990/ Call No: U2 N90

MODEL QUESTION BANK

CATALOGUE THE FOLLOWING EXAMPLES ACCORDING TO CCC

5. Text Book of Physics / By William Ramsay Asia Publishing House Bombay,1990 CallNo: C N90.
6. Introduction to Political Science / By Conley.H.Dillion/ Corl Leiden/ and Paul, A Stewart.D.VanNostrand and co.INC. Newyork.1990 CallNO: W N 90.
7. Elements of Agriculture /BY W.Friean/ 12th Edition by Rowland.Biffen John Murryand co.,ltd,London.1990 CallNo: J N90.
8. Physical Geography /Third edition/BY Arthur.K.Mills/Edited and Illustrated by Philip Haldane/ John Wiley and sons, London,Newyork,1990. CallNo: U2 N90.
9. Foundation of geography /BY D.M Precce and /H.R.B.WOOD/University Tutorial Press,Ltd, London,1971 CallNo: U N71.H T P: MODERN GEOGRAPHY SERIES.4
10. Chemistry in modern perspective /by GalerGordon/ and WilliamZoller, university of Maryland/ Addison,Wesley publishing co, mass, London ,Sydney,1980.CallNo: E N80. H.T.P :This book is in the Addrison ,Wesley series in chemistry.35/consulting editor :Francis.T.Bonner.
11. Crop Management and soil conservation / By Joseph, F.CoxandLyman.E.Jackson/John Wiley and sons .Inc,London.1993.CallNo:J N93. H.T.P: The Wiley Series /Edited by A.K.GATEMAN ICE KEITH and A.H Keith.
12. Colon Classification / BY S R RANAGNATHAN/ edition 6/Asia publishing house .Bombay Calcutta,New Delhi,Madras,1960.CallNo:2:S1 N60.NOTE: this book belongs to Ranaganathan series in library science 4.madras library association publication series 26.
13. Social Structureand Personality/ BY A Psychologist (Arthur Tracey)John,Murrey,London,1953.CallNO:s:70gy NS3.OTHER INFORMATION:- the work of on other have appeared under several pseudonym he is always identified in modern edition of his works by his realname.
14. HauntedHouse/BY Fredrick Evas/ Sage Publications ,Ltd.London,1909.CallNo:o111,3M92,7 N69.OTHER INFORMATION:- THE real name of the author found outsidethe source or Robert Smith and Manning Bonn, all the works written by them together appeared only under one joint pseudonym.
15. Report of the president on export promotion and potential export disincentivesvsdept of commerce, 1930.CallNO:X:S56.73R'N80.NOTE(US PRESIDENT jimmy cortor)

16. Rural higher educational manuals /department of higher education /ministry of education
govt of India /printed and published by manager Govt Press,NewDelhi,1959.callNo:
379.173 IND.
17. Report of the educational commission /1964-66)Education and national development
/ministry education ,govt of India ,NewDelhi 1966.callno:T.44'N66T N66.
18. National council of applied economic research (NCAER)NewDelhi/ utilization of primary
energy in India/Asia publi8shing house .Bombay, Calcutta,Madras,Delhi 1972.callno:
338.39NAT,H.T.P : occasional papers no.