

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

THIRD SEMESTER

Course Title: Knowledge Processing Cataloguing Practice – II (AACR-II)	Course Code: 15LB37P
Type of course: Practical CIE – 25 Marks	Total Contact Hours: 78 SEE – 50 Marks

PRE REQUISITE: Basic Knowledge of AACR II

COURSE OBJECTIVES:

1. Understand the catalogue entry format according to AACR II
2. Practice choice and rendering of bibliographical information for the preparation of various entries.
3. Practice the use of bibliographic format of AACR II
4. Practice the preparation of various entries using bibliographical information of the given documents.
5. Practice the preparation of entries for periodicals and composite works
6. Practice cataloguing of E-Resources.

UNIT NOS.	CONTENTS	NO. OF HRS.
1.	Personal Authors	18
2.	Series with Series Number	10
3.	Pseudonymous works, Periodical publications, Multi volume books	20
4.	Corporate Authors	15
5.	Cataloguing of Non Book Materials, Online E-Resources	15

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, Periodical publications, Multi volume books

Pseudonymous Works. Periodical publications. Multi Volume Books

UNIT– 4 : Corporate Authors

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

UNIT – 5 : Cataloguing of Non Book Materials, Online E-Resources

Cataloguing of Non Book Material, Online E-Resources

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

1. Know the catalogue entry according to AACR II
2. Use bibliographical format of AACR II
3. Analyse and prepare various entries in cataloguing
4. Preparation of entries for Multi volume books and Periodical Publication
5. Produce catalogues for E-Resources and Non book materials.

Mapping course outcomes with programme outcomes :
CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	P O MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Know the catalogue entry according to AACR II	1,2	1,2	U	16
CO2	Use bibliographical format of AACR II	1,2,3	1,4,7,8	U/A	12
CO3	Analyse and prepare various entries in cataloguing	3,4,	2,3	A/App	20
CO4	Preparation of entries for Multi volume books and periodical publication	4,5	2,3,5,7	A/App	20
CO5	Produce catalogue for e-resources and Non book materials	4,5	2,3,4,7,8	A/App	10
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 II	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 $\geq 40\%$ 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 Evaluation	I A Tests	Students	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		Students	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.

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

REFERENCE:

1. AACR II. (Original text)
2. J N Gautam: Advanced Cataloguing: CCC & AACR II: Theory and Practice. Ess Ess, New Delhi
3. Krishan Kumar: An Introduction to AACR II.
4. M Parameswaran: AACR (II) & CCC (5): A comparative study.
5. R L Sehgal: Cataloguing Practice AACR II.
6. R L Sehgal: Cataloguing Manual AACR II
7. R.S. Aswal: AACR2R with MARC21: Cataloguing Practice for Twenty-First Century.
8. Krishan Kumar and B.S.Garg: Advanced Cataloguing Practice: Based on Anglo-American Cataloguing Rules.
9. M.T.M. Khan, Shree: Anglo-American Cataloguing Rules (AACR).
10. Shalini Lihitkar and K.Veeranjaneyulu: Cataloguing theory and practice.
11. Anil Kumar Dhiman: Cataloguing of Non Book MaterialsShwetha: Cataloguing Digital data Information in cyber age.
12. Video Acquisitions and Cataloguing, Edited by Shyama Balakrishnan and P.K.Paliwal.
13. C. Lal and K. Kumar: Practical Cataloguing (AACR-2)
14. R.S. Khochar: Modern Cataloguing systems and Practices.
15. Jogender Singh Burman: Library Cataloguing: Principles and Practices

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 AACR II
2.	Catalogue 10 documents in a subject of your library
3.	Entry for periodical publication as per AACR II

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. Conventions	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/ Pages: 543/ Size: 20 cm/ Acc No. 55643.
2. Introduction to Political Science / By Conley.H.Dillion/ Corl Leiden/ and Paul A Stewart/ D Van Nostrand and co.INC. Newyork.1990/ Call No: W N90./Pages: iv, 253/size: 15 cm/Acc no. 4454.
3. Elements of Agriculture /BY W. Friean/ 12th Edition by Rowland Biffen/ John Murry and co.,Ltd., London,1990/ Call No: J N90/Pages: 345/ Size: 20 cm/Acc No. 4456
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./ Pages: 600/Size: 22cm/ Acc No. 5656

5. Foundation of geography /by D.M Pryce and H.R.B.WOOD/University Tutorial Press, Ltd, London,1971/ Call No: U N71/H T P: MODERN GEOGRAPHY SERIES.4/ Pages: 543/ Size 20 cm/ Acc No. 55645
6. Chemistry in modern perspective /by Galer Gordon/ and William Zoller, University of Maryland/ Addison, Wesley publishing co, mass, London ,Sydney,1981/ Call No: E N80/ H.T.P :This book is in the Addison Wesley series in chemistry.35/consulting editor :Francis. T .Bonner/Pages: 500/size: 22cm/ Acc no. 332.
7. Crop Management and soil conservation / By Joseph, F.Cox and Lyman. 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/ Pages: 545/ Size 20 cm/ Acc No. 55646/ Pages: 500/size: 22cm/ Acc no. 332.
8. Colon Classification / by S R Ranganathan/ edition 6/Asia publishing house,Bombay Calcutta, New Delhi, Madras,1960/ Call No: 2:51 N60/ NOTE: This book belongs to Ranaganathan series in library science 4/ Madras Library Association Publication series 26/ Pages: 400/size: 23cm/ Acc no. 3342.
9. Social Structure and Personality/ by A Psychologist (Arthur Tracey)/ John Murray, London, 1953/ Call No: S:70gY N53/ Other Information: The work of the author have appeared under several pseudonym, he is always identified in modern edition of his works by his real name./ Pages: 584/size: 20cm/ Acc no. 3322.
10. Haunted House/ by Fredrick Evans/ Sage Publications ,Ltd. London, 1909/ Call No:O111,3M92,7 N69/ other Information: The real name of the author found outside the source is Robert Smith and Manning Bonn, all the works written by them together appeared only under one joint pseudonym/ Pages: 300/size: 22cm/ Acc no. 444
11. Report of the President on Export Promotion and Potential Export disincentives by Dept of Commerce, 1930/ Call No: X:556.73r 'N80/ Note: US President :T. Jimmy Carter)/ Pages: 455/size: 22cm/ Acc no. 33482.
12. Rural Higher Educational Manuals /Department of Higher Education /Ministry of Education/ Govt. Of India/ printed and published by Manager Govt Press, New Delhi, 1959/ Call No: 379.173 IND/ Pages: 245/size: 15cm/ Acc no. 224
13. Report of the Educational Commission (1964-66)/ Education and National Development /Ministry of Education/Govt. of India, New Delhi 1966/ Call No. T.44N66t 'N66/ Pages: 345/size: 18cm/ Acc no. 2245.
14. Proceedings of the Sixth State Education Minister's Conference held at New Delhi on 13th-19th Oct, 1962/ Published by Ministry of Education/ Govt. of India, 1963/ Call No. 370.954 N63/ Acc No. 7288/ pages: iv+125P/ size:23 Cm

15. Modernisation of Academic Libraries/ National Seminar on Academic Libraries and their future status held at Banams University on 2nd -17th Dec, 1979/ Published by Uttar Pradesh Library Association, Lucknow, 1980/ Call no: 027.754 N80/ Acc No. 2020/ Pages: 350/ Size: 25 cms.
16. Tourist Map of India/Northern region/ scale 1: 253440/ Based upon Survey of India maps and Published for the Department of Tourism, Ministry of Transport and Communication/ Govt. of India/ produced by the Directorate of Advertising and Visual Publicity/ Ministry of Information and Broadcasting for the Department of Tourism/Govt. of India/ New Delhi/ Call No. 912.54/ Acc No. 316950/ size: 45*30 cm./ Map is coloured.
17. The valley Music Press/ Richard Donoban/ Quartet for Woodwinds flute, oboe, Clarinet and Basson/ Mount Holy Oke College, south Hadley, Mass/ Call No. NR; 788 N59/ Acc No. 8240/ 1 score in 35 paper with four parts/ size: 28 cm/ Other information: The musical score is to be played in 13 minutes and 20 seconds. Library has one copy of each part.
18. Transcription of the lable of a sound disc/ Jonathan Livingston Seagull/words and Music by Neil Diamond/ Stereo/ Side 1: Prologue 3:19, Be 6:28, Flight of the Gull 2:23/ Side 2: Dear Father 5:12, Sky bird 1:12/ Lovely Looking sky 3:12/ Produced by Tom Catalano/ Columbia Records/ New York/ 1973/ Call No. 780 N73/ Acc No. M 1527/ 1 sound disc of 33 1/3 rpm. Having 12 inches diameter/ Note: The disc is accompanied by a pamphlet containing 10 pages with colour illustration, size: 22cm.

Examination: The students have to maintain the record of their practical work in Catalogue card form and submit for evaluation during practical Examination. The end exam includes:

1. Written	40 Marks
2. Record	10 Marks
Total	50 Marks