

Paper- II: Library Classification & Cataloguing (Theory)

M.M. 100

Note: - Two questions will be set from each section. Fifth question may be attempted from section A or B.

Section – A:

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Unit- I : Definition & concept of Classification: its needs & purpose, Knowledge ,classification & library classification, major scheme of classification DDC, UDC & CC, recent trends in classification, Spaces of library Classification

Unit – II: Canons of Classification, fundamental categories, Common isolates, principles of helpful sequence

Unit – III: Mnemonics, plan of work Idea, verbal notation, devices, book no. & collection no.

Section – B:

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Unit- IV: Library cataloguing forms of library catalog, Development in library cataloguing, Types & functions of Catalog.

Unit – V: Comparative study of cataloguing rules according to AACR2 & CCC (5th Ed.) for personal author, joint author, Pseudonyms & corporate author, multivolume publication & composite books.

Unit – VI: Subject Cataloguing, Methods of Assignment of Subject Heading, Centralized & Co operational Cataloguing, Union Catalog.

Books Recommended:

1. Mann Margaret, Introduction to cataloguing and classification of books.
2. Mili, Modern outline of Library Classification.
3. Palmer Bernard, and Wells, Arthur James, Fundamental of Library classification.
4. Parkhi, R.S., Decimal classification and colon classification in perspective.
5. Ranganathan, S.R., Prologomena to library classification.
6. Krishna Kumar, Theory of classification.
7. Girija Kumar and K.Kumar, Theory of Cataloguing.
8. Sen Gupta, B. Cataloguing: Its theory and practice