

Course Code: P24MLS9P

Course Name- 2.4: KNOWLEDGE ORGANIZATION PRACTICE-II: (AACR-II and UDC)

Credit Distribution			Total Credits	Internal Marks	Semester Marks	Total Marks
L	T	P	L+T+P	C1	C2	C3
-	-	3	3	25	75	100

Objective:

- To prepare accurate and comprehensive catalogue records
- To derive subject headings using various methods and tools
- To enable the students to class Ontology's if and catalogue the library documents using AACR-II and UDC.
- Prepare them to efficiently integrate metadata with library OPAC fore-documents

A. Course Outcome (CO)

After completion of the course, students will become familiar with the basic concepts in Library & Information Science.

COs	Course Outcome	Level	Level
CO 1	Prepare catalogue entries for various types of information sources	Understand	K2
CO 2	Derive subject headings using various methods and tools	Apply	K3
CO 3	apply the rules of cataloguing standards to prepare catalogue records – main entries, added entries and other entries - for all type of documents	Analyze	K4
CO 4	Practically apply the rules of Universal Decimal classification scheme to derive class numbers for all types of documents	Apply	K4
CO 5	Demonstrate the ability to solve the difficulties in classification of complex documents in Universal Dewey Decimal Classification Scheme	Analyze	K4

B. Syllabus

Unit-I

Introduction to AACR 2R

Unit-II

Single Personal author, Two and Three Personal Authors, Uniform Titles, Choice and Rendering of Subject Headings (Sears' List)

Unit-III

More than Three Authors' Works, Multivolume and Series Books, Pseudonyms, Anonymous Authors

Unit-IV

Corporate Bodies- Government, Conference, Institutions, Periodical Publications

Unit-V

Cataloguing of Non-Book Materials, Music, Sound Recordings and Electronic Resources

Unit VI CURRENT CONTOURS (For Continuous Internal Assessment Only):

Web Classification scheme

Exercise

1. Classification of titles of Books and Periodical articles according to UDC
2. Cataloguing of Documents: Print and Non-Print using AACR-II
3. Help the students familiarize in cataloguing and indexing of various types traditional as well as digital objects by assigning the call number using AACR-II and UDC
4. Help the students observe the principles relevant to the indexing schemes while classifying
5. Help them prepare a record of the understanding and performance in the prescribed classification schemes
6. Help them to identify the online support available on the internet

Selected Readings:

1. McIlwaine, I.C. (2000). The Universal Decimal Classification: a guide to its use. London: BSI Business Information.
2. Raju A.A.N. (1991). UDC (IME, 1985): A Practical and Self Instructional Manual. Madras: T.R. Publications
3. UDC: International Medium Edition-English Text (BSI/OOIM: 1985). London: British Standards Institution.
4. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.
5. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association
- Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.

C. Mapping of COs with POs & PSOs

Mapping of COs with POs & PSOs										
COs	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	2	2	3	3	3	3	2
CO2	3	3	3	2	3	3	3	3	3	2
CO3	3	3	3	2	3	3	3	3	3	2
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	2	3	3	3	3	3	3