UNIT – I: Fundamental Concepts and Historical Developments
Library Catalogue: Definition, Objectives, Purposes and Functions
History and Development of Library Catalogue Codes
Physical Forms of Catalogues
Types of Catalogues

UNIT – II: Types of Catalogue Entries
Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings
Personal Authors: Western and Indic Names
Corporate Authors
Pseudonymous, Anonymous Works and Uniform Titles
Non-Print Resources

UNIT – IV: Subject Cataloguing
Subject Cataloguing: Concept, Purpose and Problems
Chain Indexing
Subject Headings Lists : LCSH, SLSH

UNIT – V: Trends in Library Cataloguing
Centralized and Cooperative Cataloguing
Bibliographic Standards: ISBD, MARC, CCF, etc.
ISBN and ISSN
Recommended Books


