

**COMPULSORY COURSES**

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**Paper – M-103 - ADVANCED KNOWLEDGE ORGANISATION:  
CATALOGUING (Practical)**

**Cataloguing of Non Book Material and Electronic Resources According to  
AACR (Latest Edition)**

**UNIT – I: Non-Book Materials**

Complexities of Periodicals

Manuscripts

Cartographic Materials

Microforms

Graphic Materials

**UNIT – II: Electronic Resources**

Sound Recordings

Motion Pictures

Video Recordings

Computer Files

Web Resources

**Recommended Books**

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-American Cataloguing Rules. (Latest Edition). Library Association, London.
2. **LIBRARY OF CONGRESS SUBJECT HEADINGS** (Latest Edition). Library of Congress, Washington.
3. **WILKIE (Chris).** Managing film and video collections. 1999. ASLIB, London.