# Paper- B-109 - LIBRARY CATALOGUING (Theory) 💬

## 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**

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J)**, **Ed**. Sears list of subject headings. Ed. 15.1994.Wilson, New York.
6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
8. **TAYLOR (A G)** and **MILLER (David P).** Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.