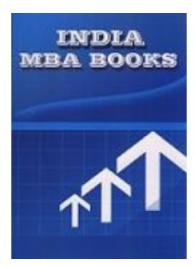
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Introduction, History of Catalogue Code, Definition, Objectives, Need, Functions, Importance, Type of

Catalogue, Distinction between Catalogue and Bibliography, Cataloguing Process, Physical Forms of

Library Catalogue, Comparison of Printed Book Catalogue and Card Catalogue, Discussion on Selection of

a Physical Form

Chapter 2: Structure of AACR & Standardization

AACR-1,AACR-2,AACR 2:1998,AACR 2002,ISBD ,Standards

MARC

USMARC, UKMARC, UNIMARC

Information Interchange Format: ANSIZ 39.5

Chapter 3: General Rules for Description

Descriptive Elements, Main entry and added entry, Style of writing, Sources of information

Levels of description

First level of description, Second level of description, Third level of description

Skeleton card

Items in the catalogue entry

Heading, Descriptive elements, Call number, Accession number, Tracing

Chapter 4: Entry Format & Techniques for Subject Indexing

Introduction, Entry Format

Introduction

Main Entry and Added Entries, Unit Card System, Catalogue Codes

Techniques for Subject Indexing

PRESIS, POPSI

Chapter 5: Subject Headings & Non Print Media

Subject Headings Introduction Scars' List of Subject Headings, Worked out examples

Chapter 6: Co-operative Cataloguing, Centralized Cataloguing, Pre-natal Catalogue,

Union catalogue

Introduction

Centralised Cataloguing

Forms of Centralisation, Card Services, Commercial Cataloguing

Cataloguing-in-Publication, Pre-natal Cataloguing

Co-operative Cataloguing

Union Catalogue, Co-operative and Centralised Cataloguing

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