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Chapter 1: Introduction to Cataloguing

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 Sears' 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

Chapter 7: Recent Trends in Cataloguing and Machine Fo

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