

HEMCHANDRAYACHARYA NORTH GUJARAT UNIVERSITY

Bachelor Of Library and Information Science

Paper - II : Knowledge Organization, Information Processing & Retrieval (Theory)

Unit - 1 Universe of Subjects

- ❖ Concept, Definition
- ❖ Structure and attributes of a subject
- ❖ Modes of formation of subjects
- ❖ Different types of subjects
- ❖ Universe of subject as mapped in different schemes of classification

Unit - 2 Methods of Knowledge Organisation

- ❖ Library Classification, meaning, definition, nature and purpose
- ❖ General theory of Library classification : Plans of Work
- ❖ Normative principles and Postulates of classification and their application
- ❖ Species of Library classification
- ❖ Principals of Facet and Helpful Sequence
- ❖ Notion
- ❖ Canon of Library classification
- ❖ Isolates

Unit - 3 Classification Schemes

- ❖ Standard schemes of classifications and their features; CC, DDC, UDC
- ❖ Major contributions of Ranganathan to classification theory
- ❖ Call Numbers and Book Numbers
- ❖ Trends in Library classification
- ❖ Knowledge organization systems (KOS)
- ❖ Computer and Classification

Unit - 4 Bibliographic Description

- ❖ Catalogues-Meaning, Definition, need & purpose and function of Library Catalogue
- ❖ History of Cataloguing codes
- ❖ Physical forms : inner forms and outer forms
- ❖ Different kinds of entries
- ❖ Cataloguing codes AACR 2 (latest edition)
- ❖ Filing rules and procedures
- ❖ Online Public Access Catalogue (OPAC)
- ❖ Standardization of Bibliographic Description-ISBD(M), ISBD(S), ISBD(NBM)
- ❖ Bibliographic Record Format-(UNIMARC, CCF, MARC21)
 - Introduction to Classified catalogue code

Unit - 5 Normative Principles of Cataloguing

- ❖ Canons
- ❖ Laws
- ❖ Principles

Unit - 6 Subject Cataloguing

- ❖ Design and Construction
- ❖ Sears list of Subject heading

Selected Readings :

1. Anglo American cataloguing rules 2nd Edition Revision. New Delhi, Oxford, 1988.
2. Barbara M. Westby, Ed. Sears list of subject headings, New York, H.W. Wilson, 1977.
3. Berwick Sayers, W. C. Introduction to Library Classification London, Andra dautch, 1950.
4. Byrne, Deborah J MARC manual : understanding and using MARC records, Englewoods, co : Libraries Unlimited, 1998.
5. Chernyi, A. I. Introduction to information retrieval theory. London, Aslib, 1973
6. Fritz, Deborah A. Cataloging with AACR2R and US-MARC records Chicago, ACA, 1998.
7. Jennifer, E. Rowledy. Organising knowledge : An introduction to information retrieval Aldershot, Gower, 1987.
8. Krishan Kumar. Theory of classification, Ed. 2, New Delhi, Vikash, 1980.
9. Maxwell, Robert; with Maxwell, Margaret F. Maxwell's handbook of AACR2R : Explaining and illustrating the Anglo American cataloging rules and the 1993 amendments Chicago : ACA, 1997
10. Ranganthan, S. R. Prolegmana to library Classification. Ed. 2 & c, London LA, 1957 & 1965.
11. Ranganthan S. R, Library Catalogue : Fundamentals and procedures, Madras, LA, 1950.
12. Ranganthan S. R, Headings and Canons, Madras, S Vishwanatyhan, 1955.
13. Ranganthan S. R, Classified catalogue code, Madras, UBSPD, 1988
14. Srivastava, A P, Theory of knowledge classification in libraries, New Delhi, Sage, 1993.
15. C J Van Rijsbergen. Information retrieval, 2nd Ed., London Butterworths, 1970.