

HEMCHANDRAYACHARYA NORTH GUJARAT UNIVERSITY

Bachelor Of Library and Information Science

Paper - IV : Knowledge Organization, Information Processing & Retrieval : Cataloguing (Practice)

Unit - 1 Cataloguing of Documents

(Using : AACR 2)

- ❖ Cataloguing of simple documents
- ❖ Cataloguing of complex documents
- ❖ Cataloguing of serials
- ❖ Cataloguing of Non-Book materials
- ❖ Cataloguing of Multi Volumes
- ❖ Corporate Bodies
- ❖ Uniform Titles

Unit - 2 Subject cataloguing

- ❖ Assigning Subject Headings using at least one Standard list of Subject Headings (Sears list of subject heading)