

<b>Course Code:</b>	LISC E2015
<b>Type / Status:</b>	Core
<b>Title:</b>	Bibliographic Control: Cataloguing Theory and Practice
<b>Learning outcome:</b>	By the end of this course unit the students will be able to demonstrate and apply theoretical knowledge as well as practical ability to prepare entries for various types of library materials using Anglo-American Cataloguing Rules, 2 <sup>nd</sup> edition.
<b>Course content:</b>	Introduction to Bibliographic control; Library catalogue: Objectives, purpose and functions. Physical forms and types of catalogues Development of cataloguing codes with special reference to Anglo-American tradition. Anglo-American Cataloguing Rules, 2 <sup>nd</sup> edition and revisions. Bibliographic description. Access points. Kinds of entries. Filing of entries; filing rules. Subject cataloguing; Use of subject headings using LCSH and Sears List. International Standard Bibliographic Description (General). Single personal author. Entry under corporate bodies. Entry under title Choice and rendering of headings. Single personal author. Shared responsibility. Mixed responsibility. Special rules. Uniform titles. References. Serials cataloguing Analysis

**Method of Teaching and Learning:**

Seminars, Study guides and written instructions from the Department

**Assessment:** End of year examination, assignments and presentations.

**Assignment:** Compilation of a cataloguing work book as per instructions given by the Department of Study.

**Recommended reading:**

Gorman, Michael, Winkler, Paul W. editor,(1978).*Anglo American Cataloguing Rules*(2<sup>nd</sup> ed.).Chicago:American Library Association,

Kumar, Girija, Kumar, Krishan. (2001).*Theory of Cataloguing*.(5<sup>th</sup>Rev. ed.), Delhi: Vikas Publication.

Kumar, Krishan. (2005). *Advanced cataloguing practice: Based on AACR 2*. New Delhi: Har –Anand Publication,

Kumar, Krishan. (1990), *An Introduction to AACR 2*. Delhi: Vikas Publication.

Kumar, Krishan. (1987). *Library Organization*. Delhi: Vikas Publication.

Ramalingam, M.S. (2000). *Library Cataloguing and Classification System*. Delhi: Kalpaz publication.

Ranganathan, S.R. (1975). *Cataloguing practice*. Bombay: Asia Publishing House.

Ranganathan, S.R. (1950). *Library Catalogue Fundamental Procedure*. Bombay: Asia Publishing House.

රණසිංහ, පියදාසග (2002). *සංකීර්ණ ඇංග්ලෝ ඇමරිකානු සුවිකරණ නීති සංග්‍රහය 1998 ප්‍රතිශෝධනය*. රාගම: කර්තෘ.