DEVELOPMENT OF LIBRARIES AND THEIR ROLE IN THE SOCIAL & CULTURAL CONTEXT

UNIT 1
Concept of Libraries, Role of libraries in information society
Concepts and Principles

UNIT 2
Law of library science

UNIT 3
Development of libraries in UK, USA & India:
A historical perspective

UNIT 4

Information, Data & Knowledge: concepts & Definitions.
Information & Social Change. Role of information in Development
BLIS: 01 BLOCK: 01

UNIT: 02 – Laws of Library Science

Structure
2.0 Objectives

2.1 Introduction

2.2 First Law
2.2.1 Implications
2.3 Second law
2.3.1 Implications
2.4 Third Law
2.4.1 Implications
2.5 Fourth Law
2.5.1 Implications
2.6 Fifth Law
2.6.1 Implications
2.7 Current Interpretation of Five Laws
2.8 Summary
2.9 Answers to Self-Check Exercise
2.10 Keywords
2.11 Reference & Further Reading
BLIS: 01 BLOCK: 01
UNIT: 03 – Development of Libraries in UK, USA & India: A Historical Perspective

Structure:
3.0 Objectives
3.1 Introduction
   3.1.1 Historical Perspective
   3.1.2 The Impact of renaissance
   3.1.3 The Impact of Printing
   3.1.4 The Impact of industrial Revolution
3.2 Evolution of Libraries in UK-Genesis:
   3.2.1 Earliest Libraries in UK
      3.2.1.1 Monastic Libraries
      3.2.1.2 Book Clubs and Reading Societies
      3.2.1.3 Private Circulating Libraries
      3.2.1.4 Commercial Circulating Libraries
      3.2.1.5 Endowment Libraries
      3.2.1.6 Mechanics Institute Libraries
   3.2.2 Library Legislation in UK
      3.2.2.1 Public Library Acts
      3.2.2.2 Library Surveys & Reports
         3.2.2.2.1 Donations to Public Libraries
         3.2.2.2.2 Adams Report
         3.2.2.2.3 Penny Rates Abolished
         3.2.2.2.4 Mitchel & Kenyon Report
         3.2.2.2.5 McColvin Report
         3.2.2.2.6 Roberts Report
   3.2.3 The British Library
      3.2.3.1 Composition
      3.2.3.2 Designated Service areas
3.3 Development of Libraries in USA
   3.3.1 Colonial Period
      3.3.1.1 Social & Subscription Libraries in USA
3.3.1.2 Mechanics & Mercantile Libraries in USA
3.3.1.3 School district—Public Libraries
3.3.2 Public Library Legislation in USA
3.3.3 Philanthropy & Library Movement in USA
3.3.4 American Library Association
3.3.5 Library of Congress

3.4 Development of Libraries in India
3.4.1 Libraries in Ancient and Medieval India
3.4.2 Libraries in the Moghul Period
3.4.3 Libraries Development in Modern India
  3.4.3.1 Public Libraries
  3.4.3.2 Academic Libraries
  3.4.3.3 Special Libraries

3.5 Summary
3.6 Answers to Self-Check Exercise
3.7 References & Further Reading
Objectives:
After reading this Unit you will be able to:
- Understand the connotations of the terms Data, Information, Knowledge and Wisdom
- Distinguish Data, Information and Knowledge
BLOCK 2

DIFFERENT TYPES OF LIBRARIES AND THEIR FUNCTIONS

UNIT-5
National Libraries: Their purpose and functions.

UNIT-6
Public libraries: Their purpose and functions.

UNIT-7
Academic Libraries: Their purpose and functions.

UNIT-8

Special libraries: Their purpose and functions.

UNIT: 5 NATIONAL LIBRARIES

Structure:
5.1 Objectives
5.2 Introduction
5.3 Concept and Definition of National Library
  5.3.1 Historical Perspective of National Library
  5.3.2 Definitions of National Library
5.4 Functions of national Library
  5.4.1 Information needs of National Library Users
  5.4.2 Functions related to information needs
5.5 National Library Services
  5.5.1 National Services
5.6 National Library of India
  5.6.1 Introduction
  5.6.2 Historical Perspective of National Library of India
  5.6.3 Administrative set-up
  5.6.4 Functions of the National Library of India
  5.6.5 Collection development
  5.6.6 Services of National Library of India
  5.6.7 Indian National Bibliography (INB)
5.7 The British Library
  5.7.1 Introduction
  5.7.2 Historical review of British Library
  5.7.3 Objective and Functions of British Library
  5.7.4 Functional set-up
  5.7.5 Service Areas of British Library
  5.7.6 Collection development
  5.7.7 Digital Library System (DLS) of British Library:
    5.7.7.1 Objectives
    5.7.7.2 Functions
    5.7.7.3 Services
  5.7.8 Publications
5.8 The Library of congress (LC)
  5.8.1 Special features of library of congress
  5.8.2 Organization
  5.8.3 Collection development
  5.8.4 Processing and Organizing the collection
  5.8.5 Services
  5.8.6 National library programmes of library of congress
5.9 Summary
5.10 Keywords
5.11 Answers to self exercise
UNIT: 6 PUBLIC LIBRARIES: THEIR PURPOSES AND FUNCTIONS

Structure:
1.1 Objectives
1.2 Introduction
1.3 Emergence of Public Libraries
1.4 Definition of a Public Library
1.5 Objectives/Purposes of a Public Library
   1.5.1 Educational Function
   1.5.2 Information Function
   1.5.3 Cultural Function
   1.5.4 Recreational Function
1.6 Summary
1.7 Answers to Self-check Exercise
1.8 Keywords
1.9 References and Further Reading
UNIT: 7 ACADEMIC LIBRARIES: THEIR PURPOSES AND FUNCTIONS

Structure:

7.0 Objectives OF Academic Libraries
7.1 Introduction
7.2 School Libraries
  7.2.1 Primary School Libraries
  7.2.2 Secondary School Libraries
  7.2.3 The Indian Context
7.3 College Libraries
  7.3.1 Objectives and Functions of a college
  7.3.2 Importance of Libraries in Collegiate Education
  7.3.3 Essential of College Library
  7.3.4 The Present Scheme
7.4 University Libraries
  7.4.1 Objectives and Functions of a University
  7.4.2 Objectives and Functions of a University Library
  7.4.3 University Library Users
  7.4.4 Management of University Library Users
  7.4.5 Collection Development and its organization
  7.4.6 University Library Services
  7.4.7 Physical Facilities
  7.4.8 Staff (Professional)
7.5 General Observations
7.6 Summary
7.7 Answers to Self Check Exercises
7.8 References and Further Reading
UNIT: 8 SPECIAL LIBRARIES: PURPOSES AND FUNCTIONS

Structure:

8.0 Objectives OF Academic Libraries
8.1 Introduction
8.2 Special Libraries: Meaning and definition
8.3 Objectives and purposes of special libraries
8.4 Features and functions of special libraries
  8.4.1 User community
  8.4.2 Services
  8.4.3 Acquisition of documents
  8.4.4 Processing and Organization of documents
  8.4.5 Collection
  8.4.6 Adoption of latest technologies
  8.4.7 Circulation of documents (lending system)
  8.4.8 Publications
  8.4.9 Staff
  8.4.10 Other characteristics
8.5 Summary
8.6 Keywords
8.7 Answers to Self Check Exercises
8.8 Further readings
BLOCK

LIABRARY LEGISLATION

UNIT-9
Library Legislation Purpose, function and features

UNIT-10
Library Legislation in India
UNIT: 9 LIBRARY LEGISLATION

Structure:

9.0 Introduction: Development of Human Resources
9.1 Objectives of the Library Legislation (as stated by the UNESCO)
9.2 Need for Library Legislation (The Responsibilities of the government)
9.3 History of Library Legislation
  9.3.1 In UK, USA, JAPAN
  9.3.2 In India (Early efforts)
  9.3.3 Native General Libraries
  9.3.4 Baroda (a Princely state)
  9.3.5 Bombay Province
  9.3.6 Bengal Province
  9.3.7 Madras Province
  9.3.8 Bihar State
  9.3.9 Hyderabad Princely State and Modern Andhra Pradesh
  9.3.10 Travancore & Cochin Princely States and Modern Kerala
  9.3.11 Uttar Pradesh, Punjab, Kashmir, Delhi, Madhya Pradesh, Gujarat, Karnataka, Goa, Manipur.
9.4 Efforts made by the Central Governments
  9.4.1 Union Library Bill (1948)
  9.4.2 National Library Act (1948)
  9.4.3 Library Advisory Committee (1957)
9.5 Efforts made by the Model Bill (1965)
  9.5.1 Ranganathan’s Model Public Library Act
  9.5.2 Venkatapraiah’s Library Legislation
  9.5.3 Deshpande’s Library Legislation
9.6 Efforts of the International Bodies
  9.6.1 UNESCO
  9.6.2 IFLA
9.7 Answers to Self-Check Exercises
UNIT: 10 LIBRARY LEGISLATION IN INDIA

Structure:
10.1 Salient features of existing acts.
10.2 Purposes of the acts.
10.3 State library authority.
10.4 Administration of Public libraries.
10.5 (a) in TN, AP, Karnataka, Maharashtra, etc.
10.6 Local library authorities
10.7 Public library authorities
10.8 Public library staff (Human Resources)
10.9 Conclusion
10.10 Answers to self check exercises.
10.11 Reference and further reading.
BLOCK

4

RESOURCE SHARING AND USER STUDIES
UNIT-11
Library Co-operation History and Development
UNIT-12
Resource Sharing: Need, Purpose and functions
UNIT-13
Resource Sharing: Selected case Studies
UNIT: 11 LIBRARY COOPERATION: HISTORY AND DEVELOPMENT

Structure:

11.0 Introduction
11.1 Objective
  11.1.1 Concept and Definition
  11.1.2 Objective and Needs
11.2 Merits of Library Cooperation
11.3 Areas of Library Cooperation
11.4 Library Cooperation- Case Studies
  11.4.1 Library Cooperation in USA
  11.4.2 Library Cooperation in UK
  11.4.3 Library Cooperation in India
11.5 Library Cooperation in Public and Academic Libraries
11.6 Impact of Information Technology on Library Cooperation
11.7 Role of Professional Association in Library Cooperation
11.8 Summary
11.9 Answers to Self-Check Exercises
11.10 Keywords
11.11 Abbreviations
11.12 List of Prominent Library associations in the world
11.13 Reference for further reading
UNIT: 12 RESOURCE SHARING- NEED, OBJECTIVES AND FUNCTIONS

Structure:
12.0 Objectives
12.1 Introduction
12.2 Definition
12.3 Need for resource sharing
12.4 Objectives of resource sharing
12.5 Function
12.6 Pre-requisites
12.7 Areas of Resource Sharing
12.8 Disadvantages of Resource Sharing
12.9 Summary
12.10 Answers to self check exercises
12.11 Keywords
12.12 References and further reading
UNIT: 13 LIBRARY RESOURCE SHARING: SELECTED CASE STUDIES

Structure:
13.0 Objectives
13.1 Introduction
13.2 INFLIBNET
  13.2.1 Origin
  13.2.2 Objectives
  13.2.3 Functions
  13.2.4 Activities
13.3 DELNET
  13.3.1 Objectives
  13.3.2 Services
  13.3.3 Products
13.4 CALIBNET
  13.4.1 Objectives
  13.4.2 Activities
13.5 OCLC
  13.5.1 Objectives
  13.5.2 OCLC Services
  13.5.3 Other service areas
13.6 Summary
13.7 Answers to self check exercises
13.8 Abbreviations
13.9 Keywords
13.10 References and further reading
BLIS -1
Library, Information and Society

BLOCK

5

PROFESSIONAL ASSOCIATIONS, SYSTEMS AND PROGRAMS
UNIT-14
Professional Associations: Need and Purposes
UNIT-15
Role of UNESCO in the development of Professional Associations
UNIT-16
Study of some associations ALA, LA, IFLA, FID, IASLIC, ILA, etc

UNIT: 14 PROFESSIONAL ASSOCIATIONS NEED AND PURPOSE

Structure:
14.0 Objectives
14.1 Introduction
14.2 Definitional Analysis “Profession” and “Professional Association”
14.3 Need and Objectives of a Library Association
14.4 National Library Association Activities
14.5 Library Associations in India: Trends in Development
   14.5.1 General Library Association
   14.5.2 Special Library Association
   14.5.3 Association of Professional in Particular Types of Libraries
14.6 Summary
14.7 Keywords
14.8 References and further reading
UNIT: 15 ROLE OF UNESCO IN RELATION TO OTHER PROFESSIONAL ASSOCIATIONS

Structure:
15.0 Objectives
15.1 Introduction
15.2 UNESCO
15.3 Cooperative Mechanism of UNESCO
15.4 Summary
15.5 Answers to self check exercises
15.6 Keywords
15.7 References and Further Reading
BLIS -2
Management of Libraries and Information Centers

BLOCK 1

PRINCIPLES OF SCIENTIFIC MANAGEMENT

UNIT 1
Concepts and Principles

UNIT 2
Application of management principles to Libraries and Information centres.

UNIT 3

Library/Information Centres as a system: their organizational structure.

BLIS:02BLOCK:01

UNIT: 01 – Management: Its Nature And Purpose

1.0 Introduction
1.1 Objectives
1.2 Management: Its nature and purpose
1.3 Definition of management
1.4 Functions of management
  1.4.1 Planning
  1.4.2 Organizing
  1.4.3 Staffing
  1.4.4 Leading
    1.4.4.1 Principles of leading and Directing
  1.4.5 Controlling
  1.4.6 Coordinating
  1.4.7 Reporting
  1.4.8 Budgeting
1.5 Some important management concepts
  1.5.1 Management as an essential function of an organization
  1.5.2 The ten management roles identified by MintzBerg
  1.5.3 Managerial functions at different organizational levels
  1.5.4 Managerial skills and organizational hierarchy
  1.5.5 The goal of all managers
1.6 Principles of management
  1.6.1 Scientific Management
  1.6.2 Administrative Management
1.7 Summary
1.8 Key Words
1.9 Answers to Self-Check Exercise
1.10 References & Further Reading
BLIS-02 Blok -01
Unit -02 Application of Management principles to Libraries and Information Centres

Structure:
10.0 Objectives
10.1 Introduction
10.2 Functions of Management
10.3 Tabular Presentation of Management Roles
10.4 Levels of Management
   10.4.1 Top Management (Chief Librarian)
   10.4.2 Middle Management (Deputy Librarian)
   10.4.3 First Line Management
10.5 Levels of Management and Managerial skills
   10.5.1 Conceptual skills
   10.5.2 Interpersonal skills
   10.5.3 Technical skills
   10.5.4 Diagnostic skills
   10.5.5 Analytical skills
10.6 Application of Management
   10.6.1 F.W. Taylor’s Scientific Management and its uses to Libraries
   10.6.2 Henry Fayol’s Administrative Management Principles and its Uses to Libraries
10.7 Summary
OBJECTIVES:

After studying this unit we will be able to understand:

1. The general concept of LIC Management
2. Library as a open system
3. Designing of the organization structure
4. The flow of functions and activities of a few typical library systems

BLIS -2
Management of
Libraries and Information Centres

BLOCK

2

DEVELOPMENT OF LIBRARY RESOURCES

UNIT 4
Selection and acquisition of Books and Periodicals

UNIT 5
Electronics resources and Non-print materials: Principles, policies and procedures of collection development

UNIT 6
Technical Processing

BLIS-02 Blok -02
Unit -04 Selection and Acquisition and Periodicals

Structure:
12.0 Objectives
12.1 Introduction
12.2 Selection
  12.2.1 Selection Principles
  12.2.2 Selection Tools
  12.2.3 Selection Procedure
12.3 Acquisition
12.4 Subscription To Periodicals
  12.4.1 Selection Principles
  12.4.2 Methods of Procurement
    12.4.2.1 Procedure For Subscribing Foreign Journals Directly From Publishers
    12.4.2.2 Subscribing of Foreign Journals Through Agents
    12.4.2.3 Acquisition Of Back Volumes Of Periodicals
    12.4.2.4 Periodicals Through Gift And Exchange
  12.4.3 Subscription To Indian Periodicals
  12.4.4 Problems Encountered In The Process Of Subscription To Journals
  12.4.5 Subscriptions Of Periodicals And Impact Of Information Technology
12.5 Remedies
12.6 Some Observations
12.7 Summary
12.8 Model Answers For The Self-Check Exercises
BLIS-02 Blok -02
Unit -05 Electronics resources principles, policies, and procedures of
collection development

Structure:
13.0 Objectives
13.1 Introduction
13.2 Collection Development in an Electronic Environment
13.3 Collection Development Policy: Definitions and Factors
   13.3.1 Ownership Vs Access
   13.3.2 Co-operative Efforts and Evolution
13.4 Use of Networks for Collection Development Activities
   13.4.1 Internet-based collection Development
   13.4.2 Factors in Selection of Internet Resources
13.5 Collection Evaluation
13.6 Role of Libraries and librarians
13.7 Summary
13.8 Answers to self-check Exercises
13.9 Keywords
13.10 References and Further Reading
BLIS-02 Blok -02
Unit -06 Technical Processing

Structure:
14.0 Objectives
14.1 Introduction
14.2 What is Technical Department?
14.3 Planning & Organizations
14.4 Distinctive work of the Technical Section
14.5 Classification and Cataloguing
   14.5.1 Cataloguing
   14.5.2 Classification Scheme
      14.5.2.1 DDC
      14.5.2.2 Colon Classification
      14.5.2.3 UDC
   14.5.3 Catalogue Code
      14.5.3.1 A.A.C.R
      14.5.3.2 CCC
14.6 Policy and Procedure
14.7 Practical Classification
   14.7.1 Assessment of the Subject
   14.7.2 Assigning Class Number
   14.7.3 Assigning Book Number
   14.7.4 Assigning Call Number
14.8 Practical Cataloguing
   14.8.1 Main Entry
   14.8.2 Added Entries
   14.8.3 Shelf List Call
   14.8.4 Checking
   14.8.5 Alphabetization
   14.8.6 Filling of Cards
   14.8.7 Writing the Book Card
14.9 Summary
BLIS -2
Management of Libraries and Information Centres

BLOCK

3

RESOURCES MAINTENANCE

UNIT 7
Circulation work

UNIT 8
Preservation, Conversation and maintenance of library materials

BLIS-02 Blok -03
Unit -07 CIRCULATION WORK

Structure:
15.0 Objectives
15.1 Introduction
15.2 Circulation systems
   15.2.1 Historical development of systems
   15.2.2 Register system
   15.2.3 Card system
   15.2.4 Browne system
   15.2.5 Network system
   15.2.6 Era of mechanical gadgets
   15.2.7 Automated circulation system
15.3 Management of circulation work
   15.3.1 User Registration
   15.3.2 Registration Procedures
   15.3.3 Charging and discharging functions
15.4 Controlling processes
   15.4.1 Renewals
   15.4.2 Reservations
   15.4.3 Recalls
   15.4.4 Reminders
   15.4.5 Fines/overdue charges
15.5 Charging Systems
   15.5.1 Browne charging system
   15.5.2 Network charging system
   15.5.3 Automatic Circulation system
15.5.4 Inter-library loans
15.5.5 Management of circulation services

15.6 Summary
15.7 Answers to self-check Exercises
15.8 Keywords
15.9 References and Further Reading

**BLIS-02 Blok -03**

**Unit -08 Preservation, Conservation, Maintenance of Library Materials**

16.0 Objectives
16.1 Introduction
16.2 Need for Preservation.
16.3 Different types of library materials and their preservation
   16.3.1 Ancient writing materials
       16.3.1.1 Hazards and preservation.
           16.3.1.1.1 Hazards caused by biological factors.
           16.3.1.1.2 Hazards caused by environmental factors.
           16.3.1.1.3 Hazards caused by human beings.
   16.3.2 Paper based writing materials.
       16.3.2.1 Hazards to paper based writing materials
           16.3.2.1.1 Internal causes
           16.3.2.1.2 External causes
   16.3.3 Non-book materials
       16.3.3.1 Hazards and Preservation.

16.4 Summary
16.5 Answers to self-check Exercises
16.6 Keywords
16.7 References and Further Reading
BLIS -2
Management of Libraries and Information Centres

BLOCK
4

STAFF MANAGEMENT

UNIT 9
Job Analysis and Job Description

UNIT 10
Selection and Recruitment of library staff
UNIT 11
Staff manual

BLIS-02 Blok -04
Management of Library and Information Centres Staff Management
Unit -09 Job Analysis And Job Description

Structure:
17.0 Objectives
17.1 Introduction
17.2 What is job and job analysis?
   17.2.1 Purpose of job analysis
   17.2.2 Process in job analysis
   17.2.3 Use of job analysis
17.3 Job description
   17.3.1 Purpose of job description
17.4 Tools of job analysis
17.5 Illustration of job description
17.6 Summary
17.7 Answers to self-check Exercises
17.8 References
BLIS-02 Blok -04
Unit -10 SELECTION AND RECRUITMENT OF LIBRARY STAFF

Structure:
18.0 Objectives
18.1 Introduction
18.2 Definition of Staff Management
18.3 Objectives of Staff Management
18.4 The process involved in Staff Management
18.5 Problems of Staff Management in Libraries
18.6 Summary
18.7 Answers to self-check Exercises
18.8 Keywords
18.9 References for further reading
COURSE-02 Management of Libraries and Information Centres
Block -04 Staff Management
Unit -11 Staff Manual

Structure:
19.0 Objectives
19.1 Introduction
19.2 Definition of Staff Manual
19.3 Objectives and purpose of Staff Manual
19.4 Content of Staff Manual
19.5 Factors to be considered in preparation of Staff Manual
19.6 Advantages of Staff Manual
19.7 Conclusion
19.8 Summary
19.9 Answers to self-check Exercises
19.10 Keywords
19.11 References for further reading
BLIS -2
Management of Libraries and Information Centres

BLOCK

5

MANAGEMENT OF FINANCIAL RESOURCES

UNIT 12
Principles of budgeting, types of budget and source of revenue

UNIT 13
Library Statistics and Annual Reports
BLIS: 02 Management of Libraries and Information Centres
Block: 05 Management of Financial Resources

Unit -12 Management of Financial Resources, Principles of Budgeting, Types of Budgets and Sources of Revenue

Structure:
20.0 Objectives
20.1 Introduction
20.2 Budgetary Terminology
20.3 Methods of Financial Estimation
   20.3.1 Per Capita Method
   20.3.2 Cost of Additions Method
   20.3.3 Method of Details
   20.3.4 Method of Proportions
   20.3.5 Programmed Budgeting
20.4 How to prepare a Budget
   20.4.1 Objectives of Budgeting
   20.4.2 Factors to be considered in the formulation of a Budget
   20.4.3 Sources of Finance
   20.4.4 How to arrive at appropriate figures
      20.4.4.1 Budgetary Norms and Standards
      20.4.4.2 Library Statistics and data from other sources
      20.4.4.3 Review of Past Expenditure
   20.4.5 Preparation of Library Budget
20.5 Financial Records
20.6 Budget Justification
   20.6.1 Data/Information Collection
   20.6.2 Method Adopted in Budgeting
   20.6.3 Other Tactics
20.7 Conclusion
20.8 Summary
20.9 Answers to self-check Exercises
BLIS: 02 Management of Libraries and Information Centres
Block: 05 Management of Financial Resources

Unit -13 Library Statistics and Annual Reports

Structure:
21.0 Objectives
21.1 Introduction
  21.1.1 Meaning & Purpose
21.2 Developments in the Task
21.3 Developments During 1950-1969
21.4 UNESCO & IFLA’s Contributions
21.5 General Recommendations by the UNESCO Committee
21.6 Specific Recommendations
21.7 Application of Library Statistics
21.8 Summary
21.9 Answers to self-check Exercise
21.10 References & Further Reading
21.11 Annual Reports
  21.11.1 Meaning of Annual Reports
  21.11.2 Purpose
  21.11.3 Format of the Report
  21.11.4 Contents of the Report
    21.11.4.1 The Clientele
    21.11.4.2 The Book Stock
    21.11.4.3 Technical Services
    21.11.4.4 Public Services
UNIT 16

Library standards

BLIS-02 Blok -06

Unit -14 BUILDINGS : PLANNING AND DESIGN

22.0 Objectives
22.1 Introduction
22.2 Planning of Library Building
   22.2.1 Basic Principles
   22.2.2 Criteria of Factors involved in designing
   22.2.3 Indian Standard
   22.2.4 Space Estimation
   22.2.5 Internal Planning
22.3 Pre-Planning Stage
22.4 Planning Stage
22.5 Structural Stage
22.6 Interior Decoration, etc.
22.7 Summary
22.8 Answers to self-check Exercise
22.9 References & Further Reading

14.0 OBJECTIVES
The Purpose of this unit is to acquaint you with concepts pertaining in library buildings and to highlight the basic principles of planning library building.

   After reading this unit, you should be able to:
   ☐ Explain the basic principles involved in planning of library buildings.
   ☐ Discuss the criteria of factors involved in designing.
   ☐ Describe the different stages in planning library buildings.

14.1 INTRODUCTION
In ancient times, libraries were located in temples or places as the priests and rules were considered the learned people who interested in collection and preservation of books for posterity. However, after that the invention of the printing press, the number of books increased which caused the ancient libraries to expand. But, even in the eighteenth century, the space for a library consisted of a room with cupboards and/or wall shelving of books. This situation changed in the nineteenth century where there was a considerable increase in the number of books and
readers. In order not to disturb the readers, more attention was paid in designing library buildings. Consequently, architects got interested in planning and designing of library buildings. Irrespective of the type of library, a considerable amount of attention was given to the library building as it had a role in rendering efficient and effective services to the readers.

**BLIS-02 BLOCK -06**

**Unit -15 FURNITURE AND EQUIPMENT**

Structure:

23.0 Objectives
23.1 Introduction
23.2 Factors in Planning
23.3 Selection of Furniture/Equipment
23.4 Items of Furniture
23.5 Items of Equipment
23.6 Summary
23.7 Answers to Self Check Exercise
23.8 Reference and Further Reading

**15.0 OBJECTIVES**

After reading this unit, you will be able to

- Acquaint yourself with the factors in planning as well as the process of selection of furniture/equipment
- Identify the important items of furniture and equipments required for libraries

**15.1 INTRODUCTION**

While a good collection and effective services are hallmarks of a good library, a well-planned building with well-designed furniture and fitting is equally important. It has been said that a library building is incomplete without proper furniture, fittings and furnishings. By proper is meant that they should be appropriate for the building from the point of view of comfort, appearance, harmonious design and function. It is quite likely that the management, with the best of intentions, may wish to spare the librarian this extra load and may have no way of knowing that this is a responsibility a librarian is not only eager to undertake but one he will prepare himself to take. Perhaps the best results would be if this responsibility is shared by the librarian, architect, administrator and consultant if and when necessary. It is unfortunate that, in India, while considerable attention is paid to the planning and design of library furniture. As a matter of fact considerable expenses are incurred in the construction of library building leaving very little for purchasing furniture. This has resulted in a lop-sided planning of library furniture and equipments.
15.2 FACTORS IN PLANNING
Some of the factors to be considered in the planning of library furniture equipment are:

- Collection – Macro- Documents, such as books bound volumes of periodicals: Micro – Documents like reports article in periodicals.

BLIS-02 BLOCK -06
Unit -16 LIBRARY STANDARDS

Structure:
24.0 Objectives
24.1 Introduction
24.2 Definition Analysis
24.3 Furniture/Fitting Standards
24.4 Space/Building Standards
24.5 Summary
24.6 Answers to Self Check Exercise
24.7 Keywords
24.8 References and Further Reading

16.0 OBJECTIVES
After reading the unit, you should be able to

- Define a Standard and recognize different types of standards
- Acquaint yourself with Standards pertaining to Furniture/Fittings and Space/Building Standards.

16.1 INTRODUCTION
Scientific management of library work and service have led to the formulation and establishment of standards for library work and service. For the purpose of brevity, we shall be using the term “Library Standard” to denote standards for library work and service. Library standards are helpful in planning, instructing, implementing, testing and controlling any area of activity in libraries and information centres. This has been clearly expressed in the “Introduction to Standards may be defined as the criteria by which library services may be measured and assessed. They are determined by professional librarians. They in order to attain and maintain the objectives they have set themselves. Standards may be interpreted variously as the pattern of an ideal, a model procedure, a measure for appraisal, a stimulus for the future development and improvement and as an instrument to assist decision and action not only to librarians themselves, but for laymen concerned indirectly with the institution’s planning and administration of library services. The adoption of it does not imply a loss of individually, a cut to initiative or a pattern to which all… “library development must conform…”.”
These library standards provide an essential basis for planning of libraries. These standards usually:

a) Provide an objective basis for decision making.
b) Aid the equitable distribution of work while delegating responsibility.
c) Provide an objective test for measurement of effectiveness of different method.

BLIS -3
Information Processing (Theory-1)

BLOCK

1

THEORY OF LIBRARY CLASSIFICATION

UNIT 1
Library Classification: Need, purpose and function

UNIT 2
Types of Classification systems

UNIT 3
Structure, development, growth of universe of subject, modes of formation
UNIT 4
General theory of classification: Principles, postulates and canons

BLIS:03BLOCK:01
UNIT: 01 – LIBRARY CLASSIFICATION NEED, PURPOSE AND FUNCTIONS.

Structure:
1.0 Objectives
2.0 Introduction
3.0 Documents
   3.1 Documents and their nature.
   3.2 Organization and arrangement of documents in libraries.
4.0 Classification
   4.1 Meaning – Basic concepts
   4.2 Library classification – Definition and meaning.
   4.3 Need for Library classification
   4.4 Purpose and functions of Library classification
5.0 Summary
6.0 Answers to self check exercises.
7.0 Keywords
8.0 References for further Reading.

1. OBJECTIVES
The objective of this course unit is to familiarize you to-
✓ Understand the type of documents the library acquires for use by users/readers in the library.
✓ Importance of arranging the acquired library documents for easy access and use.
✓ Identify the factors determining the arrangement of different library documents in libraries.
✓ Identify different approaches of users for documents.
✓ State and understand the meaning of library classification.
✓ Identify the need, purpose and functions of library classification.

2. INTRODUCTION
Libraries are functional units attached to parent organizations. The parent organizations may be Government, an industry; R & D Institutions; a college, a school; university; commercial establishment etc. The libraries select and collect various kinds of materials or documents for use by the users. The types of collections in the library include, printed books, periodicals, reports, newspapers, manuscripts, maps, charts, micro-documents,
All these collections should necessarily be arranged systematically for easy and convenient use by the users. Thus, the purpose facilitate and promote the use of documents acquired in the library.

Users visit the library in search of documents. There are three possible ways in which users search or demand library material or documents.

**BLIS:03BLOCK:01**

**UNIT: 02 – Types Of Classification**

Structure:
25.0 Objectives
25.1 Introduction
25.2 Species of Library Classification
   25.2.1 Enumerative Classification
   25.2.2 Almost Enumerative Classification
   25.2.3 Almost Faceted Classification
   25.2.4 Rigidly Faceted Classification
   25.2.5 Almost Freely Faceted Classification
   25.2.6 Freely Faceted Classification
25.3 Depth Classification
25.4 Summary
25.5 Answers to Self Check Exercise
25.6 Keywords
25.7 References and Further Reading
BLIS-03 BLOCK -01
UNIT-3 MODES OF FORMATION, STRUCTURE AND DEVELOPMENT OF SUBJECTS

Structure:
26.0 Objectives
26.1 Introduction
26.2 Modes of Formation of Subjects
   26.2.1 Lamination
   26.2.2 Loose Assemblage
   26.2.3 Fission
   26.2.4 Fusion
   26.2.5 Distillation
   26.2.6 Clustering
   26.2.7 Agglomeration
26.3 Structure
   26.3.1 Dichotomy
   26.3.2 Decachotomy
   26.3.3 Polychotomy
26.4 Development
   26.4.1 The Past
       ❖ Research in parallel
       ❖ Time-Lag
   26.4.2 The Present
26.5 Spiral of development of new subjects
26.6 Summary
26.7 Answers to Self Check Exercise
26.8 References and Further Reading

3.0 OBJECTIVES
This Unit helps in understanding the various Modes of Formation of Subjects : Structure and Development of subjects.
At the end of the Unit, you should be able to
❖ Describe different modes of formation of subjects;
❖ Describe different types of structuring of the subjects; and
Describe the important features of development of subjects in the Universe of Subjects.

3.1 INTRODUCTION

Man is said to be an intelligent animal since he has the ability to think and take decisions. The thinking integrated with the aid of logic results in ideas, and when ideas get organized or systematized in the form of the body of ideas, a subject is formed.

BLIS-03 BLOCK -01

UNIT-4 MODES OF FORMATION, STRUCTURE AND DEVELOPMENT OF SUBJECTS

Structure:

27.0 Objectives
27.1 Introduction
27.2 Theory of Classification
   27.2.1 Importance of Theory
   27.2.2 Need for Theory
   27.2.3 Development of Theory
27.3 Descriptive Theory of Library of Library Classification
   27.3.1 J.D Brown
   27.3.2 E.C Richardson
   27.3.3 E.W Hulme
   27.3.4 W.C.B Sayers
   27.3.5 H.E Bliss
   27.3.6 S.R Ranganathan
27.4 Dynamic Theory of Library Classification
   27.4.1 S.R Ranganathan
   27.4.2 Mapping of Universe of Knowledge
   27.4.3 Laws of Library Science
   27.4.4 Basic Laws
   27.4.5 Fundamental Categories
   27.4.6 Principles of Facet Sequence
   27.4.7 Canons of Classification
   27.4.8 Role of Postulates, Canons and Principles
27.5 Summary
27.6 Keywords
27.7 Answers to Self Check Exercise
27.8 References and Further Reading

4.0 OBJECTIVES

On studying this unit, you will be familiar with:

i. The need for and importance of a general theory of library classification.
ii. The two stages of development of theory of library classification viz. descriptive
theory and dynamic theory.

iii. Contributions of Brown, Richardson, Hulme, Sayers, Bliss and Rananathan

iv. The place of postulates, principles and canons in the theory of library
classification.

BLIS -3

Information Processing (Theory-1)

BLOCK

2

POSTULATION APPROACH TO
CLASSIFICATION

UNIT 5
Normative principles of classification- three planes of works: Idea
Plane, Verbal Plane and Notation Plane, Cannons Governing three
planes of work
UNIT 6
Facet Analysis and Principles of facet sequence
UNIT 7
Fundamental categories

BLIS-03 BLOCK -02
UNIT-5 NORMATIVE PRINCIPLES OF CLASSIFICATION


Structure:
28.0 Objectives
28.1 Introduction
28.2 Normative Principles
  28.2.1 Concepts
  28.2.2 Levels
28.3 Three planes of work
  28.3.1 Canons of classification
    28.3.1.1 Work and Canons for Idea Plane
    28.3.1.2 Work and Canons for Verbal Plane
    28.3.1.3 Work and Canons for Normative Plane
28.4 Summary
28.5 Answers to self check exercises
28.6 Keywords
28.7 References and Further Reading

5.0 OBJECTIVES
The books after acquisition, accessing are transferred to technical processing section, for Classification and Cataloguing. For Classification of books various schemes are available. The practical knowledge of classification schemes should be based on sound guiding principles-the basis on which the system of Library classification is designed. In this unit you are introduced to the basic guiding principles involved in the design of Library Classification Systems in general and the Colon Classification in particular.

After reading this unit you will be able to:
  √ Know the Normative Principles of Classification
  √ Know the Types and Levels of Normative Principles
Get acquainted with the Three Planes of Work
Be familiar with the Canons Governing the Three Planes

5.1 INTRODUCTION
The Unit 4 of this Block has acquainted with the broad idea of theoretical basis of classification. The Principles, the Postulates and the Canons are the fundamental concepts that need to be studied to understand the scientific basis of design of a classification system and also the distinguishing characteristics among different schemes.

BLIS-03 BLOCK -02
UNIT-6 FACET ANALYSIS AND PRINCIPLES OF FACET SEQUENCE

Structure:
29.0 Objectives
29.1 Introduction
29.2 Facet Analysis
   29.2.1 Definitions of Facet
   29.2.2 Definitions of Facet Analysis
   29.2.3 Colon Classification and Facet Analysis
   29.2.4 Dewey Decimal Classification and Facet Analysis
   29.2.5 Universal Decimal Classification and Facet Analysis
29.3 Facet Sequence
   29.3.1 Facet Sequence in Colon Classification
   29.3.2 Facet Sequence in Dewey Decimal Classification
29.4 Principle for Facet Sequence
29.5 Some General Observations
29.6 Summary
29.7 Answers to Self Check Exercises
29.8 Keywords
29.9 References and Further reading

6.0 OBJECTIVES
After reading this unit, you will be able to:
   ❖ Understand the meaning of Facet and Facet Analysis and their implications to Library Classification of Books and other reading materials.
   ❖ Solve the problems of sequencing the Isolate Ideas of a subject with the help of Principles of Facet Sequence as enunciated by S.R Ranganathan.

6.1 INTRODUCTION
This Unit offers study material on the concept of Facet Analysis and explains the Principles of Facet Sequence. An understanding of these concepts is essentials to the
classification approach to documents. Classification of documents in a library involves an analysis of the contents of documents into various facets. This Unit will bring the concept of facet and facet analysis and the principles of facet sequence as stated by S.R Ranganathan.

**BLIS-03 BLOCK -02**

**UNIT-7 FUNDAMENTAL CATEGORIES**

Structure:

30.0 Objectives  
30.1 Introduction  
30.2 Postulate of Fundamental Categories  
30.3 Fundamental Categories  
  30.3.1 Time  
  30.3.2 Space  
  30.3.3 Energy  
  30.3.4 Matter  
  30.3.5 Personality  
30.4 Summary  
30.5 Keywords  
30.6 Model Answers to self check exercises  
30.7 References and Further Reading

**7.0 OBJECTIVES**

This unit is intended to introduce the concept of fundamental categories. A knowledge of the Fundamental categories helps in the analysis of the different facets of a compound subject. After reading and understanding this unit, you will able to:

- Understand the Postulate of Fundamental Categories  
- Obtain an insight and familiarity with the five Fundamental Categories: Personality, matter, Energy, Space and Time

**7.1 INTRODUCTION**

In order to organize the universe of subjects, different methods and approaches have been adopted by classifications who design and develop classification systems. However all of them are not as systematic as the Postulation Approach of Ranganathan. According to him, every subject discussed in a document/book has one or more facets. According to him, every subject discussed in a document/book has one or more facets. A basic facet which is the first context-specifying facet is called as the basic subject, to which one or more isolate ideas are attached. These isolates ideas have been called as “Fundamental Categories” by Ranganathan. He enunciated a Postulate called postulate of Fundamental Categories which is discussed in detail in the succeeding section.
7.2 POSTULATE OF FUNDAMENTAL CATEGORIES

Mapping of subjects being a complicated task, different schemes have dealt with mapping in a different manner. As Ranganathan’s approach is guided by a set of postulates, it has been termed as Postulational approach.

BLIS -3
Information Processing (Theory-1)

BLOCK

3

NOTATION NEED, FUNCTION AND QUALITY
UNIT 8
Notation-Types and Qualities
UNIT 9
Canons for notations
UNIT 10
Mnemonics and devices
UNIT 11
Assigning of call numbers: different methods

BLIS-03 BLOCK -03
UNIT-8 Notation; Types and Qualities

Structure:
31.0 Objectives
31.1 Introduction
31.2 What is notation?
31.3 Need for notation
31.4 Types of notation
31.5 Functions of notation
31.6 Qualities of notation
31.7 Summary
31.8 Answers to self check exercises
31.9 References and further reading
BLIS-03 BLOCK -03
UNIT-9 CANONS FOR NOTATION

Structure:
32.0 Objectives
32.1 Introduction
32.2 Basic Terminology
32.3 Canons of Synonym and Homonym
  32.3.1 Canon of Synonym
  32.3.2 Canon of Homonym
32.4 Antithetic Pairs of Canons
  32.4.1 Canon of Relativity and Canon of Uniformity
  32.4.2 Canon of Hierarchy and Canon of Non-Hierarchy
  32.4.3 Canon of Mixed Base and Canon of Pure Base
  32.4.4 Canon of Faceted Notation and Canon of Non-Faceted Notation
  32.4.5 Canon of Co-Extensiveness and Canon of Under-Extensiveness
32.5 Additional Canons required for Notational System
  32.5.1 Canons for a Notational System for a Growing Universe
  32.5.2 Canons for Hospitality in Array
    32.5.2.1 Canon of Extrapolation in Array
    32.5.2.2 Canon of Interpolation in Array
  32.5.3 Canons for Hospitality in Chain
    32.5.3.1 Canon of Extrapolation in Chain
    32.5.3.2 Canon of Interpolation in Chain
32.6 Summary
32.7 Answers to Self Check Exercises
32.8 References and Further Reading
BLIS-03 BLOCK -03
UNIT-10 Mnemonics and Devices

Structure:
33.0 Objectives
33.1 Introduction
33.2 Mnemonics: Definition and Meaning
33.3 Value of Mnemonics
33.4 Kinds of Mnemonics
   33.4.1 Alphabetical Mnemonics
   33.4.2 Scheduled Mnemonics
   33.4.3 Systematic Mnemonics
   33.4.4 Seminal Mnemonics
33.5 Devices
   33.5.1 Concepts of Device-Definition and Meaning
   33.5.2 Advantages of Devices
   33.5.3 Types of Devices
33.6 Some General Observations
33.7 Summary
33.8 Answers to self check exercises
33.9 Keywords
33.10 References and Further Reading
UNIT-11 CALL NUMBER: PURPOSE, STRUCTURE AND METHODOLOGY FOR ASSIGNING CALL NUMBERS TO BOOKS/DOCUMENTS

Structure:
34.0 Objectives
34.1 Introduction
34.2 Call Number
  34.2.1 Functions of a Call Number
34.3 Class Number
34.4 Book Number
  34.4.1 Use of Name of the Author as Book number
  34.4.2 Year of Publication as Book Number
  34.4.3 Book Number According to Colon Classification
34.5 Collection Number
  34.5.1 Canon of Collection number
34.6 Summary
34.7 Keywords
34.8 Answers to self check exercise
34.9 References and Further Readings

11.0 OBJECTIVES
As books have to be arranged in a library and also to retrieve them quickly as and when necessary, there is a necessity to use a scheme of Classification. Using the scheme the books are assigned Call Numbers. In this Unit, details regarding Call numbers and the method of constructing it is highlighted. After studying this unit you will be able to:
   Get a clear idea about the Call Number and its components, and
   Understand the method of constructing it with reference to Colon Classification.

11.1 INTRODUCTION
In order to classify documents, the various schemes of Classification have certain unique features and use various devices, especially with reference to the newly emerging subjects. In
other words, providing for hospitality of new subjects seems to be a common characteristic of all classification schemes.

In this unit, the method adopted by Colon Classification for the purpose of subject description and also for fixing the relative position of a book in the collection through the assigning of a Call Number has been discussed.

11.2 CALL NUMBER

The question that would come to you as a student is “What is a Call Number?” Perhaps, one can explain by defining it structurally.

**BLIS -3**

**Information Processing (Theory-1)**

**BLOCK**

**4**

**STUDY OF SCHEME OF CLASSIFICATION**

UNIT 12

**DDC**

UNIT 13

**UDC**

UNIT 14
BLIS-03 BLOCK -04
UNIT-12 Dewey Decimal Classification

Structure:
35.0 Objectives
35.1 Introduction
35.2 Melvil Dewey
35.3 DDC: A historical perspective
   35.3.1 First edition to twentieth-edition: a brief study
   35.3.2 Twenty-First edition
35.4 Features of DDC
   35.4.1 Philosophical basis
   35.4.2 Hierarchical basis
   35.4.3 Divisions and subdivisions
   35.4.4 Relative index
   35.4.5 Number building
35.5 Electronic Editions
35.6 Evaluation of DDC
   35.6.1 Merits
   35.6.2 Drawbacks
35.7 Summary
35.8 Self check exercises
35.9 Keywords
35.10 References and further reading
Objectives

Introduction

Universal Decimal classification

Origin and Development

Types of edition

Organizational Support

Revision policy

Structure of UDC

Main Tables

Auxiliary Tables

Common Auxiliaries

Special Auxiliaries

Notation

Subordinate to order

Simplicity

Lengthy

Hospitality

Flexibility

Synthesis

Mnemonics

Types of Mnemonics

Significances of UDC

Summary

Answers to self check exercises

Keywords

References and Further Reading

OBJECTIVES

This unit enables you to understand the

Meaning of Classification
13.1 INTRODUCTION
The term classification is defined differently in different disciplines. This is process by which similar things are put together and dissimilar things are separated. Library classification attempts at the systematic arrangement of documents with the help of some classification system or scheme. Any such scheme is a major tool for a librarian to bring all related documents together and arrange them in a helpful sequence. The arrangements of the documents should there for be such that, it should save the time of the reader in his pursuit of knowledge. The efficiency of a classification system can be evaluated against its effective retrieval and use.

Scheme of classification.
The major scheme of classification are:
1. Dewey Decimal Classification (DDC)
2. Universal Decimal Classification (UDC)
3. Library of Congress (LC)
4. Colon Classification (CC)
5. Bibliographic Classification (BC)

As the purpose of this unit is to know about universal Decimal Classification, we shall concentrate on the same.

13.2 UNIVERSAL DECIMAL CLASSIFICATION (UDC)
The Universal Decimal Classification (UDC) was originally derived from the Dewey Decimal Classification (DDC) by to Belgians-Paul Outlet and Henri La Fontaine. They adopted DDC because of to reasons-Firstly the DDC Notation had great attraction for universal usage, and secondly the Arabic numerals used in this scheme have wider applications then any other notational scheme. They added a number of synthetic devices and auxiliary tables to over come the problem of the total enumerative structure of DDC and the outcome was a much more flexible and detailed classification scheme- UDC

13.2.1 Origin and development of UDC
The main classes of DDC form the base of UDC. DDC is an enumerative system of classification where in all the envisaged subjects belong in to the universe of knowledge are exhaustively divided, subdivided, listed and coded.
The first international conference on Bibliography held in 1895 at Brussels amongst its various recommendations, helped in the establishment of Institute International de Bibliography (IIB) the IIB sponsored a project under the leadership of Paul Otlet and Henri La Fontaine. As DDC was the only general scheme available, the IIB sought permission from Dewey to expand the DDC and use it for the above project, based on the extension and adaptation of the edition 5 of DDC scheme (1894), the first Universal Decimal Classification (UDC) was published during 1897-1905 in 35 parts.

BLIS-03 BLOCK -04
UNIT-14 Colon Classification

Structure:
14.0 Objectives
14.1 Introduction
14.2 Colon Classification
   14.2.1 Colon Classification Version 1
   14.2.2 Colon Classification Version 2
   14.2.3 Colon Classification Version 3
14.3 Principles Of Colon Classification
   14.3.1 Basic Facet
   14.3.2 Planes Of Work
   14.3.3 Rounds And Levels
   14.3.4 Facet Sequence
14.4 Notation
   14.4.1 Mixed Notation-Indicator Digits
   14.4.2 Empty Digit
14.5 Devices
   14.5.1 Chronological Device;
   14.5.2 Geographical Devices;
   14.5.3 Subject devices;
   14.5.4 Alphabetical device; and
   14.5.5 Enumeration Device
14.6 Phase Relations
14.7 Systems and Specials
14.8 Practical Work of CC
14.9 Summary
14.10 Keywords
14.11 Answers to self check exercises
14.12 References and Further Readings
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)
INTRODUCTION TO LIBRARY CATALOGUING

UNIT 1
Library catalogues Objectives. Purpose and Functions
UNIT 2
Physical forms of catalogues

UNIT 3
Type of catalogues: Inner formats

BLIS-4 BLOCK-1

UNIT-1 LIBRARY CATALOGUES: OBJECTIVES, PURPOSE AND FUNCTIONS

Structure
1.0 Objective
1.1 Introduction
1.2 Library catalogues
   1.2.1 Definition
   1.2.2 Library Catalogues vis-à-vis tools other Bibliographical
       1.2.2.1 Library Records
       1.2.2.2 Bibliographical Tools
       1.2.2.3 Trade Catalogues
   1.2.3 Need for a library catalogue
   1.2.4 Objectives of a library catalogue
   1.2.5 Functions of a Library catalogue
1.3 Impact of Five Laws of Library Science
1.4 Process of cataloging
1.5 Cataloguing versus Classification
1.6 Summary
1.7 Answers to self check exercises
1.8 Keywords
1.9 Reference and Further reading

1.0 OBJECTIVE
Various tools and techniques have been developed in order to meet the information retrieval function. Of the many tools, the library catalogue is the most important and useful one, which helps in identifying, tracing and locating the documents in the library. After studying this unit, you will be able to:

I. Define a library catalogue:
II. Differentiate a Library catalogue form other records available in the library:
III. Describe the impact of five laws on cataloguing:
IV. Explain the need, Objectives and functions of a library catalogue and
V. Highlight the symbiotic relationship between cataloguing and classification.
1.1 INTRODUCTION
Cataloguing is a process by which the bibliographical elements of a document (physical description) is recorded in a standard format, according to a chosen set of rules and procedures. A library catalogue is the list of the records representing the different documents and is systematically arranged so as to make it a retrievable tool. In short, the process of making it is cataloguing while the product is the library catalogue.

BLIS-4 BLOCK-1
UNIT-2 PHYSICAL FORMS OF CATALOGUES
Structure
2.0 Objective
2.1 Introduction
2.2 Different Physical Forms of Library Catalogues
   2.2.1 Conventional / Traditional Form
   2.2.2 Non Conventional / Modern Forms
   2.2.3 Cataloguing Systems : A Comparison
2.3 Characteristics of an Ideal Physical Forms of Catalogue
2.4 Summary
2.5 Answers to self check Exercises
2.6 Keywords

2.0 OBJECTIVE
In unit I, you have learnt about the basic definitions, objectives, purposes and function of library catalogues. In this unit, you are introduced to the physical forms of a catalogue.

After reading this unit, you will be able to:
- Grasp the different physical forms of library catalogues.
- Compare the relative advantages and disadvantages.
- Explain the unit card principals.
- Mention the features of machine readable catalogue as a versatile tool.
- Study the best physical forms of library catalogue.

2.1 INTRODUCTION
Over the decades the evaluation of library and information centers has enabled the library professionals to innovate different physical forms of library catalogues. The primary forms for library catalogues are the card catalogue, the microform catalogue, the book catalogue and the computer accessed catalogue, the last is usually referred to as an online catalogue. When catalogue records were manually produced hand written, typed or typeset there were only a few options for physical forms: card and to a limited extent, microform. Within these forms, considerations of cost and bulk placed a severe limit on the
amount of information that could be included in a given record and on the number of access points, the advent of catalogue automation made a major difference in the potential forms the catalogues could take and in the variety of features an individual catalogue could exhibit. New networking of libraries has become possible through satellite service. This led to online public access catalogues (OPAC) connecting distant libraries through terminals for use by remote control.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)
BLOCK

2

THEORY AND DEVELOPMENT OF CATALOGUING

UNIT 4

Historical Perspective
UNIT 5
Normative principles of cataloguing Canons and principal

UNIT 6
Development of catalogue code

BLIS-4 BLOCK-2

UNIT-4 CATALOGUES AND CATALOGUING
HISTORICAL PERSPECTIVES

Structure
1.0 Objective
1.1 Introduction
1.2 Catalogue of early period
1.3 Medieval Age
1.4 Modern Period (17th to 19th century)
   1.4.1 British Museum code
   1.4.2 Jewett code 1853
   1.4.3 Crestadoro Code 1856
   1.4.4 Cutter Code 1876
1.5 Developments in the 20th Century
1.6 Summary
1.7 Answers to self check exercises
1.8 Keywords
1.9 References
UNIT-5  NORMATIVE PRINCIPLES OF CATALOGUING

Structure

5.0 Objective
5.1 Introduction
5.2 Definition
5.3 Purpose of Normative Principals
5.4 Categories of Normative Principals
5.5 General Normative Principals
   5.5.1 Five Laws of Library Science
   5.5.2 Four General Laws
      5.5.2.1 Law of Interpretation
      5.5.2.2 Law of Impartiality
      5.5.2.3 Law of Symmetry
      5.5.2.4 Law of Parsimony
5.6 Canons of Cataloguing
   5.6.1 Canon of Ascertain ability
   5.6.2 Canon of Prepotency
   5.6.3 Canon of Individualization
   5.6.4 Canon of Sought Heading
   5.6.5 Canon of Context
   5.6.6 Canon of Permanence
   5.6.7 Canon of Currency
   5.6.8 Canon of consistence
   5.6.9 Canon of recall Value
5.7 Principles
   5.7.1 Principles of Local Variation
   5.7.2 Principles of Osmosis
5.8 Summary
5.9 Answers to self check exercises
5.10 Key words
5.11 References and further Reading
1.0 OBJECTIVE
The previous unit (4) has introduced you to the historical perspective of catalogue. In this unit we discuss the normative principles of cataloguing.
After reading this unit you will be able to.
- Define the Normative Principles
- Identify the purpose Normative Principles

BLIS-4 BLOCK-2
UNIT-6 DEVELOPMENT OF CATALOGUING AND CATALOFUE COADS

Structure
6.0 Objective
6.1 Introduction
6.2 Developments in the twentieth century
6.3 Anglo-American Code: Catalogue Rules: Author and title Entries (1908)
6.4 ALA Catalogue Rules: Author and title Entries (ALA draft code 1941)
6.5 ALA Cataloguing Rules: Author and title Entries (ALA draft code 1949)
6.6 Code of Cataloguing Rules (CCR 1960)
6.7 The Paris Principles (ICCP 1961)
6.8 Anglo-American Cataloguing rules (AACR1967)
6.9 International Standard Bibliographic Description (ISBD)
6.11 Anglo-American Cataloguing Rules, Second Edition 1988 Revision (AACR2R)
6.12 Some Important Cataloguing codes of other Countries
6.13 Current Trends
6.14 New Challenges Cataloguing in the Internet and Digital Library Environment.
6.15 Summary
6.16 Answers to self check Exercises
6.17 Key words
6.18 References
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)
BLIS-4

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BLIS-4
Information Processing
(Theory-2)

BLOCK

3

CATALOGUING CONCEPTS AND SURROGATES

UNIT 7
Kinds of entries, their structures and uses

UNIT 8
Entry elements in different type of entries

UNIT 9
Centralization and co-operative cataloguing. Cataloguing at source
Shared cataloguing and current developments.

BLIS-4 BLOCK-3

UNIT-7  KINDS OF ENTRIES, THEIR STRUCTURES & USES

Structure

1.0 Objective
1.1 Introduction
1.2 Catalogue Entry – Definition and Meaning
1.3 Need and purpose of catalogue entries
1.4 Sample Catalogue and Format
    1.4.1 Unit Cord System
1.5 Kinds of Entries
    1.5.1 Classified Catalogue and Dictionary Catalogue.
    1.5.2 Kinds of Entries in Dictionary Catalogue
    1.5.3 Cross Reference Entries
    1.5.4 Analytical Entries
1.6 Summary
1.7 Answers to self check Exercises
1.8 Key Words
1.9 Reference and Further Reading.

7.0 OBJECTIVE
On studying this unit, you will be able to.

- Define the concept of an entry in a catalogue and its significance.
- Explain the need and purpose of an entry
- Identify the different kinds of entries in the Dictionary catalogue and classified catalogue.
- Distinguish the differences between the various kinds of entries in the dictionary catalogue and classified catalogue.

7.1 INTRODUCTION
In the previous Units, you have a read about the function of a Catalogue and the types of catalogue as Dictionary and classified catalogue. You have also understood that every document had to be catalogued and provided as access through multiple approaches such as author, subject, title, collaborator (s), series and any other alternative names of persons and subjects. For this
purpose, you have to prepare a catalogue consisting of entries in the systematic order. Therefore we use catalogue codes for guideline in the preparation of various entries. There are two catalogue codes of importance and you will study Anglo-American Cataloguing Rules (AACR) and will make reference to classified catalogue code (CCC) wherever necessary.

**BLIS-4 BLOCK-3**

**UNIT-8  DATA ELEMENTS IN DIFFERENT TYPES OF ENTRIES**

**Structure**

2.0 Objective  
2.1 Introduction  
2.2 Data Elements  
   2.2.1 Data Elements in the Descriptive cataloguing  
   2.2.2 Data Elements in the limited Cataloguing  
   2.2.3 Data Elements in Dictionary Catalogue (AACR2)  
      2.2.3.1 Levels of Description  
      2.2.3.2 Main Elements in AACR II  
2.3 Cross Reference Entries  
2.4 Summary  
2.5 Answers to self check Exercises  
2.6 Keywords  
2.7 Reference and Further Reading

**8.0. OBJECTIVE**  
This unit has been prepared with the following objectives.

- To describe the nature and kinds of data Elements in a catalogue.
- To show the difference between the kinds of data Elements in Descriptive catalogue and classified catalogue.
- To explain the various types of entries according to AACR2.
- To Provide an over view of the various levels of description as per AACR2.

**8.1. INTRODUCTION**  
You have read in the Unit 7, about the kinds of entries in Dictionary catalogue. You have also read the differences between various entries and the nature of information given for each kind of entry. In this Unit, We provide you an overview of the data Elements as per AACR2. The kinds of Data Elements you use for preparing various entries differ form one another and form
one code to another. While, AACR2 adopts Descriptive Cataloguing, the CCC follows the limited cataloguing concept.

8.2. DATA ELEMENTS
AACR2 defines an Element as a “Word phases, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the description”

International Standard for Bibliographic Description (ISBD) has specified certain data elements under the following areas of Description.

BLIS-4 BLOCK-3

UNIT-9 Cataloguing Concepts and Surrogates centralized and Co-operative Cataloguing

Structure

3.0 Objective
3.1 Introduction
3.2 Centralized Cataloguing
  3.2.1 Definition
  3.2.2 Objectives
  3.2.3 Forms of Centralization
3.3 Co-operative Cataloging
  3.3.1 Definition
  3.3.2 Objectives
  3.3.3 Forms of Co-operative
3.4 Current Developments
3.5 Summary
3.6 Answers to self check Exercises
3.7 Key Words
3.8 References and Further reading
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

INFORMATION PROCESSING (Theory-2)
STRUCTURE AND FUNCTIONS OF BIBLIOGRAPHIC RECORDS

UNIT 10
Tools for subject cataloguing: LCSH and Sears List of Subject Heading
UNIT 11
Standard formats –ISBD & MARC

BLIS-4 BLOCK-4

UNIT-10  Tools for Subject Cataloguing

Structure
4.0  Objective
4.1  Introduction
4.2  Evolution of Lists of Subject Headings
4.3  Kinds of lists of subject Headings
4.4  Library of Congress Subject Headings
   4.4.1  Main Headings
   4.4.2  Subdivisions
   4.4.3  Pattern Headings
   4.4.4  Class Numbers
   4.4.5  Scope Notes
   4.4.6  References
   4.4.7  Categories of Headings Included
   4.4.8  Categories of Headings Omitted
4.5  Sears list of Subject Headings
   4.5.1  Main Headings
   4.5.2  Subdivisions
   4.5.3  Class Numbers
   4.5.4  Scope Notes
   4.5.5  References
   4.5.6  Categories of Headings Omitted
4.6  Summary
4.7  Answers to self check Exercises
4.8  Key words
4.9  References and Further Reading
BLIS-4 BLOCK-4

UNIT-11  **Standard Formats: ISBD and MARC**

**Structure**

5.0  Objective  
5.1  Introduction  
5.2  Bibliographic records  
5.3  Standard formats  
   5.3.1  Definition  
   5.3.2  Need  
   5.3.3  ISBD versus MARC  
5.4  ISBD  
5.5  MARC  
   5.5.1  US MARC Structure  
5.6  Summary  
5.7  Answers to self check Exercises  
5.8  Keywords  
5.9  References and Further Reading

**11.0 OBJECTIVE**  
This unit enabled you to learn about the following:  
- Bibliographic records and their function.  
- Need for Standard formats for bibliographic records.  
- Major Standard formats like ISBD, MARC and CCF

**11.1 INTRODUCTION**  
The task of bibliographers and catalogues is to make a complete and accurate analysis of bibliographic items; the results of this analysis are recorded. This is referred to as ‘Bibliographic Records’ containing bibliographic data and elements. Bibliographic data is information pertaining to the distinguished by board function. They are:  
I. Data which unequally identify a particular document (Eg. Data of publication)  
II. Data which reveal an association of two or more documents (Eg. Common Authorship)
III. Data which describe some characteristic of the intellectual content of a document (Eg. Subject)
The need for unique identification of documents, especially important in automated system, led to the development of ISBN (International Standard Book Number) ISSN (International Standard Serial Number).

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INFORMATION PROCESSING (Theory-2)
CHOICE AND RENDERING OF HEADINGS
(ACCORDING TO AACR-II)

UNIT 12
Western names and indic Names
UNIT 13
Personal authors, corporate authors and title as headings

UNIT 14
Filling rules-classified and alphabetical

BLIS-4 BLOCK-5
UNIT-12 Western And Indic Names

Structure
6.0 Objective
6.1 Introduction
6.2 Author Catalogue
  6.2.1 Authorship
  6.2.2 Choice of heading
  6.2.3 Form of Heading
  6.2.4 General rules
6.3 Western Names
  6.3.1 English Names
6.4 Indic Names
  6.4.1 Early Indic Names
  6.4.2 Modern Indic Names
  6.4.3 Bengali Names
  6.4.4 Assamese, Oria, And U.P. Names
  6.4.5 Marathi And Gujrati Names
  6.4.6 Sikh Names
  6.4.7 Punjabi Names
  6.4.8 South Indian Names
  6.4.9 Religious Names
6.5 Summary
6.6 Key Words
6.7 Answers to Self check Exercises
6.8 References and Further Reading
UNIT-13  PERSONAL AUTHORS AND CORPORATE AUTHORS

PART-A

PERSONAL AUTHORS

Structure

7.0  Objective
7.1  Introduction
7.2  Definition, Scope and choice of Entry
7.3  Form of Heading
    7.3.1  Single personal author
    7.3.2  Two personal authors
    7.3.3  Pseudonymous Work
7.4  Self Check Exercises
7.5  Summary
BLIS-4 BLOCK-5

UNIT-14  Filing of Entries Alphabetization

Structure
8.0  Objective
8.1  Introduction
8.2  Filing Rule: An Overview
8.3  Catalogue Codes And Filing Rules
8.4  Filing of alphabetical Entries
   8.4.1  Latter-By-Latter Method of Alphabetization
   8.4.2  Word-By-Word Method of Alphabetization
8.5  Alphabetical Arrangement in CCC
8.6  Rules for Filing Catalogue Cards
   8.6.1  Alphabetical Arrangement
   8.6.2  Order of Entries
8.7  Summary
8.8  Key Words
8.9  Answers to Self check Exercises
8.10 Further Readings
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INFORMATION SOURCES AND SERVICES
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BLIS -5
INFORMATION SOURCES
AND SERVICES

BLOCK
UNIT 1  
Information Sources: Definition and Meaning

UNIT 2  
Evolution of Information materials
BLIS-5 BLOCK-1

UNIT-1  Information Sources: Definition and Meaning

Structure
1.0  Objective
1.1  Introduction
1.2  Type of Information Sources
1.3  Documentary Sources
  1.3.1  Primary Sources
  1.3.2  Secondary Sources
  1.3.3  Tertiary Sources
1.4  Non-Documentary Sources
  1.4.1  Institutional Sources
  1.4.2  Human Sources
1.5  Summary
1.6  Answers to self check exercises
1.7  Keywords
1.8  Reference and further reading

1.0  OBJECTIVE
After Reading the unit. You will be able to.
  * Understand the meaning of an information sources.
  * Explain the various types of information sources and their usefulness.

1.1  INTRODUCTION
Form ancient times, information and knowledge have played a key role in the development of various societies and civilizations. In recent times, this has become pronounced so much so that information plays a central and pivotal role in socio-economic developments. This has largely been due to factors, such as, research and development, fusion of science and technology and the rapidly developing information technology which has distribution of information processing, storage, retrieval, dissemination and distribution of information. This has been further accentuated by the demand for information from the general public, scholars and sophisticated specialists. In other words, information has become an essential input in decision-making and problem-solving. As a matter of fact, it has been said that information has a synergizing effect in several areas of human activities, political, economic, educational, social and technological. Thus, you can realize that information is an all pervasive resource and helps in establishing a continuum from the past to the present and ultimately the further.

While in olden days, only books, journals/periodicals and newspapers constituted the source of information. In recent times information has been recorded in various types of source, and the number and forms of sources are increasing in a rapid manner.

BLIS-5 BLOCK-1

UNIT-2 EVOLUTION OF INFORMATION MATERIALS

Structure
2.0 Objective
2.1 Introduction
2.2 Early Recording Media
2.3 Paper Media /Print Media
2.4 Modern Physical Media
   2.4.1 Microforms
   2.4.2 Audio Visuals
2.5 Electronic Media
2.6 Summary
2.7 Answers to self check exercises
2.8 Keywords
2.9 Reference and further reading

2.0 OBJECTIVE
After reading the unit, you will be able to:

- Explain the concept of physical media.
- Trace the evolution of information materials.
- Identify and describe the early media, modern physical media and electronic media.
2.1 INTRODUCTION

You are aware that the objective of any library is to provide for the information needs of its users in relation to their requirement with information from given subject or topics contained in information sources. Hence, building information sources has become an important function of any library worth its name. You also know that from time immemorial, man has recorded his thoughts for future use in a variety of material – stone, clay, metals, bone, wax, word, cloth, papers, parchment, paper, film, plastic, magnetic tape, etc. But Gutenberg’s invention of the movable type of painting press in 1440 A.D, the stage was set for the domination of the print media its centuries to come. Then come the non-print media and, in recent times, electronic media seems to have an upper hand making many a person to question “whether the book / print media has a future?”

In other words, you will do well to recognize that that over the centuries, different type of media were used by man to store / preserve his ideas and their relation with existing set of ideas.

Hence it would be worthwhile for us to study the various media that have appeared for storing information/knowledge over the many years.

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INFORMATION SOURCES AND SERVICES
CATEGORIES OF INFORMATION SOURCE

UNIT 3

UNIT 4

Secondary Sources: Dictionaries, Encyclopedias, Bibliographies.

UNIT 5

Biographical sources, Geographical sources, Handbooks and Manuals

UNIT 6

Secondary periodicals: Indexing and abstracting periodicals Review periodicals etc..

UNIT 7

Tertiary Source:

UNIT 8

Audio – Visual sources.

BLIS-5 BLOCK-2

UNIT-3 PRIMARY SOURCES

Structure

3.0 Objective
3.1 Introduction
3.2 Information Sources
  3.2.1 Definition
  3.2.2 Kinds of Information sources
3.3 Primary Sources
  3.3.1 Definition
  3.3.2 Kinds of primary information sources
3.4 Periodicals
3.5 Report Literature
  3.5.1 Definition
  3.5.2 Report Literature as a Primary Source
3.6 Patents
  3.6.1 Definition
  3.6.2 Patents as a Primary Source
3.0 OBJECTIVE
After reading this unit, you will be able to:

- Understand the meaning of information sources and their types.
- Define primary source of information.
- Categorize the primary sources.
- Highlight the characteristic features of each of primary source in detail.

3.1 INTRODUCTION
Information as a vital resource in our rapidly changing society. Information is data, which need to be transmitted between individuals for different purpose. Any R&D program operates with the ultimate objectives of making definite contributions to the advancement of knowledge though public and formal domain. Hence, each and every bit of information.
BLIS-5, Block-2

Unit-4 Secondary sources: Dictionaries

Encyclopedias and Bibliographies

Structure

4.0 Objective
4.1 Introduction
4.2 Dictionaries
  4.2.1 History of Dictionaries
  4.2.2 Purposes of Dictionaries
  4.2.3 Difference between Dictionaries and Encyclopedias
  4.2.4 Type of Dictionaries
  4.2.5 Use of Dictionaries
  4.2.6 Criteria For Evaluation of Dictionaries
  4.2.7 Evaluation of some Dictionaries
  4.2.8 Summary
4.3 Encyclopedias
  4.3.1 Introduction
  4.3.2 Definition and Meaning
  4.3.3 Purpose of as Encyclopedia
  4.3.4 Type of Encyclopedia
  4.3.5 Criteria for Evaluation of an Encyclopedia
BLIS-5 BLOCK-2
UNIT-5 Biographical Source, Geographical Sources, Handbooks and Manual

Structure
5.0 Objective
5.1 Introduction
5.2 Biographical sources
5.3 Geographical Sources
5.4 Handbooks and Manual
5.5 Summary
5.6 Answers to self check exercises
5.7 Keywords
5.8 References and further reading
BLIS-5 BLOCK-2
UNIT-6 SECONDARY PERIODICALS: INDEXING AND ABSTRACTING PERIODICALS, REVIEW PERIODICALS ETC.

Structure

6.0 Objective
6.1 Introduction
6.2 Function
6.3 Need for Secondary Periodicals
6.4 Coverage
6.5 Indexing Periodicals
  6.5.1 General Indexing Periodicals
  6.5.2 Subject indexing Periodicals
  6.5.3 Citation Index
6.6 Abstracting Periodicals
  6.6.1 Distinction between Abstracting
  6.6.2 Uses of Abstracting Periodicals
  6.6.3 Some important Abstracting
6.7 Reviews, Advances and Progress and Trend report
  6.7.1 Reviews Periodicals
  6.7.2 Some important Review Periodicals
  6.7.3 Advances and Progress
6.0 OBJECTIVE
The objective of this unit is to provide you an overview of the nature, types out function of secondary periodicals on completion of this unit you will be able to.
❖ Understand and define the purpose of secondary periodicals, and
❖ Understand their structure and purpose.

8.11 INTRODUCTION
Secondary Periodicals interpret opinions on the developments reported in primary source of information, where as the primary periodicals reports provide original research. Secondary periodicals server as useful tools for the location of the original article. Example of the secondary periodicals are abstracting periodicals, indexing periodicals, review periodicals etc.
BLIS-5 BLOCK-2
UNIT-8 AUDIOVISUAL SOURCES

Structure

8.0 Objective
8.1 Introduction
  8.1.1 Definition
  8.1.2 Spectrum of Terminology
  8.1.3 Human Sense and Intellect
  8.1.4 History
  8.1.5 Classification
    8.1.5.1 Visual Material
      8.1.5.1.1 Display Boards
      8.1.5.1.2 Film Strips
      8.1.5.1.3 Models and Mock-ups
      8.1.5.1.4 Overhead Transparencies
      8.1.5.1.5 Photographs and Drawings
      8.1.5.1.6 Slides’
      8.1.5.1.7 Specimens and Object
    8.1.5.2 Audio Materials
      8.1.5.2.1 Recordings
      8.1.5.2.2 Radio
8.0 OBJECTIVE

After Studying of this unit you will be able to:

- Understand the basic concept and special features pertaining to audiovisual materials.
- Distinguish between different kinds/categories of audiovisual materials.

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BLIS -5
INFORMATION SOURCES
AND SERVICES

BLOCK

3
NON-CONVENTIONAL SOURCES

UNIT 9/11
Electronic source of Information

UNIT 10
Non-Print Sources

BLIS-5 BLOCK-2

UNIT-9/11 ELECTRONIC SOURCES OF INFORMATION

Structure
9.0 Objective
9.1 Introduction
9.2 Definitional Analysis
9.3 Electronic Media
9.4 Electronic Sources of Information
9.5 Summary
9.6 Answers to self check Exercises
9.7 Key Words
9.8 References and Further Reading
BLIS-5 BLOCK-2

UNIT-10 NON-PRINT SOURCES OF INFORMATION: MICROFORM

Structure

10.0 Objective
10.1 Introduction
10.2 Need for non-print source of information
10.3 Applications of NBM
10.4 Selection and Acquisition of NBM
10.5 Organization, Storage and Retrieval of NBM
10.6 Standards and Compatibility of Equipment
10.7 Archiving of NBM
10.8 Some Issues and Problem of NBM
10.9 Microforms
10.10 Summary
10.11 Answers to self check Exercises
10.12 Key Words
10.13 References and Further Reading
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INFORMATION SOURCES AND SERVICES
INTRODUCTION TO INFORMATION SERVICE
UNIT 12
Concept, Importance and Service

UNIT 13
Reference and Referral Service

UNIT 14 (A)
Content Analysis and Content Creation Service:
Abstracting and Indexing

UNIT 14 (B)
Content Analysis and Content Creation Service:
CAS/SDI Digest and Trend Report

UNIT 15
Computerized Information Service: OPAC Internet-based Services,
Community Information Service.

BLIS-5 Information Sources and Service

BLOCK-4 Introduction to Information Service

UNIT-12 Information Services: Concept and Importance
Structure
11.0 Objective
11.1 Introduction
11.2 Definitional Analysis
11.3 Need for Information Services
11.4 Information Processing for information service Generation
11.5 Information Service/Products
   11.5.1 Managerial Considerations In Instituting Services.
   11.5.2 User’s Expectation
   11.5.3 Pattern of Service
11.6 Varieties of Information Services
11.6.1 Information Service and Their Inter-Relationship
11.6.2 Reference Services
11.6.3 Current Awareness Service
11.6.4 Information Analysis and Products Thereof
  12.6.3.1 Indexing and Abstracting Service
  12.6.3.2 Completive and Evaluative Services
  12.6.3.3 Special Service to Management
12.7 Summary
12.8 Answers to self check Exercises
12.9 Key Words
12.10 References and Further Reading

BLIS-5 Information Sources And Service
BLOCK-4 Introduction To Information Service
UNIT-13 Reference and Referral Service

Structure:
12.0 Objective
12.1 Introduction
12.2 Reference Service
  12.2.1 Objective
  12.2.2 Types
12.3 Ready Reference Service
12.4 Reader Guidance
12.5 Retrospective Bibliography/Literature Search
12.6 Referral Service
BLIS-5, BLOCK-4, Unit 14(A)

Content Analysis and Content Creation Service
Abstracting and Indexing

Structure
13.0 Objective
13.1 Introduction
13.2 Content Analysis and Content Creation: Definition
13.3 Kinds of content Analysis
  13.3.1 Document Summaries
13.4 Definition of Abstracts
13.5 Purpose Functions and kinds of Abstract
  13.5.1 Purpose of Abstracts
  13.5.2 Indicative Abstracts
    13.5.2.1 Informative Abstracts
    13.5.2.2 Indicative Abstracts
    13.5.2.3 Indicative Information Abstracts
    13.5.2.4 Critical Abstracts
    13.5.2.5 Mini Abstracts
    13.5.2.6 Auto Abstracts
13.5.3 Uses & Functions of Abstracts
13.6 Qualities of an Abstract
13.7 Parts of an Abstract
13.8 Standards for writing Abstracts
13.9 Some Major Abstracting Services of the World
13.10 Indexing
   13.10.1 Introduction
   13.10.2 Indexing Language

BLIS-5, BLOCK-4,
Unit 14(B)

CONTENT CREATION SERVICES:  
CAS/SDI DIGEST AND TREAD REPORT

Structure
14.0 Objective
14.1 Introduction
14.2 Current Awareness Services
   14.2.1 Definition
   14.2.2 Characteristics
   14.2.3 Type of CAS
      14.2.3.1 Journal Circulation
      14.2.3.2 List of periodicals
      14.2.3.3 Current contents’ services
      14.2.3.4 Current Awareness List
      14.2.3.5 Library Bulletin
      14.2.3.6 Research-in-Progress Bulletin
      14.2.3.7 Newspaper clipping service.
14.3 Evaluation
14.4 Selective Dissemination of information (SDI)
  14.4.1 Definition
  14.4.2 Historical background
  14.4.3 Need and purpose
  14.4.4 Characteristics of SDI
  14.4.5 Mechanism
  14.4.6 SDI in electronic era
  14.4.7 Advantages and Disadvantage of SDI
  14.4.8 Evaluation
  14.4.9 Summary
14.5 Digest Service: introduction
  14.5.1 Definition

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**BLIS-5, BLOCK-4,**

**Unit 14 COMPUTERIZED INFORMATION SERVICES:**

**OPAC, INTERNET-BASED SERVICES,**

**COMMUNITY INFORMATION SERVICES**

**Structure**

15.0 Objective
15.1 Introduction
15.2 Impact of Computerization of Library Services
  15.2.1 Impact of computers
  15.2.2 Impact of Communication Technology
15.3 Computerized Information Services
15.4 OPAC
15.5 Internet based Services
15.6 Community Information Services
15.7 Summary
15.8 Answers to self check exercises.
15.9 References
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INFORMATION SOURCES AND SERVICES
INFORMATION SOURCES
AND SERVICES
UNIT 16
National Information Systems and Services: INSDOC, NASSDOC, DESIDOC.

UNIT 17
International Information System and Services: UNESCO, MEDLARS, INSPEC, BIOSS.
BLIS-5 BLOCK-5

UNIT-17 INTERNATIONAL INFORMATION SYSTEMS AND SERVICES: UNESCO, MEDLARS, INSPEC, BIOSIS

Structure
17.0 Objective
17.1 Introduction
17.2 Database Services of UNESCO
  17.2.1 UNESCO Information & documentation Services
  17.2.2 UNESCO list of Database
17.3 MEDLARS
17.4 INSPEC
17.5 BIOSIS
17.6 Summary
17.7 Answers to self check exercises
17.8 Keywords
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BLIS -5
INFORMATION SOURCES
AND SERVICES

BLOCK
6
UNIT 18
User Studies: Need, Content, Scope, Methods / Techniques.

UNIT 19
User education: Methods and Techniques

BLIS-5 BLOCK-6
UNIT-18  USER STUDIES : NEED, CONTENT, SCOPE, METHODS AND TECHNIQUES

Structure

18.0 Objective
18.1 Introduction
18.2 Need for and significance of user studies
18.3 Content and scope of user studies
  18.3.1 Characteristics of users
  18.3.2 User requirements
  18.3.3 Behavior, attitude, priorities, preferences, opinions and evaluations of users
18.4 Methods and techniques for user studies
  18.4.1 Research methods and techniques
18.5 Summary
18.6 Keywords
18.7 Answers to self check exercises
18.8 Further reading
18.0 OBJECTIVES

This unit introduces you to an array of research and evaluation activities called user studies. After studying this unit you will be able to.

II. Appreciate the importance of user studies in establishing and running a library.
III. What user studies intend to do.
IV. Understand various aspects of user studies and
V. Get brief guidance about steps involved in conducting user studies.

18.1 INTRODUCTION

A great variety of users demand different kinds of services from libraries. A user an individual not only comes with lot of expectations but also visit library for any of the purposes like browsing through collection, consultation or in-house use borrowing reading materials, obtaining factual information, current references or an exhaustive bibliography on a specific topic, photocopy of an article, etc. Diversity of user groups and variety of services and sources of information are obvious in most libraries. Depending on the nature and type of users to be served, each library has to assess in advance the information requirements of this clientele. Some broad categorization of users and their requirements have emerged as a result of accumulated experience and past user studies. They should not be used mechanically as all-time truths since each library and each group are unique in their nature and requirements. Hence user study is not only a must for any library but also a continuous activity.

BLIS-5 BLOCK-6

UNIT-19 USER EDUCATION : METHOD AND TECHNIQUES

Structure

19.0 Objective
19.1 Introduction
19.2 Meaning, definition and categories user education programmes.
19.3 Need for user education
19.4 Goals and objectives of user education
19.5 Planning & designing user education programmes.
   19.5.1 Course content
   19.5.2 Teaching methods, media and techniques
   19.5.3 Training in use of electronic media for information retrieval
19.6 Evaluation of user education programmes
19.7 Summary
19.0 OBJECTIVE
This unit introduces you to basic aspects of user education in terms of need for user education, its definition, goals and objective, planning, designing and evaluation of user education programmes.

After studying this unit you should be able to;

II. Identify and select users for training
III. Define need, scope & definition of user education programmes
IV. Identify goals & objectives of user education in libraries
V. Get acquainted with methods, media and technique for user education
VI. Evaluate user education programmes

19.1 INTRODUCTION
You have learnt in the previous unit of this block that ‘user studies are librarian-education about users’ and user studies are very essential for design and operation of appropriate library and information systems and services. This unit focuses on user-education about libraries and their services so created. Despite best efforts in designing and running libraries, many of them are underused. Under usage cannot be attributed solely for lack of understanding the user and their requirements. Neither we can undermine the importance of user studies. Any system or service created with all the care not only need to be promoted or marketed but also needs its complexities explained to potential customer and allow customers to acquire necessary skill to optimally use the system or services. This is exactly the purpose of user-education. In other words, libraries have grown in complexity, in terms.

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BLIS -6
FUNDAMENTAL OF
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BLIS -6
Fundamentals of Information Technology

BLOCK
UNIT 1
Evolution of computers

UNIT 2
Component- I/O device, CPU, Storage Devices, Computer Memory
Number system-Bits, Bytes and Works

UNIT 3
Application of IT in library and information work.

BLIS-6

UNIT-1 EVOLUTION OF COMPUTERS

Structures:
38.0 Objectives
38.1 Introduction
38.2 Evolution of Computers
   38.2.1 Computer Generations
   38.2.2 Categorization of Computers
38.3 Summary
38.4 Answers to self check exercises
38.5 Keywords
38.6 Reference and Further Reading

1.0 Objective
At end of this unit you will be able to understand
- The evolution and development of computers
- The different generation of computers
The different categorization of computers

1.1 INTRODUCTION

Computers as we understand it today, is a relatively recent innovation, but its developments rests centuries of research. The evolution of computers has passed through a number of stages before it reached the present state of development. This unit presents some of the landmarks that have led to its present state development.

1.2 EVOLUTION OF COMPUTERS

In fact, that development of first calculating device named Abacus dates back to 3000 B.C. From the Abacus to the microcomputers, the counting systems have undergone a tremendous change. The efforts are still continuing to make the machine more and more versatile. In the middle of the nineteenth century, Charles Babbage first devised the idea of a general purpose computing machine. He realized that it should be possible to design a machine which could carry out an infinite number of possible to design a machine which could carry out in infinite number of possible sequences of operations, the actual operations required for any particular purpose being specified by the programming of the machine. The concept of stored program control provides the basis for all modern computers, while Babbage also introduced many other modern concepts, such as the idea of separate storage and arithmetic units in the computer, and the input of programmers and data on the punched cards. Babbage’s analytical engine could not become popular.

The next landmark was the effort of Herman Hollerith who first developed electromechanical calculating machine in 1890. These machines.

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**BLIS-6 BLOCK-1**

**UNIT-2 INTRODUCTION TO COMPUTERS**

**STRUCTURE:**

2.0 Objective
2.1 Introduction
2.2 Terminology & Concept of Computers
   2.2.1 What is a Computer?
2.3 Computer Hardware
   2.3.1 Computer Processing
   2.3.2 Computer Storage
   2.3.3 Computer Memory
   2.3.4 Number Systems
   2.3.5 Bytes and Words
2.4 Summary
2.5 Answers to self check exercises
2.6 Keywords
2.7 Reference and Further Reading
3.0 OBJECTIVE
Reading this unit, you will be able to:

- Explain what a computer is and how it has been developed.
- Distinguish between different types of computer and identify the characteristic of each:
  - Identify the functional component of modern computer system and explain its working.
- Differentiate between hardware and software and
- Understand, assess and select suitable application software for the operation and management of information system and service.

3.1 INTRODUCTION
A computer is a special machine that can be instructed to take in the data, sort, compare and process information, and output the results in a useful manner. Computers always use some sort of electronic memory to do this.

A computer can make calculations quicker than a human being but it needs to be told what to do and to be given all the data it requires. Computers cannot think for themselves. They can only take instructions.

Flow of information through computer

Computers can be said to be made up of hardware (machine parts) and software (programme instruction). The software is all the programmes which are required to make use of the computers to get the required information in useful as quicker as possible.

BLIS-6, BLOCK-1,

UNIT-3 Application of IT Library and Information Works

Structure:
4.0 Objectives
4.1 Introduction
4.2 Definition
4.3 Application of IT for Technical Service
4.4 Collection Development and Management
4.5 Impact on Information Service
  4.5.1 The reference Librarian and Librarian-Client Relationship
  4.5.2 CD-ROM and the End-user and the Reference Librarian
  4.5.3 The Reference Librarian and the Internet
4.5.3.1 Help and Advice,
4.5.3.2 Assistance to End Users
4.5.3.3 Product Evaluation
4.5.3.4 The Reference librarian as trainer
4.5.3.5 Interface developer

4.6 General Trends in Information Service
   4.6.1 Fax
   4.6.2 Voice Mail
   4.6.3 E-Mail
   4.6.4 Video-Conferencing
   4.6.5 On-line

4.7 Internet

4.8 The emergence of Digital Libraries and the Role of librarians

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

BLIS -6
FUNDAMENTAL OF
INFORMATION TECHNOLOGY
Block-2
KARNATKA STATE OPEN UNIVERSITY
MANASAGANGONTRI, MYSORE-570 006

BLIS -6
Fundamentals of Information Technology

BLOCK
UNIT 4

Computer software: Programming languages. System software and application software. System analysis and flowcharting

UNIT 5

File Organization. Concept and design File organization methods and their functions. Sequential, Inverted, Indexed Sequential and other methods.

BLIS-6 Blok -2
Unit -4 Computer Software

Structure:
5.0 Objectives
5.1 Introduction
5.2 History and development of Software
5.3 System Software
   5.3.1 Programming Languages
   5.3.2 Operation Systems
   5.3.3 Utilities
5.4 Application Software
   5.4.1 Spreadsheets
   5.4.2 Database Management
5.4.3 Word Processing
5.4.4 Games and Entertainment
5.4.5 Library Automation Software
5.5 The Internet
5.6 Software Trends
5.7 Programming Tools
5.8 Flowcharts
   5.8.1 Flowcharting Symbols
   5.8.2 Rules for flow-chartings
5.9 System Analysis
5.10 Summary
5.11 Key Words
5.12 Reference and Further Reading.

COURSE-6, Blok -2

Unit – File organization for Database

Structure:
6.0 Objectives
6.1 Introduction
6.2 Files
   6.2.1 Component of a file
   6.2.2 File organization for database
6.2.3 Techniques in file organization
   6.2.3.1 Sequential organization/Access
   6.2.3.2 Direct Organization/Access
      6.2.3.2.1 Key addressing/Hashing
   6.2.3.3 Indexed organization/Access
      6.2.3.3.1 Indexed Random organization
      6.2.3.3.2 Indexed Sequential organization
   6.2.3.4 Inverted Files
6.3 Summary
6.4 Answers to self check exercises
6.5 Keywords
6.6 References and further reading

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

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BLIS -6
Fundamentals of
Information Technology

BLOCK

3

TELECOMMUNICATION AND NETWORKING
CONCEPT
UNIT 6

Fundamentals of telecommunication: Data transmission: Signals, Media, modes and devices.

UNIT 7

Networking Meaning and Importance. Networks topologies, types and protocols.

UNIT 8

Networks services. Email-facsimile transmission. Teleconferencing. Internet Services.

BLIS-6 Blok -3

Unit -6 Fundamentals of Telecommunication

Structure:

7.0 Objectives
7.1 Introduction
7.2 Fundamentals of Telecommunication
   7.2.1 Signals
   7.2.2 Characteristics of data transmission
   7.2.3 Communication media
   7.2.4 Packet Switching
   7.2.5 Connecting to the Internet
   7.2.6 Modem
7.3 Summary
7.4 Answers to self check exercises
7.5 Keywords
7.6 References and further reading
9.0 OBJECTIVE

After studying this unit you will be able to

∗ Have a basic understanding of the concept of electronic data transfer
∗ Have a basic knowledge of the hardware/equipment required for data transfer

BLIS-6, BLOCK- 3,
UNIT-7 Networking: Meaning and Importance:
Network Topologies, Types and Protocols

Structure :
8.0 Objectives
8.1 Introduction
8.2 Networking
  8.2.1 Networking – General aspects
  8.2.2 Advantages of networking
  8.2.3 Factors on network design
  8.2.4 Client/server modem
  8.2.5 Network topologies
  8.2.6 Protocols
  8.2.7 Networks technologies
  8.2.8 Network Device
8.2.9 Internet
8.2.10 Security Issues
8.2.11 Setting up a library network

8.3 Summary
8.4 Answers to self check exercises
8.5 Keywords
8.6 Reference and further reading

BLIS-6 Blok -3
Unit -8 E-Mail: Internet Service: Fax Etc..

Structure :
9.0 Objectives
9.1 Introduction
9.2 The Internet
  9.2.1 Description of the Internet
  9.2.2 History of the Internet
  9.2.3 Host Addressing
    9.2.3.1 Domain Name System
  9.2.4 Internet Service
    9.2.4.1 E-Mail
    9.2.4.2 Discussion Lists/List Server
    9.2.4.3 Ftp
    9.2.4.4 Telnet
    9.2.4.5 Chat
9.2.4.6 Teleconferencing
9.2.5 Hypertext
9.2.6 World Wide Web
  9.2.6.1 Http
  9.2.6.2 Html
  9.2.6.3 Url
  9.2.6.4 Browsers
  9.2.6.5 Search Engines
  9.2.6.6 Portals And Vortals
  9.2.6.7 Wwww and Libraries
  9.2.6.8 Web Sites and Discussion Lists of Internet
9.2.7 Fax
9.3 Summary
9.4 Answers to self check exercises
9.5 Keywords

**BLIS -7**

**INFORMATION PROCESSING:**

Practicals (Classification)

**Block-1**
Application of DDC an overview & Solved Problems

UNIT 1
Dewey Decimal Classification (Edition 21) : an overview

UNIT 2
Number Building in Decimal Classification

UNIT 3
Relative Index and Its Structure

Course 07: Information Processing (Classification Practical’s)

Dewey Decimal Classification

Unit 1: (Edition 21): An Overview

Structure

10.0 Objectives
1.1 Introduction
1.2 Physical Structure of DDC 21
2.1 Conceptual frame Work and notation
  2.1.1 First Summary: The Ten Main Classes
  2.1.2 Second Summary: The Hundred Divisions
  2.1.3 Thirst Summary: The Thousand Sections
2.2 Notes
  2.2.1 Notes that Describe what is found in a class
  2.2.2 Including Notes (Notes Identity Topics in Standing Room)
  2.2.3 Notes on what is found in Other Classes
  2.2.4 Notes Explaining Changes or Irregularities in the Schedules and Table
2.3 Major changes in DDC 21 with respect to earlier editions
2.3.1 Changes in the Schedules
   2.3.1.1 Public Administration
   2.3.1.2 Education
   2.3.1.3 Life Sciences
   2.3.1.4 Other Changes
2.3.2 New Topics
2.3.3 Terminology
2.3.4 Structure Changes
2.4 Summary
2.5 Answers to the Self-Check exercises
2.6 Keywords
2.7 References

BLIS-7, BLOCK-1, UNIT-2
Number Building in Decimal Classification

Structure
11.0 Objectives
11.1 Introduction
11.2 Analyses
   11.2.1 Determining the subject of a work
   11.2.2 Determining the discipline of a work
   11.2.3 Determining the form and/or approach
11.3 Some common problems/complex situations
   11.3.1 More than one subject in the same discipline
   11.3.2 More than one discipline
   11.3.3 Table of last resort
11.4 Practical Number Building
   11.4.1 Classifying Simple Topics
   11.4.2 Classifying Simple Topics
11.5 Schedules
11.5.1 Generalities
11.5.2 Philosophy and Related Discipline
11.5.3 Religion
11.5.4 Social Sciences
11.5.5 Languages
11.5.6 Pure Sciences
11.5.7 Technology (Applied Sciences)
11.5.8 The Art
11.5.9 Literature
11.5.10 General Geography and History

11.6 Summary
11.7 Answers to Self Check Exercises
11.8 Keywords
11.9 References and Further Readings

BLIS-7, BLOCK-1, UNIT -3
RELATIVENDEX AND ITS STRUCTURE

STRUCTURE

12.0 Objectives
12.1 Introduction
12.2 Need for Relative Index
12.3 Arrangement and Format in Relative Index
12.4 Terms included in Relative Index
12.5 Instructions to be Remembered
12.6 Summary
12.7 Answer to the Self-Check Exercises
12.8 Key words
12.9 Reference
BLIS -7
INFORMATION PROCESSING:
Practicals (Classification)
Block-2
KARNATKA STATE OPEN UNIVERSITY
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BLIS -7

INFORMATION PROCESSING:
Practical’s (Classification)
UNIT 4
Introduction to Table in DDC: Table 1 and 2

UNIT 5
Introduction to Table – Table 3 and 7

BLIS-7, BLOCK- 02, UNIT -04
Introduction to Table in DDC: Table 1 and 2

Structure:
13.0 Objectives
13.1 Introduction
13.2 Table in DDC
  13.2.1 Revision to seven table of Ed. 21
13.3 Introduction of Standard subdivision (Table 1)
  13.3.1 Characteristics of standard subdivision
  13.3.2 Kinds of standard subdivisions
  13.3.3 Some special notes on use of standard subdivisions
  13.3.4 Use of standard subdivisions
  13.3.5 Solve examples
13.4 Introduction of Table -2
  13.4.1 Use of Area Table
    13.4.1.1 Examples of area number already a part of a class number.
    13.4.1.2 Area number added from standard subdivisions Table: notation 09
    13.4.1.3 Area number added under add to notation
13.4.1.4 Adding two area numbers
13.4.1.5 Area number interposed between two subjects facets
13.4.1.6 Area number extended within the table
13.4.1.7 Area notation added to standard subdivision other than 09
13.4.1.8 Use of area notation before standard subdivision

13.5 Solved examples
13.6 Summary
13.7 Answers to Self Check exercises
13.8 Key words
13.9 References

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BLIS-7, BLOCK- 02, UNIT -05

Introduction to Table-3 To Table-7

Structure:
14.0 Objectives
14.1 Introduction
14.2 Table 3: Subdivision of Individual Literature
   14.2.1 Steps in number building using Table 3(T3)
   14.2.2 Table 3A: Subdivision for works by or about more than one author
      14.2.2.1 Steps in number building using Table 3A
   14.2.3 Table 3B. Subdivision for works by or about more than one author
      14.2.3.1 Steps in number building using Table 3B &3C
   14.2.4 worked out example
14.3 Table 4: subdivision of individual languages & language
   14.3.1 Arrangement of Table 4 (T4)
   14.3.2 Number building using Table 4(T4)
   14.3.3 Worked out example
14.4 Table 5: Racial, Ethnic, and National Groups
   14.4.1 Worked out example
14.5 Table: 6 Languages
   14.5.1 Worked out example
14.6 Table: 7 Groups of persons
   14.6.1 Worked out example
14.7 Answers to self check exercises
14.8 Key words
14.9 Reference

BLIS -8
(Cataloguing Practicals)

BLOCK

1

Personal Authors and Collaborators
UNIT 1
Preliminaries
UNIT 2
Single Personal Author
UNIT 3
Shared responsibility

BLIS-8 Practical (Cataloguing), BLOCK-1, UNIT 1
PRELIMINARIES
Structure:
9.0 Objectives
9.1 Introduction
9.2 Structure of AACR-2R
9.3 Levels of Description
   9.3.1 First Level of Description
   9.3.2 Second Level of Description
   9.3.3 Third Level of Description
9.4 Style of writing
   9.4.1 Paragraphing
   9.4.2 Indentions
9.5 Kinds of Entries
   9.5.1 Main Entry
   9.5.2 Added Entry
9.6 Items in the Catalogue Entries
   9.6.1 Heading
   9.6.2 Different areas and descriptive elements
9.7 Positions for different elements element in the entry
   9.7.1 Call Number
   9.7.2 Accession Number
9.7.3 Punctuations
9.8 Skeletal Cards
9.9 Tools for cataloguing
9.10 Summary
9.11 Answers to self check Exercises
9.12 References and further Reading

BLIS-8 BLOCK-1, UNIT 2
SINGLE PERSONAL AUTHOR

Structure:
10.0 Objectives
10.1 Introduction
10.2 Personal Author
   10.2.1 Heading for Personal Author
   10.2.2 Western Name
   10.2.3 Indic Name
10.3 Cataloguing Practice
10.4 Summary
10.5 Answers to self check Exercises
10.6 Key Words
10.7 References and Further Reading
BLIS-8 Practical (Cataloguing), BLOCK-1, UNIT 3

SHARED RESPONSIBILITY AND WORKS PRODUCED UNDER EDITORIAL DIRECTIONS

Structure:
11.0 Objectives
11.1 Introduction
11.2 Shared Responsibility
   11.2.1 Principal Responsibility Indicated
   11.2.2 Principal Responsibility not Indicated
11.3 Cataloguing Practice
   11.3.1 Books written by two author
   11.3.2 Books written by three author
   11.3.3 Books written by more then three author
11.4 Books under Editorial Direction
   11.4.1 Single Editor
   11.4.2 More than one Editor
11.5 “In” Analytical
11.6 Summary
11.7 Answers to self check Exercises
11.8 Key Words
11.9 Reference and Further Reading
BLIS -8
Information Processing
(Practice-II): Cataloguing
Practicals

BLOCK
Choice and Rendering of Names & Corporate Bodies

UNIT 4
Choice among different names and references

UNIT 5
Corporate Bodies

BLIS-8 BLOCK-2, UNIT 4
CHOICE AMONG DIFFERENT NAMES AND REFERENCES

Structure:
12.0 Objectives
12.1 Introduction
12.2 Change of Names
   12.2.1 Predominant Name
   12.2.2 Change of Name
12.3 Examples of change of Names
   12.3.1 Married Women
   12.3.2 Title of Honors, Nobility
12.4 Pseudonymous Authors
12.5 Examples of Pseudonyms
12.6 References in catalogue entries
   12.6.1 ‘See’ References
   12.6.2 ‘See’ also References
12.7 Summary
12.8 Answers to self check Exercises
12.9 Key Words
BLIS-8 BLOCK-2, UNIT 5
CORPATE BODIES

OBJECTIVE:
The objectives of this unit are:

a) To introduce the concept, ‘corporate body’ and mention the types of it:
b) To explain the rules relating to the corporate body and help you to understand how documents are published by corporate bodies: and
c) To identify the type of elements in corporate bodies and explain the methods of rendering them.

INTRODUCTION

In ACCR the rules for rendering entries for corporate bodies are given and explained in the Rules, 21 IBI. These rules explain how the names of corporate bodies are to be constructed. In general, entry of a corporate body is under the name the body itself unless expect when the rules specify entry under a higher or related body or under the name of a government. For personal names, the principle for rendering name is to choose that name the corporate body generally uses including the conventional names. When the name of a corporate body changes, a new heading is to be made under that name with cross reference to and from its former name.
Following the general rule (24.1) in AACR, there are rules for choice of names (24.2-24.3), and for additions, and modifications (24.4-24.11). These are followed by rules for subordinate and related bodies (24.12-24.160, for government bodies and officials (24.17-24.26). Problems involved in the choice of name include choice among variant forms found in the items issued by a body, such as official name or acronym or short form, choice among variant spelling (including differences in Romanization), and choice among different languages.

The descriptive rules for cataloguing of corporate bodies are given in detail in chapter 24.

MEANING AND DEFINITION:

First it becomes essential to understand the concept, ‘corporate body’ or ‘corporate author’. The AACR in the beginning itself says that the author may be a person or corporate body. Hence, the corporate body is a type of author. The term ‘author’ is not limited to individual or person only.

Corporate Author: A corporate body such as government or government department, a society (learned, social, etc.) or an institution which authorizes the publication of the documents.
UNIT 6
Uniform Titles and series

UNIT 7
Series and Multivolume’s

OBJECTIVE:
This unit aims

a) To introduce the concept (1) ‘Uniform titles’ and (2) ‘Series’:

b) To explain the methods of rendering the titles which fall under the category ‘Uniform titles and Series’.

1. UNIFORM TITLES

Introduction:
If a work published under several titles, a common of uniform title is required so that users would approach easily. Hence for cataloguing purpose, even if a work appears under more then one title, AACR recommends to use one common of uniform title. The AACR chapter 25 deals with this issue in detail. Titles having more than one name are common in religious seared scriptures, and anonymous classics.

How to use uniform titles.
AACR deals explicitly the uniform titles in the chapter 25 Rule 25.1 States that the need to use uniform titles varies from one catalogue. Base the decision whether to user uniform titles in a particular instance on:

1) How well the work in Know,
2) How many manifestations of the work are involved,
3) Whether the main entry in under title,
4) Whether the work was originally in another language, and
5) The extent to which the catalogue is use for research purpose.

Therefore, the rules relating to the uniform titles are only guideline and the individual catalogue cataloger has to decide the exact heading or entry. Thus the application of cataloguing rules for uniform titles are not mandatory but only optional. For example, the works on Bhagavadgita can be rendered as Gita Bhagavadgita.

**General Rules**
The rule 25.2 is the basic rule for uniform titles. The rule 25.2A states, “When the manifestations (other than revised editions) of a work appears under various titles, select one title as the uniform title as instructed further”

Use a uniform for as entry for a particular item if,
1) The item bears a title proper that differs from the uniform title, or
2) The addition of another element (eg., the name of the language of an item is required to organize the file.

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**BLIS-8 BLOCK-3, UNIT 7**
**SERIES AND MULTIVOLUMES**

Structure:
7.0 Objectives
7.1 Introduction
7.2 Books Published Under Series
   7.2.1 Series area
   7.2.2 Rule
7.3 Examples of series
7.4 Multivolume books
7.5 Examples of Multivolume
7.6 Summary
7.7 Answer to self check Exercises
7.8 Reference and Further Reading
BLIS -8
Information Processing
(Practice-II): Cataloguing
Practicals

BLOCK
4
BLIS-8 BLOCK-3, UNIT 8
SUBJECT HEADINGS

Structure:
8.0 Objectives
8.1 Introduction
8.2 Aims of the Subject Cataloguing
8.3 Use of a Subject Heading list of Controlled Vocabulary Terms and Cross References
8.4 Haykin Principles
  8.4.1 The choice of Subject Headings
  8.4.2 Specify Entry
  8.4.3 Common Usage
  8.4.4 Uniformity
  8.4.5 Form headings
8.5 Summary
8.6 Answer to self check Exercises
8.7 Key Words
8.8 References and Further Reading
BLIS-8 BLOCK-3, UNIT 9
Cataloguing of Non-Print Material Forms

Structure:
9.0 Objectives
9.1 Introduction
9.2 Rules for Description
9.3 Cartographic Materials
  9.3.1 Maps
  9.3.2 Atlases
  9.3.3 Globes
9.4 Sound Recordings
  9.4.1 Gramophone records/Dises
9.5 Motion Pictures and Video recordings
9.6 Graphic Materials
9.7 Computer files
9.8 Microforms
9.9 Summary
9.10 Answer to self check Exercises
9.11 Key Words
9.12 References
Objectives:

The purpose of this unit is to bring at one place the important rules of AACR-II since it is not possible to remember all the rules spread over in 677 pages with various references to and form. Here an attempt has been made to focus some of the rules needed to catalogue both book/print and non-print materials available in libraries.

This unit can be called as an index to the rules of AACR-II and serve you as a guide to solve your doubts while cataloguing. However, you are advised to refer to AACR-II when you do not find an explanation for your doubts in this unit.

As you are already familiar the AACR-II format under second level of description has seven areas and an heading appropriate to the description. They are: Headings/choice of access point.

1. Title and statement of responsibility area.
2. Edition area.
3. Publication distribution area.
4. Physical description area.
5. Series area.
6. Note area.
7. Standard number area.

The following explanation on the above is including in Part-I of the user’s guide and Part-II will provide some of the cataloguing terms, serving as a manual. However, referring to AACR-II compulsory.
PART-I

Headings:

In the main entry the first choice in cataloguing is the heading. The heading consists of the name of a person the name of a corporate body or the title of the document. In the main entry a uniform title can also become the heading.

In added entries, heading can be a word, a phrase (specially) an case of subject heading in addition to the name of a person, compare body or title. In the main entry and in the added entry, the heading serves as an access point of search in the catalogue.