LIBRARY CLASSIFICATION & CATALOGUING

Class - XI

CENTRAL BOARD OF SECONDARY EDUCATION
Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092

नया आगाज़

आज समय की माँग पर
आगाज़ नया इक होगा
निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।

परिवर्तन नियम जीवन का
नियम अब नया बनेगा
अब परिणामों के भय से
नहीं बालक कोई डरेगा

निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।

बदले शिक्षा का स्वरूप
नई खिले आशा की धूप
अब किसी कोमल-से मन पर
कोई बोझ न होगा

निरंतर योग्यता के निर्णय से
परिणाम आकलन होगा।
नई राह पर चलकर मंज़िल को हमें पाना है
इस नए प्रयास को हमने सफल बनाना है
बेहतर शिक्षा से बदले देश, ऐसे इसे अपनाए
शिक्षक, शिक्षा और शिक्षित
बस आगे बढते जाएँ
बस आगे बढते जाएँ
बस आगे बढते जाएँ.....

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&
CATALOGUING

FOR

CLASS - XI

CENTRAL BOARD OF SECONDARY EDUCATION
2, Community Centre, Preet Vihar, Delhi-110092

Name of the Title : Library Classification & Cataloguing

First Edition: June 2013
No. of copies : 500

(C) CBSE

Paper used : 80 GSM CBSE Watermark White Maplitho

Price: ₹ 285.00

Published by: The Secretary, CBSE, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092

Design,Layout & Printed by: M/s. Public Printing (Delhi) Service
C-80, Okhla Industrial Area, Phase-I
New Delhi - 110020

भारत का संविधान

उद्देशिका

हम, भारत के लोग, भारत को एक सम्पूर्ण [1]प्रभुत्व-संपन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य बनाने के लिए, तथा उसके समस्त नागरिकों को:

सामाजिक, आर्थिक और राजनैतिक न्याय,
विचार, अभिव्यक्ति, विश्वास, धर्म
और उपासना की स्वतंत्रता,
प्रतिष्ठा और अवसर की समता
प्राप्त कराने के लिए
तथा उन सब में व्यक्ति की गरिमा
[2]और राष्ट्र की एकता और अखंडता
सुनिश्चित करने वाली बंधुता बढ़ाने के लिए

दृढ़संकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई॰ को एतद्द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं।

1. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "प्रभुत्व-संपन्न लोकतंत्रात्मक गणराज्य" के स्थान पर प्रतिस्थापित।
2. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "राष्ट्र की एकता" के स्थान पर प्रतिस्थापित।

भाग 4 क

मूल कर्त्तव्य

51 क. मूल कर्त्तव्य – भारत के प्रत्येक नागरिक का यह कर्त्तव्य होगा कि वह –

(क) संविधान का पालन करे और उसके आदर्शों, संस्थाओं, राष्ट्रध्वज और राष्ट्रगान का आदर करे;

(ख) स्वतंत्रता के लिए हमारे राष्ट्रीय आंदोलन को प्रेरित करने वाले उच्च आदर्शों को हृदय में संजोए रखे और उनका पालन करे;

(ग) भारत की प्रभुता, एकता और अखंडता की रक्षा करे और उसे अक्षुण्ण रखे;

(घ) देश की रक्षा करे और आह्वान किए जाने पर राष्ट्र की सेवा करे;

(ङ) भारत के सभी लोगों में समरसता और समान भ्रातृत्व की भावना का निर्माण करे जो धर्म, भाषा और प्रदेश या वर्ग पर आधारित सभी भेदभाव से परे हों, ऐसी प्रथाओं का त्याग करे जो स्त्रियों के सम्मान के विरुद्ध हैं;

(च) हमारी सामासिक संस्कृति की गौरवशाली परंपरा का महत्त्व समझे और उसका परीक्षण करे;

(छ) प्राकृतिक पर्यावरण की जिसके अंतर्गत वन, झील, नदी, और वन्य जीव हैं, रक्षा करे और उसका संवर्धन करे तथा प्राणिमात्र के प्रति दयाभाव रखे;

(ज) वैज्ञानिक दृष्टिकोण, मानववाद और ज्ञानार्जन तथा सुधार की भावना का विकास करे;

(झ) सार्वजनिक संपत्ति को सुरक्षित रखे और हिंसा से दूर रहे;

(ञ) व्यक्तिगत और सामूहिक गतिविधियों के सभी क्षेत्रों में उत्कर्ष की ओर बढ़ने का सतत प्रयास करे जिससे राष्ट्र निरंतर बढ़ते हुए प्रयत्न और उपलब्धि की नई उंचाइयों को छू ले;

[1](ट) यदि माता-पिता या संरक्षक है, छह वर्ष से चौदह वर्ष तक की आयु वाले अपने, यथास्थिति, बालक या प्रतिपाल्य के लिये शिक्षा के अवसर प्रदान करे।

1. संविधान (छयासीवां संशोधन) अधिनियम, 2002 द्वारा प्रतिस्थापित।

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [1]**SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the[2] unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

1. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
2. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "unity of the Nation" (w.e.f. 3.1.1977)

THE CONSTITUTION OF INDIA

Chapter IV A

FUNDAMENTAL DUTIES

ARTICLE 51A

Fundamental Duties - It shall be the duty of every citizen of India-

(a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;

(b) to cherish and follow the noble ideals which inspired our national struggle for freedom;

(c) to uphold and protect the sovereignty, unity and integrity of India;

(d) to defend the country and render national service when called upon to do so;

(e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;

(f) to value and preserve the rich heritage of our composite culture;

(g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;

(h) to develop the scientific temper, humanism and the spirit of inquiry and reform;

(i) to safeguard public property and to abjure violence;

(j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;

[1](k) to provide opportunities for education to his/her child or, as the case may be, ward between age of 6 and 14 years.

1. Subs, by the Constitution (Eighty-Sixth Amendment) Act. 2002.

Preface

Library is the heart of an academic Institution. Library, Faculty and Students complete a trinity of learning process. It just not only performs the function of acquisition, preservation and dissemination of information/knowledge but also provide inputs to help overall personality development of a student. The modern days Libraries require highly skilled manpower/workforce to maximize the library services and to reach out the users to fulfill their information needs. The aim of the library profession is to provide relevant information/knowledge/document to the right user at the right time with the positive attitude.

The field of library and information science are changing rapidly. Recent developments in the field of Information Technology particularly INTERNET has forced libraries to redesign the new ways of information collection, storage, analysis and dissemination. Libraries now repackage information contents from various sources available online as well as in print to serve the users. Libraries are no more just a store house of reading material. It is a lifelong learning system which in partnership with Faculty enhances the knowledge / skills of a student. In response to the demand for a large number of trained personnel in libraries, library and information centers, CBSE has undertaken the ambitious project of introducing competency based Vocational Education in its affiliated schools. Taking cue from this need, a new course on Library and Information Resources Management (LIRM) is being launched that will help students to join the industry after Class XII or to pursue higher education in this field.

The Board is grateful to the members of the Committee of Course for their advice, guidance and total commitment towards development of this course. We are indeed indebted to these academic advisors who have lent us the benefit of their rich and insightful experience. I would like to appreciate Vocational Education Cell, CBSE; for coordinating and successfully completing the work.

Vineet Joshi
Chairman, CBSE

Acknowledgements

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Paper II

General Instruction to the Students

1. Library Science paper -II deals theoretical and practical part of cataloguing, classification and subject heading.
2. It is expected that students should have analytical mind for classifying the documents/ books and finding out the subject heading of the given book.
3. The student must know the first and second summary of the class given in the volume 1 of DDC - 19thed.
4. The student must know the rule described in AACR -II for cataloguing of books.
5. The student must have ability to handle the Sears list of subjects heading to find out the subject.
6. Each student must visit the technical section of the library during the study tour and note down the classification and the cataloguing methods of that library and then discuss within a group to find out the difference of what they studied and what actually is being done in the library.

Module Objectives

S. No.	Unit/Chapter Name	Duration	Key Learning Objectives
1	Library Cataloguing: introduction, Need and purpose	20 Hrs.	• Basic concept of cataloguing • Need and purpose of cataloguing. • Structure of main entry in AACR -2 format.
2	Cataloguing Methods and formats	20 Hrs.	• Basic concept of different types of catalogue codes. • Structure of main entry with eight parts. • Format of MARC 21.
3	Indexing and Subject headings	8 Hrs.	• Basic concept of indexing languages and indexing systems. • Different types of indexing system, eg. Chain procedures, PRECIS, POPSI etc. • Differences between KWIC, KWOC and KWAC • Basic Concept of LCSH and SLSH • Know to derive subject heading.
4	Library Classification	10 Hrs.	• Basic concept of Library Classification. • Need and purpose of library classification • Basic concept of APUPA
5	Introduction to various schemes of library classification, DDC, concept of main Class, PMEST	20 Hrs.	• Awareness of different Classification schemes • Basic concept of main class. • Fundamental categories of main Class.

S. No.	Unit/Chapter Name	Duration	Key Learning Objectives
6	Technical Processing, Physical Processing, Records maintenance, Call Number and its components: Class number, Book Number and collection number	20 Hrs.	• Basic concept of Physical Processing • Main role of Technical section • Basic concept of accessioning of books • Components of Call number
7	Identification of entry elements in the name of personal and corporate author	20 hrs.	• Entry elements for corporate author • Rules for form of heading for personal author • Creation of catalogue entries with the help of AACR -2
8	Classification of documents using DDC-19th edition	20 hrs.	• Brief information about classification of a documents • Basic concept of structure of Dewey Decimal classification system • Understand the process of assigning the class number of a document with the help of DDC - 19th ed.