**BLS2112; CATALOGUING I**

**Short Description**

This course introduces learners to practical concepts related to bibliographic description of documents using AACR2 and Sears List of Subject Headings.

**Aim**

To enable learners gain knowledge and skills in cataloguing of library and information materials

**Learning Outcomes**

Students to be able to:

* Explain what cataloguing is
* Catalogue information materials.
* Assign subject headings to information materials

**Intellectual, practical and transferable skills**

* + Knowledge and skills in cataloguing
	+ Skills in how to assign subject headings

**Teaching and Learning Pattern**

By use of lectures, practicals, discussions

**Indicative Content**

Introduction and definition of key concepts, need and purpose of cataloguing, levels of cataloguing, Examining an information material for cataloguing, development of cataloguing codes, forms of catalogues, types of catalogue entries, relationship between catalogue entries, descriptive cataloguing, Reference should be made to available Cataloguing schemes e.g. AACR2, Assigning subject headings. Emphasis should be laid on cataloguing books.

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, and projects will constitute 30%mark while final examinations (70 marks).

**Indicative Sources**

1. AACR2: Anglo-American Cataloguing Rules (2002 Revision). – 2nd ed. – Ottawa: CLA; London: CILIP; Chicago: ALA ISBN 08389 3531 1
2. Berman, Sanford (1984) Subject Cataloguing Critiques and Innovations.- NY: The Haworth Press ISBN 0 86656 265 6
3. Chan, Lois Mai. 1994. Cataloguing and classification: An introduction, 2nd ed. New York: McGraw-Hill
4. Gorman, Michael (1988 Revision) The Concise AACR2. – Ottawa:CLA; London: CILIP; Chicago: ALA ISBN 0 8389 3494 3
5. Job, M. M. 1989. Theory and practice of cataloguing. New Delhi: Metropolitan, 1989.
6. Kumar, Krishan. 1994. Cataloguing. New Delhi: Har-amound Publications
7. Miller, Joseph (2004) Sears List of Subject Headings .- 18th ed. – NY;Dublin : The H.W Wilson Company ISBN 0 8242 1040 9
8. Taylor, Ailene G. 1992. Introduction to cataloguing and library classification. 5th ed. Engelwood: Libraries Unlimited