**BLS2212 DOCUMENT CATALOGUING II**

**Short Description**

This is a continuation from BLS 2103 (Cataloguing I). It thus enables learners to perfect their skills of library cataloguing and how they are applied while cataloguing information materials.

**Aim**

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

**Learning Outcomes**

Students to be able to:

* Apply principles of cataloguing in organizing information
* Construct complete catalogue entries in both manual and electronic environment.
* Apply international standards in cataloguing.
* Evaluate cataloguing codes and subject heading lists in relation to different environments
* Develop customized subject heading lists

**Intellectual, practical and transferable skills**

* + Knowledge and skills in cataloguing
	+ Knowledge in evaluating cataloguing codes and subject heading lists
	+ Skills in developing customized subject heading lists

**Teaching and Learning Pattern**

By use of lectures, practicals, discussions

**Indicative Content**

Practical exercises based on all forms of library materials and involving all types of entries, assignment of subject headings, Standards in Library Cataloguing, Online/computer-based cataloguing, copy and original cataloguing.

**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. Gorman, Michael (1988 Revision) The Concise AACR2. – Ottawa:CLA; London: CILIP; Chicago: ALA ISBN 0 8389 3494 3
4. Job, M. M. 1989. Theory and practice of cataloguing. New Delhi: Metropolitan, 1989.
5. Kumar, Krishan. 1994. Cataloguing. New Delhi: Har-amound Publications
6. Miller, Joseph (2004) Sears List of Subject Headings .- 18th ed. – NY;Dublin : The H.W Wilson Company ISBN 0 8242 1040 9
7. Taylor, Ailene G. 1992. Introduction to cataloguing and library classification. 5th ed. Engelwood: Libraries Unlimited