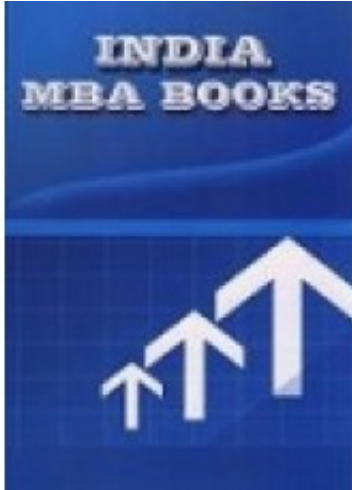


# KNOWLEDGE ORGANIZATION & BIBLIOGRAPHIC DESCRIPTION THEORY



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## **DESCRIPTION THEORY**

**UNIT-1 FUNDAMENTALS OF LIBRARY CLASSIFICATION** 1.1 Definition, Need and Functions of Classification 1.2 Fundamental Categories (PMEST), Postulates pertaining to PMEST 1.3 Facet Analysis, Principles of Facet Sequence, Phase Relation, Common Isolates

**UNIT-2 GENERAL THEORY OF LIBRARY CLASSIFICATION** 2.1 Normative Principles of Library Classification 2.2 Basic Study of major schemes of Library Classification: DDC and CC 2.3 Call Number: Class Number, Book Number and Collection Number

**UNIT-3 NOTATION & FORMATION OF SUBJECTS** 3.1 Notations: Definition, Purpose, Types, Qualities 3.2 Notation used in DDC and CC 3.3 Modes of Formation of Subjects

**UNIT-4 BASICS OF LIBRARY CATALOGUING** 4.1 Catalogue: Definition & Concept, Purpose, Physical forms of Library Catalogue 4.2 Types of Catalogues & Canons of Catalogue 4.3 AACR-2: Features

**UNIT-5 COMPUTERISED CATALOGUING** 5.1 Subject Headings: Sear's List of subject Headings 5.2 ISBD, MARC and CCF 5.3 OPAC, WEBOPAC, Cataloguing of Non-Book Materials

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