

Name of the Course	Applied Cataloguing
Course Code	CAT-603
Credit Hours	3
Objectives	<ol style="list-style-type: none"> 1. To demonstrate understanding about effectiveness of organization of information. 2. To learn basic principles and rules of cataloguing procedure according to AACR2. 3. To do cataloguing practice of print, non-print material, serials and electronic material. 4. To develop basic understanding about English and Urdu choice of access points. 5. To learn and practice different cataloguing formats, standards and frameworks (MARC, Metadata, FRBR, RDA, BIBFRAME).
Contents	<p>Unit-I Introduction to descriptive cataloguing</p> <ol style="list-style-type: none"> 1.1 Need of descriptive cataloguing 1.2 Definitions and application <p>Unit-II Introduction to AACR2 cataloguing</p> <ol style="list-style-type: none"> 2.1 International standard bibliographic description 2.2 Principles and rules <p>Unit-III Choice of access points</p> <ol style="list-style-type: none"> 3.1 Statement of responsibility rules 3.2 Unknown authorship 3.3 Audio/video material 3.4 Serial publications <p>Unit-IV Practical cataloguing</p> <ol style="list-style-type: none"> 4.1 Print material 4.2 Audio-video material 4.3 Electronic and serials material <p>Unit-V MARC (Machine Readable Catalogue)</p> <ol style="list-style-type: none"> 5.1 Introduction 5.2 Structure <p>Unit-VI Metadata</p> <p>Introduction</p> <p>Types</p> <p>Unit-VII Other cataloguing standards</p> <ol style="list-style-type: none"> 7.1 FRBR (Functional Requirements for Bibliographic Records) 7.2 RDA (Resource Description Access) 7.3 BIBFRAME
Teaching & Learning Strategies	A combination of lecturing, practical work, and discussions will be used to conduct the course. Students will be expected to practice extensively ahead of each class session and actively participate in discussions.
Assignments	Cataloguing practical assignment (10 marks) and quiz (15 marks)

Recommended Reading Material	<p>Fritz, D. A. (2009). <i>Cataloging with AACR2R & MARC21: For books, computer files, serials, sound recordings, video recordings</i>. New Delhi: Pentagon Press.</p> <p>Furrie, B. (2003). <i>Understanding MARC bibliographic: Machine-readable cataloging</i>. Washington: Cataloging Distribution Service in collaboration with Follett Software Company.</p> <p>Gorman, M. (2004). <i>The concise ACCR2</i>. Chicago: American Library Association.</p> <p>Hsieh-Yee, I. (2006). <i>Organizing audiovisual and electronic resources for access: A cataloging guide</i>. Englewood: Libraries Unlimited.</p> <p>Jones, W., Ahronheim, J. R., & Crawford, J. (2002). <i>Cataloging the web: Metadata, AACR, and MARC 21</i>. Lanham, Md: Scarecrow Press.</p> <p>Library of Congress. (1993). <i>Descriptive cataloging manual. Z1, name and series authority records</i>. Washington: Cataloging Distribution Service.</p> <p>Library of Congress. (2003). <i>Understanding MARC authority records: Machine-readable cataloging</i>. Washington: Cataloging Distribution Service.</p> <p>Library of Congress. (2012). <i>Bibliographic framework as a web of data: Linked data model and supporting services</i>. Retrieved from https://www.loc.gov/bibframe/pdf/marcl-d-report-11-21-2012.pdf</p> <p>Library of Congress. (2019). <i>Description of the category view of the BIBFRAME vocabulary</i>. Retrieved from https://www.loc.gov/bibframe/docs/vocab-category.html</p> <p>Maxwell, R. (2013). <i>Maxwell's handbook for RDA: Resource description & access: Explaining and Illustrating RDA: Resource description and access using MARC21</i>. Chicago: ALA Editions.</p> <p>Olson, N.B. (2008). <i>Cataloging of audiovisual materials and other special materials</i>. London: Libraries Unlimited.</p> <p>Smiraglia, R. (2005). <i>Metadata: A cataloguer's primer</i>. New York: Routledge.</p> <p>Tillett, B. B. (2004). <i>What is FRBR? A conceptual model for the bibliographic universe</i>. Washington: Cataloging Distribution Service.</p>
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Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)