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**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
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Model Answer

B.L.Isc II Semester (2012-13)

Paper Code : AR-7349

Paper 6<sup>th</sup>: Knowledge Organization-II : Library Cataloguing (Theory)

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Q.1 Objective Types

- I (b)
- II (b)
- III (b)
- IV (b)
- V (d)
- VI (b)
- VII (a)
- VIII (a)
- IX (c)
- X (c)

- Q.2
- (i) A suitable introduction with appropriate description shows the knowledge of terms “physical form and Library catalogue”
  - (ii) Description of various physical form Different Conventional and non conventional, Register/ Ledger, Printed Book, Sheaf or Loose-Leaf, Card , Microform catalogue, Machine-readable / Computerized, etc.
  - (iii) Advantages and Limitations of each form
  - (iv) Summary and Conclusion.

- Q.3
- (i) Introduction,
  - (ii) Meaning of entry term and its major types : Main and added
  - (iii) Main entry: definition, importance and functions
  - (iv) Different sections according to CCC : Leading , Heading, Title, etc; the information given in each Section with appropriate example.
  - (v) Different areas according to AACR : Title and statement of responsibility, edition, Physical Description etc; the information given in each areas with appropriate example .

- (vi) Summary and Conclusion.
- Q.4
- (i) Introduction
  - (ii) Need, Meaning and purpose of filing
  - (iii) Methods of filing; Classified and alphabetical
  - (iv) Rules for filing and filing process
  - (v) Summary and Conclusion.
- Q.5
- (i) Introduction: Concepts of subject cataloguing
  - (ii) Chain procedure: meaning and importance
  - (iii) Different Kinds of Links: Sought Link, Unsought Link, False Link, etc.
  - (iv) Construction of Subject Heading: two to three examples.
  - (v) Merits and demerits.
  - (vi) Summary and Conclusion.
- Q.6
- (i) Introduction
  - (ii) Scope and Use of CCF
  - (iii) Structure of CCF
  - (iv) Summary and Conclusion.
- Q.7
- (i) Introduction
  - (ii) Importance of AACR-2
  - (iii) Development
  - (iv) Summary and Conclusion.

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