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Section A

1. (c) H.E. Bliss

2. (a) Idea Plan

3. (d) France

4. (b) Chronological Device

5. (a) Anthony Panizzi

6. (b) SR Ranganathan

7. (c) Back side of the ME

8 (c) RDA

9 (a) Eight

10. (b) Resource Description and Access

Section B

2. Discuss here the definition of classification as given by various professionals like H.E. Bliss, Sayers, Ranganathan etc. and also give a gist of all.
Under need one have to mention that why classification is essential for organizing knowledge in library. Emphasis also needed on use of computer in the process of classification.
Under purpose, what the process of classification do and how it helps in retrieving documents, arranging documents on shelves, saving time to the users and accommodating new subjects into the existing documents on shelves are to be discussed mainly.

3. Ranganathan explained the process of classification into three planes: Idea, Verbal and notational. What the use and function of each plane in the process of classification are to be explained first. After that various canons in the idea plane are to be discussed with suitable examples. For discussion of various canons only the actual concept as given by Ranganathan along with one or two examples are sufficient.

4. Common isolates are those which can be used without any instruction. They can be applicable to each class as they are common for all classes of the schedule. In DDC common isolates are few including isolates that are explained in Table 1, Standard Subdivision and table 2, Geographical isolate. Although the use of table 2 is restricted for few classes in DDC, it can be used, however, with the help of table 1. In DDC 22nd edition almost all tables, i.e. 1,2,4,5,6 can be used in same fashion i.e. with the help of table 1.
In UDC common isolates are know in form of common auxiliary. Common auxiliary are of two type: Dependent and independent. Space, time and form are under the category of independent and other isolates like view point, language and race are dependent auxiliary. An answer will be more specific if a student can give example of each such isolates as discussed above.

5. In general physical form of catalogue is divided into three categories: Card, Sheaf and Book. The merits and demerits of each form of catalogue in terms of general description, updating policy, accessibility, portability, easier to handle and consult, economical to produce and maintain, compactness, speed of search, durability is to be discussed under this question. It will be extraordinary if a student can discussed the merits and demerits of present digital form of catalogue.

6. The concept of chain indexing is enunciated by Ranganathan. A chain is a string of terms organized in a particular sequence based on the classification scheme that the chain adapts. The sequence of terms is pre-coordinated. Ranganathan is credited with the invention of chain indexing, an economical system of providing

access to the terms in classification schedules without replicating the hierarchical structure of the classification in the alphabetical index. Chain indexing was used, for example, in the British National Bibliography (BNB) in the 1950s and 1960s until they were replaced by PRECIS-indexing.

Merits of chain indexing includes it's easy to use, first indexing techniques with logical background, can be used to derive subject heading for micro as well as macro documents, used for multiple purpose like indexing as well as shelf list preparation etc. However, demerits of such indexing includes it dependency on some classificatory system, only last entry represents the actual subject while others are not and various types of links not necessarily leads to sought, unsought.

7. Sears' list of subject heading is a tool to derive subjects for various types of documents. A standard and popular subject cataloguing tool for more than eight decades, the Sears List of Subject Headings was first designed in 1923 by Minnie Earl Sears (1873-1933) in deference to demands of small libraries for simpler and broader subject headings for use in their dictionary catalogues. Sears' list was made in response to the demands for a list of subject headings that were more suitable for the small public library rather than the American Library Association lists and the Library of Congress Subject Headings. Ms. Sears though decided to basically follow the form of the Library of Congress subject headings.

Sears List of Subject Headings offers a core list of headings as well as patterns and instructions for creating new subject headings as they are needed. The aim has always been to make library collections as accessible as possible, and Sears' simple, readable subject headings help patrons of all ages find library materials. New terms are added to this vocabulary on a yearly basis and search results are ranked according to relevance, whether the user is viewing a brief or full display.

Principles of the Sears List
From the very beginning as a matter of policy, the Sears List has always been based on the principles of the Library of Congress Subject Headings (LCSH) with certain modifications needed for simplification. The principles of the Sears List are:
- Direct and specific entry
- Common usage
- Uniformity and consistency

It may be noted these are the same principles which C.A. Cutter (1837-1903) gave in his famous Rules for a Dictionary Catalog (1873). These principles have been explained in Sears 19 (2007) on pages xvi-xxii.

Salient Features
1. Sought terms are in bold form and arranged in single alphabetical order.
2. Each terms are given with its broader, narrower terms so that a user can understand the complete periphery of a term.
3. Earlier provision of see and see also have been replaced with UF through which one can identify the scope of the term.
4. Simple to use and less time consuming.

Other features include:
- Incorporate new subjects and their terms
- Restructure the form of old headings based on the changing information needs and information seeking behaviour of the users.
- Give new terms to old subject headings based on current usage
- Delete the obsolete terms.
- Discover new relations between subjects and terms thereof.

8. Short Note:
(i).CCF:
Common Communication Format (CCF): CCF is a structure format for creating bibliographical records and for exchanging records between groups of information agency and libraries. An international symposium in Taormina, Sicily conducted by UNESCO was held in April, 1978. On the recommendations of the symposium UNESCO / PGI formed the adhoc group on the establishment of a Common Communication Format (CCF). The first edition of CCF was published in 1984 under the editorship of Peter Simmons and Alan Hopkins and its

second edition was published in 1988 in two volumes called CCF/B and CCF/F. Several countries have adopted this standard for exchange and creation of bibliographic records at national level.

A) Structure of CCF:
       The structure of CCF is the implementation of ISO-2709. It consists of the following- a) Record Labels; b) Directory; and c) Data Fields. (Explain little bit on each aspect)
B) Limitation of the CCF: few limitations is need to be explain over here.

(ii). ISBD:
The International Standard Bibliographic Description (ISBD) is a set of rules produced by the International Federation of Library Associations and Institutions (IFLA) to create a bibliographic description in a standard, human-readable form, especially for use in a bibliography or a library catalog. ISBD has endured for nearly 30 years and has proved to be the most successful effort in the area of bibliographic description. The first ISBD appeared in 1971 as ISBD for Monographic Publications [ISBD (M)]. ISBD (M) is followed by the production of a series of ISBDs for serials, non-book materials, cartographic materials, rare books, printed music, electronic resources etc. ISBD (G) has provided a framework to which all ISBDs have conformed. Existing ISBDs underwent major editorial review twice (in 1980s and 1990s) for three major objectives - to harmonize provisions, achieving increased consistency; to improve examples and to make the provisions more applicable to cataloguers working with materials published in non-roman scripts.

ISBD	First Publication	First General review		Second General Review
		First Revision	**Second Revision**	
ISBD (M) – Monographic Publications	1971 (First standard edition in 1974)	1978 (Revision of first standard edition)	1987 (Revised edition)	2002 (Published on IFLANET as PDF file)
ISBD (G) – General	1977 (First edition)	1992 (Revised edition with annotated text)	--	--
ISBD (S) – Serials	1974	1977 (First standard edition)	1988 (Revised edition)	2002 (**Revised as ISBD (CR)**)
ISBD (NBM) – Non-book materials	1977	1987 (Revised edition)	--	--
ISBD (CM) – Cartographic materials	1977	1987 (Revised edition)	--	--
ISBD (CF) – Computer files	1990 (First edition)	1997 **(Revised as ISBD (ER))**	--	--
ISBD (A) – Antiquarian (Older monographic publications)	1980	--	--	--
ISBD (PM) – Printed music	1980	--	--	1991(Second revised edition)

Guidelines for the application of the ISBDs to the description of component parts	1988	--	--	2003 (Reproduction with corrections)
ISBD (CR) – Serials and other continuing resources	--	--	--	2002 **(First published after Revised from ISBD (S))**
ISBD (ER) – Electronic resources	--	--	--	1997 **(First published after Revised from ISBD (CF))**

iii. Notation

Notation is symbol used in the process of classification to arrange documents in shelves in some artificial way. Here definition of notation as given by Richardson, Sayers, Rangathan etc. will add value to the answer. After that it will be better to explain the need of notation in library context and finally types as : pure and mixed. Use of notation in various known classification schemes like DDC, UDC and CC will be enough to explain this question.