



**LEAD CITY UNIVERSITY**  
**Faculty of Arts and Education**  
**Department of Library and Information Science**

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### **COURSE PARTICULARS**

**Course Code:** LIS 216  
**Course Title:** Cataloguing & Classification II  
**No. of Units:** 3  
**Status:** Compulsory

### **LECTURER DETAILS**

**Name:** Kolawole, Lucia Folasade  
**Qualifications:** MLS, B. Sc.(Hons.)  
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**Areas of Specialization:** Knowledge Organization & Management

### **COURSE DESCRIPTION**

This course will build on the on students, the concept of cataloguing and classification of both print non - print materials.

### **COURSE OBJECTIVES**

At the end of this course, students will be able to:

- Identify and describe non-book materials
- Catalog non-book materials
- Explain the concept of Resources Description and Access
- Distinguish between AACR2 & RDA
- Describe the different online databases
- Explain the theory behind classification

### **ASSESSMENT**

Class Attendance	5 marks
Test(s) and Assignments	25 marks
Final Examination	70 marks

## LECTURE PLAN

WEEK	TOPIC
Week 1	Review of Descriptive Cataloguing & Introduction to the Course
Week 2	Cataloguing of Non-Book Materials
Week 3	Continuation of Cataloguing of Non-Book Materials
Week 4	Cataloguing of Sound- Recording & Serials
Week 5	Cataloguing of Sound- Recording & Serials continued
Week 6	Resources Description and Access (RDA)
Week 7	Application of MARC to Catalogue Library Materials
Week 8	Application of MARC to Catalogue Library Materials continued
Week 9	Online Public Access Catalogs (OPACs)
Week 10	Online Public Access Catalogs (OPACs)
Week 11	Theory of Classification Schemes
Week 12	Revision

## READING LIST

1. Kumar, Krishan (1986) An Introduction to Cataloguing Practice
2. Aina, L. O. (2004) Library & Information for Africa
3. Ogundipe, O.O. (2009) Modern Library Management for Professionals in Developing Countries
4. Sehgal, R.L. (1994) An Introduction to Dewey Decimal Classification
5. Das, Subarna K. (2009) Fundamentals of MARC 21: bibliographic format
6. Sehgal, R.L (1994) An Introduction to Universal Decimal Classification
7. Kumar, Krishan (1979) Theory of Classification

## TUTORIAL QUESTIONS (2016/2017)

- 1a. Give the full bibliographic description of the following material using the information provided below:

International journal of management science (IJOMAS), Volume 8 January 2016 Number 1. The Journal is published bi-annually by Industrial Science Centre, Sango Ota, Ogun State, Nigeria. It has two preliminary pages which were not provided, with two hundred and sixty nine pages in number. There are tables and bibliographical references. ISSN is 07943873. It is 23.3cm long.

**OR**

- 1b. Discuss extensively, how you would catalog both book and non-book materials
2. Explain the various rules for description of non - book materials, giving examples where
- 3a. What are non- book materials?
- b. Mention five types of non- book materials, giving examples where necessary.
- c. In a systematic order, state the elements involved in cataloguing of non- book materials.
- d. List and briefly explain the format of serial catalogues you know.
4. Write in detail the historical background of Resource Description and Access
- 5a. Differentiate between AACR2 and RDA in term of vocabularies
- 5b. Resource Description and Access is better than Anglo American Rule 2. Discuss
- 6a. Write short notes on the following, giving related examples where necessary:
- i. Statement of responsibility
  - ii. Manuscripts
  - iii. Graphic materials
- 6b. Explain the meaning of the following cataloguing signs:
- i. [2010?]
  - ii. 1998
  - iii. [XXVI]

iv. 344p.

- 7.(a) Define the acronym MARC.
- (b) List and describe the various elements of MARC format
8. (a) What do you understand by the term OPAC?  
(b) List and explain fully, the advantages and disadvantages of OPAC in our modern libraries.
9. (a) Describe in detail, the principles of Subject Headings ?  
(b) List five (5) Special Classification Schemes you know
10. (a) What is interlibrary cooperation?  
(b) Mention and briefly explain five (5) reasons for interlibrary cooperation.
11. (a) Define notation in classification  
(b) Mention the two (2) types of notation in classification  
(c) List and explain the functions of notation in classification.
12. Write short note on the following
- Library of Congress Subject Headings
  - Sears list of Subject Headings
  - WorldCat

