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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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