



# UNIVERSITI TEKNOLOGI MARA

## IMD223: INTRODUCTION TO CATALOGING

|                                 |  |                         |   |                                 |  |
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| <b>Course Name (English)</b>    | INTRODUCTION TO CATALOGING <b>APPROVED</b>   |                         |   |                                 |  |
| <b>Course Code</b>              | IMD223   |                         |   |                                 |  |
| <b>MQF Credit</b>               | 3  |                         |   |                                 |  |
| <b>Course Description</b>       | This is a basic course whereby students learn the basic concepts of cataloging which comprises the foundation of descriptive and subject cataloging. Students will also learn how to do copy cataloging using online bibliographic databases and convert the bibliographic records in descriptive catalog to computerized format using MARC21 standard.  |                         |   |                                 |  |
| <b>Transferable Skills</b>      | Descriptive Cataloging   |                         |   |                                 |  |
| <b>Teaching Methodologies</b>   | Lectures, Tutorial   |                         |   |                                 |  |
| <b>CLO</b>                      | <p>CLO1 Discover the concept used in cataloging in creating bibliographic records, copy cataloging, Machine Readable Cataloging (MARC) and Resource Description and Access (RDA) and apply rules of AACR2R.</p> <p>CLO2 Create bibliographic record using AACR2R and MARC21 standard.</p> <p>CLO3 Identify the choice of access points, form of headings, uniform titles and references in creating bibliographic records using AACR2R.</p>  |                         |   |                                 |  |
| <b>Pre-Requisite Courses</b>    | No course recommendations  |                         |   |                                 |  |
| <b>Reading List</b>             | <table border="1"> <tr> <td><b>Recommended Text</b></td><td> <ul style="list-style-type: none"> <li>Zuraidah Abd Manaf &amp; Yushiana Mansor, <i>Zuraidah Abd Manaf &amp; Yushiana Mansor (2012) Pengkatalogan Bahan Maklumat. Selangor, Malaysia: August Publishing.</i></li> </ul> </td></tr> <tr> <td><b>Reference Book Resources</b></td><td> <ul style="list-style-type: none"> <li>AACR, <i>Anglo-American Cataloguing Rules 2nd ed. 2002 rev.; update 2005. Prepared under the direction of the Joint Steering Committee for Revision of AACR. Chicago: American Library Association.</i></li> <li>DDC, <i>Dewey Decimal Classification and Relative Index (2003) Devised by Melvil Dewey. 23rd. ed, Dublin, Ohio: OCLC Online Computer Library Center,</i></li> <li>LCSH, <i>Library of Congress Subject Headings</i></li> </ul> </td></tr> </table> | <b>Recommended Text</b> | <ul style="list-style-type: none"> <li>Zuraidah Abd Manaf &amp; Yushiana Mansor, <i>Zuraidah Abd Manaf &amp; Yushiana Mansor (2012) Pengkatalogan Bahan Maklumat. Selangor, Malaysia: August Publishing.</i></li> </ul> | <b>Reference Book Resources</b> | <ul style="list-style-type: none"> <li>AACR, <i>Anglo-American Cataloguing Rules 2nd ed. 2002 rev.; update 2005. Prepared under the direction of the Joint Steering Committee for Revision of AACR. Chicago: American Library Association.</i></li> <li>DDC, <i>Dewey Decimal Classification and Relative Index (2003) Devised by Melvil Dewey. 23rd. ed, Dublin, Ohio: OCLC Online Computer Library Center,</i></li> <li>LCSH, <i>Library of Congress Subject Headings</i></li> </ul> |
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| <b>Article/Paper List</b>       | This Course does not have any article/paper resources  |                         |   |                                 |  |
| <b>Other References</b>         | <ul style="list-style-type: none"> <li>• Book Batley, Sue (2005) <i>Classification in theory and practice. Oxford: Chandos Publishing.</i></li> <li>• Book Bengson, B. G. (1991) <i>Bibliographic Control. Library Technical Service. 2nd. ed. San Diego : Academic Press</i></li> <li>• Book Brouhthon, Vanda (2006) <i>Essential Classification. London: Facet Publishing.</i></li> <li>• Book Bowman, J.H (2003) <i>Essential Cataloging. London: Facet Pub.</i></li> <li>• Book Bowman, J.H (2005) <i>Essential Dewey. London: Facet Pub.</i></li> <li>• Book Chan, L. M. (1994) <i>Cataloguing and Classification: an introduction. 2nd ed. New York: MacGraw-Hill</i></li> <li>• Book Gorman, Michael (2004) <i>Concise AACR2. III.: American Library Association</i></li> </ul>   |                         |   |                                 |  |

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|  | <ul style="list-style-type: none"><li>• <b>Book Gorman, M. (1990) <i>Descriptive cataloguing: its past, present and future. Technical service today and tomorrow. Libraries Unlimited</i></b></li><li>• <b>Book Kao, M. L. (2000) <i>Cataloging and Classification for Library Technicians. New York : The Haworth Press.</i></b></li><li>• <b>Book Taylor, A. G. (1999) <i>Organization of Information. Col. United States: Libraries Unlimited.</i></b></li></ul> |
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