UNIVERSITI TEKNOLOGI MARA

IMD301: INTRODUCTION TO CATALOGING

Course Name (English)	INTRODUCTION TO CATALOGING APPROVED
Course Code	IMD301

MQF Credit	3

Course Description	This course is designed to provide students with an understanding of the basic concepts and principles of descriptive cataloging and classification. Students learn copy cataloging using online bibliographic databases.

Transferable Skills	Expert in Field

Teaching Methodologies	Lectures, Tutorial

CLO	CLO1 Outline the importance of organizing information-bearing materials. CLO2 Acknowledge the purpose of descriptive cataloging. CLO3 Describe information materials and how to assign access point to them. CLO4 Adapt the fundamental of MARC coding of bibliographic records.

Pre-Requisite Courses	No course recommendations

Reading List	**Recommended Text**	2003, *Anglo-American Cataloguing Rules 2 ed 2000 re*
	Reference Book Resources	Bengson, B. G. 1991, *bibliographic Control. Library Technical Serv*, San Diego : Academic Press
		Chan, L. M. 1994, *Cataloguing and Classification: an introducti*, New York: MacGraw-Hill (Z693.5.U6 C48 1994)
		Gorman, M. 1990, *Descriptive cataloguing: its past, present an*, Libraries Unlimited
		Kao, M. L. 2000, *Cataloging and Classification for Library Tec*, New York : The `Haworth Press.
		Taylor, A. G. 1999, *Organization of Information*, Col. United States: Libraries Unlimited.
		Bowman, J.H 2003, *Essential Cataloging.*, Facet Pub.

Article/Paper List	This Course does not have any article/paper resources
Other References	This Course does not have any other resources