



**UNIVERSITI TEKNOLOGI MARA**

**IML252: CATALOGING AND CLASSIFICATION 2**

<b>Course Name (English)</b>	CATALOGING AND CLASSIFICATION 2 <b>APPROVED</b>				
<b>Course Code</b>	IML252				
<b>MQF Credit</b>	3				
<b>Course Description</b>	This course is an extension of IML202. It covers the principles and purposes of subject cataloguing and library classification. The subject emphasizes on the assigning of first level subject headings and basic call numbers using major subject headings' lists and classification schemes.				
<b>Transferable Skills</b>	<ol style="list-style-type: none"> <li>1. Explain the principles and purposes of subject cataloging and library classification. (C6)</li> <li>2. Discuss the relationships between classifications, subject disciplines and call numbers. (A2)</li> <li>3. Construct first level subject headings and classifying of informational resources. (P7)</li> </ol>				
<b>Teaching Methodologies</b>	Lectures, Tutorial				
<b>CLO</b>	<p>CLO1 Explain the principles and purposes of subject cataloging and library classification. (C6)</p> <p>CLO2 Discuss the relationships between classifications, subject disciplines and call numbers. (P8)</p> <p>CLO3 Construct first level subject headings and classifying of informational resources. (A4)</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>• Lois Mai Chan, <i>Cataloging and Classification</i> [ISBN: 9780810860001]</li> </ul> </td> </tr> <tr> <td><b>Reference Book Resources</b></td> <td> <ul style="list-style-type: none"> <li>• Minnie Earl Sears 2007, <i>Sears List of Subject Headings</i>, H. W. Wilson [ISBN: 9780824210762]</li> <li>• Library of Congress, Policy and Standards Division Staff, Library of Congress. Policy and Standards Division 2009, <i>Supplementary Vocabularies</i>, Library of Congress Cataloging Distribution Service Ohio [ISBN: 9780844412313]</li> <li>• Melvil Dewey 2011, <i>Dewey Decimal Classification and Relative Index</i>, OCLC Ohio [ISBN: 9781910608814]</li> </ul> </td> </tr> </table>	<b>Recommended Text</b>	<ul style="list-style-type: none"> <li>• Lois Mai Chan, <i>Cataloging and Classification</i> [ISBN: 9780810860001]</li> </ul>	<b>Reference Book Resources</b>	<ul style="list-style-type: none"> <li>• Minnie Earl Sears 2007, <i>Sears List of Subject Headings</i>, H. W. Wilson [ISBN: 9780824210762]</li> <li>• Library of Congress, Policy and Standards Division Staff, Library of Congress. Policy and Standards Division 2009, <i>Supplementary Vocabularies</i>, Library of Congress Cataloging Distribution Service Ohio [ISBN: 9780844412313]</li> <li>• Melvil Dewey 2011, <i>Dewey Decimal Classification and Relative Index</i>, OCLC Ohio [ISBN: 9781910608814]</li> </ul>
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<b>Article/Paper List</b>	This Course does not have any article/paper resources				
<b>Other References</b>	This Course does not have any other resources				