

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
*(Department of Library and Information Sciences)*

**WARNING**

1. **USE YOUR OWN WORDS WHILE WORKING ON YOUR ASSIGNMENT. IN CASE OF QUOTING FACT(S) OR STATEMENT(S) FROM ANY SOURCE, ALWAYS REMEMBER TO PROVIDE FULL REFERENCE OF THE SOURCE ACCORDING TO “TURABIAN’S MANUAL” PROVIDED IN YOUR COURSE MATERIAL.**
2. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
3. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.**

Course: Cataloguing Theory and Practice (5504)  
Level: MLIS

Semester: Spring, 2013  
Total Marks: 100

**ASSIGNMENT No. 1**  
**(Units: 1–5)**

*Note: All questions carry equal marks.*

- Q. 1 What is library catalogue? What happens in a library without catalogue? Discuss in detail keeping in view the objectives of catalogue. Illustrate its functions.
- Q. 2 Review chapter one of the book “Introduction to cataloguing and classification by B.S. Wyner & Arlene G. Taylor in your own words”.
- Q. 3 What problems arise when describing Pakistani names while cataloguing? Who did the pioneering work in this regard and do you feel the solution is feasible?
- Q. 4 Mention the chief sources of bibliographic information for all types of material. Describe the elements of a document to be read technically for cataloguing purpose.
- Q. 5 Write short notes on:
  - i) Classified, Divided and CD ROM catalogue
  - ii) Added and Analytical Entries
  - iii) Principles of descriptive cataloging
  - iv) Classified Catalogue Code (CCC)

**ASSIGNMENT No. 2**  
**(Unit 6-9)**

**Total Marks: 100**

*Note: All questions carry equal marks.*

- Q. 1 What is the need for descriptive cataloging? Describe the logic of using symbols in between the different elements of a catalogue and explain function of spacing.
- Q. 2 What is Alphabetic-classed catalogue? Explain in such a simple way that a student having no exposure to a library may easily Understand the meaning of your description.
- Q. 3 Prepare main entry catalogue cards for the following categories:
- i) Book by four authors
  - ii) Book by three authors
  - iii) Book by two authors, first one is a married woman.
  - iv) A journal whose title changed after some years
- Q. 4 Prepare main entry catalogue cards for the following:
- i) Videocassette
  - ii) CD ROM
  - iii) Map
  - iv) Atlas
- Q. 5 Write short notes on:
- i) Online Public Access Catalogue (OPAC)
  - ii) Copy cataloging
  - iii) GMD and SMD
  - iv) Uniform title/parallel titles

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