

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

**WARNING**

- 1. 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.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

**Note:**

Use your own words while working on your assignment. In case of quoting any fact or statement from any source, always remember to provide full reference of the source according to "Turabian's Manual" provided in your course material.

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**Course: Cataloguing: Theory and Practice (5504)**

**Level: MLIS**

**Semester: Spring, 2014**

**Total Marks: 100**

**Pass Marks: 40**

**ASSIGNMENT No. 1**  
**(Units 1-5)**

*All questions carry equal marks.*

- Q.1 Define Library Catalog. Why Cataloging is necessary for library collection, discuss in detail.
- Q.2 How many areas a catalog record should have keeping in view the uniformity? Describe all areas of catalog record.
- Q.3 Trace the history of cataloguing codes development.
- Q.4 What is the chief source of information? Describe in detail the chief sources of information.
- Q.5 Use of punctuation is necessary in catalog card preparation. Discuss in detail about spacing, punctuation, capitalization and abbreviations with examples.

## ASSIGNMENT No. 2

(Units 6-9)

**Total Marks: 100**

**Pass Marks: 40**

*All questions carry equal marks.*

- Q.1 Discuss in detail about physical and logical forms of catalog with examples.
- Q.2 Cataloging of Pakistani names' rules are based on the principles adopted at the 1961 Paris Conference. Discuss in detail with examples.
- Q.3 Discuss ALA general rule of filing catalogue records.
- Q.4 Prepare main entry cards of the following categories:
1. Book by two authors
  2. Book by more than three authors
  3. Document by a corporate body
  4. A journal whose title changed after some years
  5. Map and Globe
- Q.5 Arrange the following "word by word" and "letter by letter" according to ALA Filing Rules.

Handbags, Lara Astrom, Margit Astrom, Lyder Mullen von, Pat Mullen, Newest England, News from New-England, Slowpoke, slow learners, Slowo Leninie, Life mind and spirit, Life after death, Life a bowl of rice, arte e historia, arte & cultura, Art & C., Whom the gods destroys, Whose sea, John A. Brown, John A. Brown-1914, Doctor come quickly, Dr. Christian's Wandlung, Michal Las, Las Cartas Largas.