



Descriptive and Subject Cataloguing: A Workbook (Chandos Information Professional Series)

Jaya Raju, Reggie Raju

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A workbook on descriptive and subject cataloguing featuring practical examples and suggested solutions to reinforce theoretical concepts and practical application in descriptive cataloguing (using Anglo-American Cataloguing Rules, 2nd ed., 1998 rev.), bibliographic classification (using Dewey Decimal Classification, 21st ed.) and assigning subject headings (using Sears List of Subject Headings, 17th ed.).

- Includes examples for both manual and computerised creation of bibliographic records, thus preparing students for both automated and manual library and information service (LIS) environments
- While the workbook uses Anglo-American Cataloguing Rules, Dewey Decimal Classification and Sears List of Subject Headings as tools for information organisation, the major objective is to develop skills in information management and organisation
- While the workbook is likely to be predominately used in the instruction of first level library and/or information studies programmes offered by higher education institutions, it could very well be used in the LIS work environment

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