

BPS Mahila Polytechnic, Khanpur kalan (Sonipat)

Lesson Plan

Name of the faculty: RS. RATHI

Discipline: Library and Information science

Semester: 4<sup>th</sup>

Subject: Library Cataloguing IV

Lesson Plan Duration: 15 weeks (March 06, 2023 to June 15. 2023)

Work Load : T (03) Pr (04)

Week	Theory		Practical	Topic
	Lecture Day	Topic	Practical Day	
1 <sup>st</sup>	1	MARC Introduction	1 <sup>st</sup>	MARC: Introduction
	2	Why MARC necessary	2 <sup>nd</sup>	Standard Used for creating MARC record Pr.
	3	History of MARC	3 <sup>rd</sup>	Standard used for creating MARC record Pr.
			4 <sup>th</sup>	Standard Used for creating MARC record.Pr.
2 <sup>nd</sup>	4	MARC 21	5 <sup>th</sup>	Standard Used for creating MARC record.Pr.
	5	Standard used for creating MARC record	6 <sup>th</sup>	Standard Used for creating MARC record.Pr.
	6	Familiar terms: Fields, Subfields, Indicators	7 <sup>th</sup>	Familiar terms: Fields, Subfields, Indicators. Pr.
			8 <sup>th</sup>	Familiar terms: Fields, Subfields, Indicators. Pr.
3 <sup>rd</sup>	7 <sup>th</sup>	Field structure, Fixed Field, variable Fields	9 <sup>th</sup>	Field structure, Fixed Field, variable Fields. Pr.
	8 <sup>th</sup>	CCF: common communication format	10 <sup>th</sup>	Field structure, Fixed Field, variable Fields. Pr.
	9 <sup>th</sup>	General Introduction about CCF	11 <sup>th</sup>	CCF: common communication format. Pr.
			12 <sup>th</sup>	CCF: common communication format. Pr.
4 <sup>th</sup>	10 <sup>th</sup>	Purpose of the CCF	13 <sup>th</sup>	CCF: common communication format. Pr.
	11 <sup>th</sup>	CCF: Common Communication Format: Record structure Directory, Data fields, Record separators	14 <sup>th</sup>	CCF: Common Communication Format: Record structure Directory, Datafields, Record separators. Pr.
	12 <sup>th</sup>	CCF Tag code, Link and Levels	15 <sup>th</sup>	CCF: Common Communication Format: Record structure Directory, Data fields, Record separators. Pr.
			16 <sup>th</sup>	CCF: Common Communication Format: Record structure Directory, Datafields, Record separators. Pr.
5 <sup>th</sup>	13 <sup>th</sup>	Periodical publications: Periodical and serials	17 <sup>th</sup>	CCF: Common Communication Format: Record structure Directory, Datafields, Record separators. Pr.

	14 <sup>th</sup>	Class Number Area	18 <sup>th</sup>	Class Number Area Pr.
	15 <sup>th</sup>	Class Number Area	19 <sup>th</sup>	Class Number Area Pr.
			20 <sup>th</sup>	Class Number Area Pr.
6 <sup>th</sup>	16 <sup>th</sup>	Title responsibility	21 <sup>th</sup>	Title responsibility Pr.
	17 <sup>th</sup>	Number or other designation	22 <sup>nd</sup>	Title responsibility Pr.
	18 <sup>th</sup>	Distributor	23 <sup>rd</sup>	Number or other designation .Pr.
7 <sup>th</sup>	19 <sup>th</sup>	Physical Description	24 <sup>th</sup>	Number or other designation .Pr.
	20 <sup>th</sup>	Series	25 <sup>th</sup>	Number or other designation .Pr.
	21 <sup>st</sup>	Test	26 <sup>th</sup>	Physical Description. Pr.
			27 <sup>th</sup>	Physical Description. Pr.
8 <sup>th</sup>	22 <sup>nd</sup>	Note Area	28 <sup>th</sup>	Physical Description. Pr.
	23 <sup>rd</sup>	ISSN	29 <sup>th</sup>	Series area. Pr.
	24 <sup>th</sup>	Tracing	30 <sup>th</sup>	Note Area Pr.
			31 <sup>st</sup>	Note Area Pr.
9 <sup>th</sup>	25 <sup>th</sup>	Added (Subject)	32 <sup>nd</sup>	ISSN Pr.
	26 <sup>th</sup>	Added (Subject)	33 <sup>rd</sup>	ISSN Pr.
	27 <sup>th</sup>	Added (Subject)	34 <sup>th</sup>	Tracing area Pr.
			35 <sup>th</sup>	Tracing area Pr.
10 <sup>th</sup>	28 <sup>th</sup>	Added (spons)	37 <sup>th</sup>	Added (Subject).Pr.
	29 <sup>th</sup>	Added (spons)	38 <sup>th</sup>	Added (Subject).Pr.
	30 <sup>th</sup>	Added (spons)	39 <sup>th</sup>	Added (Subject).Pr.
			40 <sup>th</sup>	Added (spons). Pr.
11 <sup>th</sup>	31 <sup>th</sup>	Non book Material	41 <sup>th</sup>	Added (spons). Pr.
	32 <sup>nd</sup>	Manuscript.	42 <sup>nd</sup>	Added (spons). Pr.
	33 <sup>rd</sup>	-do-	43 <sup>rd</sup>	Non book Material. Pr.
			44 <sup>th</sup>	Non book Material. Pr.
12 <sup>th</sup>	34 <sup>th</sup>	MAP	45 <sup>th</sup>	Non book Material. Pr.
	35 <sup>th</sup>	-do-	46 <sup>th</sup>	MAP. Pr.
	36 <sup>th</sup>	-do-	47 <sup>th</sup>	MAP. Pr.
			48 <sup>th</sup>	
13 <sup>th</sup>	37 <sup>th</sup>	Motion picture	49 <sup>th</sup>	MAP. Pr.
	38 <sup>th</sup>	Micro forms	50 <sup>th</sup>	Motion picture. Pr.
	39	-do-	51 <sup>st</sup>	Non book material: Atla Pr.
			52 <sup>nd</sup>	Non book material: Atla Pr.
14 <sup>th</sup>	40 <sup>th</sup>	Motion picture	53 <sup>rd</sup>	Motion picture. Pr.
	41 <sup>st</sup>	Music	54 <sup>th</sup>	Micro forms. Pr.
	42 <sup>nd</sup>		55 <sup>th</sup>	Micro forms. Pr.
			56 <sup>th</sup>	Music Pr.
15 <sup>th</sup>		Non book material: Atlas	57 <sup>th</sup>	Non book material: Atla Pr.
		Non book material: Atlas	58 <sup>th</sup>	Non book material: Atla Pr.
		Revision full syllabus	59 <sup>th</sup>	Music Pr.
			60 <sup>th</sup>	Non book material: Atla Pr