## CONTENTS

Preface

Abbreviations used

List of tables

List of figures

### 1. INTRODUCTION

1.1 Background of the problem
1.2 Contention
1.3 Literature survey
1.4 Objectives of the study
1.5 Methodology
1.6 Characterization

### 2. UNIVERSITY LIBRARIES IN ASSAM AND THEIR CATALOGUING SYSTEM

2.1 Introduction

2.2 University library systems in Assam

#### 2.2.1 University library users

(i) Users in GU Library
(ii) Users in DU Library
(iii) Users in AAU Library

#### 2.2.2 University library collection

(i) Collection in GU Library
(ii) Collection in DU Library
(iii) Collection in AAU Library

#### 2.2.3 University library budget

(i) Budget for GU Library
(ii) Budget for DU Library
(iii) Budget for AAU Library

#### 2.2.4 University library Services
2.3 Cataloguing system
   2.3.1 Catalogue codes used
      (i) AACR and CCC
   2.3.2 Catalogues in University Libraries of Assam
   2.3.3 Preparation of catalogue entries
   2.3.4 Updating of catalogues
   2.4 Conclusion

3. LIBRARY AUTOMATION
   3.1 Introduction
   3.2 Need of library automation
      3.2.1 Increased workload
      3.2.2 Need of greater efficiency
      3.2.3 Facilitates improvement of services
      3.2.4 Co-operation and centralization
   3.3 Factors for library automation
      3.3.1 Costs
      3.3.2 Space
      3.3.3 Hardware
      3.3.4 Software
      3.3.5 Management
      3.3.6 Computer experts
      3.3.7 Library staff
      3.3.8 Library users
      3.3.9 Planning and designing
   3.4 Areas for application of library automation
      3.4.1 Acquisition
      3.4.2 Serial control
      3.4.3 Circulation
      3.4.4 Cataloguing
         (i) Machine readable catalogues
      3.4.5 Information storage and retrieval
         (i) Bibliographic information retrieval handling
      3.4.6 Inter library loan
   3.5 Conclusion
4. AUTOMATED CATALOGUING AND ITS EXPERIENCE

4.1 Introduction

4.2 Automated cataloguing advantages

4.2.1 Space
4.2.2 Comfortable searching of information
4.2.3 Expansion of access points
4.2.4 Uniformity
4.2.5 Common database for different programmes
4.2.6 Economy
4.2.7 Searching, retrieval and display
4.2.8 Preparation of bibliography
4.2.9 Special collection
4.2.10 Resource sharing

4.3 The online catalogues

4.3.1 Types of online catalogues
4.3.2 Components of online catalogues
4.3.3 Steps for online catalogues
  (i) Retrospective conversion

4.4 Bibliographic record formats

4.4.1 Machine readable catalogues- The Marc
4.4.2 The exchange format
  (i) The common communication format

4.5 Automated cataloguing experiences

4.5.1 Experience with OPAC in United Kingdom
  (i) Beginning of searches
  (ii) Title searches
  (iii) Author searches
  (iv) Author and title searches
  (v) Subject searches
  (vi) Keyword searches

4.5.2 Experience in creating the North East database
  (i) The North East database
  (ii) Inputting the data elements
  (iii) Editing
  (iv) Display of records
  (v) Transfer of database and data
  (vi) Retrieval system
## 5. USE OF CATALOGUES IN THE THREE UNIVERSITY LIBRARIES OF ASSAM

### 5.1 Introduction

### 5.2 Study of catalogue use
- 5.2.1 Library services availed
- 5.2.2 Information needs for various categories of collection
- 5.2.3 Extent of catalogue consultation
- 5.2.4 Satisfaction with the existence of the catalogues

### 5.3 Study of readers' approaches
- 5.3.1 Readers' approaches
- 5.3.2 Indication of entry elements according to readers' approaches: a survey

### 5.4 Conclusion

## 6. PROSPECT OF AUTOMATED CATALOGUING IN UNIVERSITY LIBRARIES OF ASSAM

### 6.1 Introduction

### 6.2 Preparation
- 6.2.1 Management's acceptance
- 6.2.2 Staff's acceptance
- 6.2.3 Users' acceptance
- 6.2.4 Fund

### 6.3 Planning group

### 6.4 Feasibility study
- 6.4.1 Areas to be investigated

### 6.5 Prospect of automated cataloguing
- 6.5.1 Software selection
  - (i) Factors for selection
- 6.5.2 Hardware selection
- 6.5.3 Telecommunication
- 6.5.4 Environment
- 6.5.5 Implementation
  - (i) Introduction
  - (ii) Time
  - (iii) Site preparation
  - (iv) Staff training and users' education
  - (v) Creation of files

### 6.6 Conclusion
7. CONCLUSION: PRINCIPAL OBSERVATIONS AND RECOMMENDATIONS

7.1 Principal observations

7.2 Recommendations

Selected bibliography

Appendices

Appendix-1 Universities of India
Appendix-2 Display of records in different formats
Appendix-3 Questionnaire for University Librarians
Appendix-4 Questionnaire for University Library users