

COOPERATIVE CATALOUGING & CENTRALISED CATALOUGING

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COOPERATIVE CATALOGUING

The sharing by a number of libraries of cost and/or labour of cataloguing to avoid the duplication of effort common to each.

OBJECTIVES :-

1. It is economical.
2. Avoid the duplication in cataloguing process of the participating libraries.
3. It helps to locate the document even its absence.
4. The most important object of the cooperative cataloguing is to reveal the total resources of a region which enables the readers to select the desired materials.
5. Preparation of union catalogue with relative cost.

ADVANTAGES:-

1. **ECONOMY** : It is most economical form of cataloguing as discussed above. It not only save money, man power and machinery also. Saving in term of money, manpower and marching can be utilized for other service in the library.
2. **ELIMINATION OF DUPLICATION** : It may eliminate duplication of cataloguing work in libraries.
3. **QUALITY** : It ensures Qualitative cataloguing at cheaper cost because expert cataloguers can be engaged to catalogue books at selected places.
4. **UNIFORMITY** : It ensures uniformity in internal and physical forms of catalogue used by the participating libraries.
5. **QUANTITY** : Quantity of books catalogued is increased, i.e., more number of books can be catalogued in lesser time.
6. **UNION CATALOGUING** : It may be helpful in complication of union catalogue.

DISADVANTAGES:-

1. It give rise to unemployment of cataloguers because cataloguers are required only of a centralized or selected places when the work a cataloguing is divided.
2. Libraries adopting different form and type of catalogues cannot participate in it.
3. The cost of a such a scheme coupled with the delay in the security cards would render it impracticable.

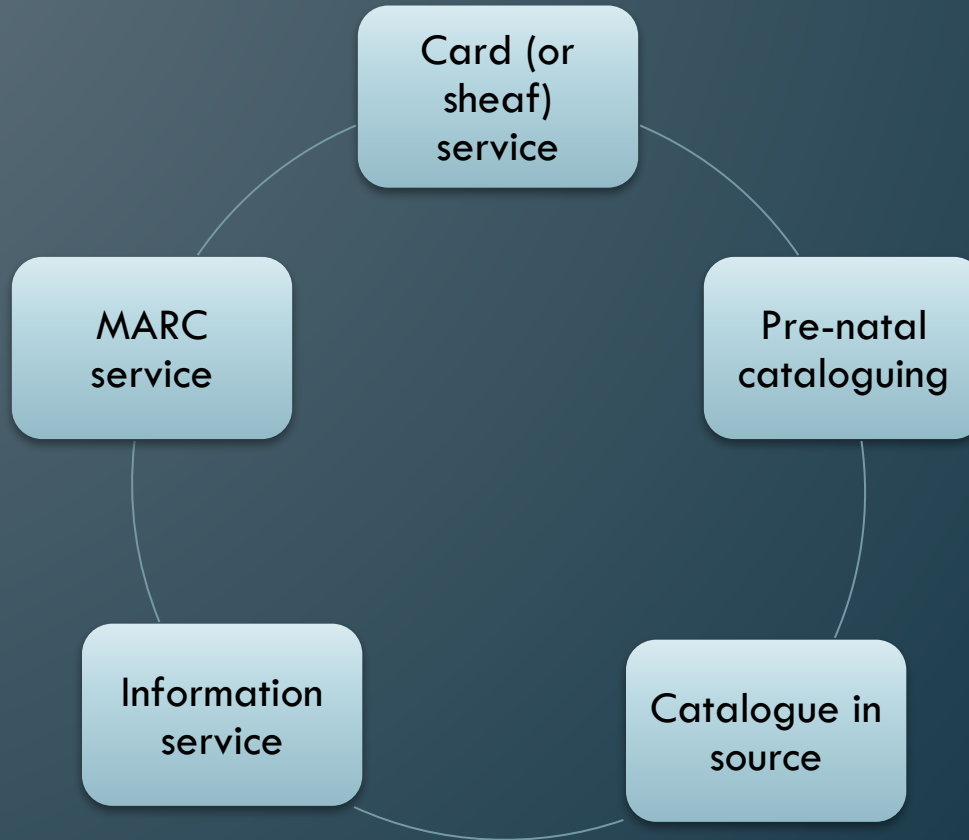
CENTRALISED CATALOGUING

The cataloguing of documents by some central organisation. The main purpose of central cataloguing to some duplication of efforts in the cataloguing department of several libraries.

OBJECTIVES :-

1. Avoid duplication of work.
2. Achieve uniform and standard cataloguing practices.
3. Minimize the cost of cataloguing.
4. Help member libraries provide better and more effective library services.

FORMS



ADVANTAGES:-

1. Duplication of work is eliminated.
2. Economy is effected.
3. Standard practices resulting in uniformity.
4. Quantitative improvement.
5. Can obtain sophisticated equipment.
6. Employ better staff
7. Can obtain speed and promptness.
8. Scope for preparing access looks like union catalogue.

DISADVANTAGES:-

1. Pooling of funds may be difficult.
2. Local variation may pose problems possible delays.
3. May not be necessary because of only limited number of documents.

THANK YOU