No. 0512335   <u>**Advanced Cataloguing**</u>   **(3 c.h)**

      The course is intended to complement cataloguing (1). It trains students to master the necessary technical skills in preparing catalogues. Main entries, descriptive cataloguing and subject analysis. Preparation of cards and automated cataloguing records for all types of information resources. Jordan MARC, filing rules, organization and maintaining of catalogues. Software packages for cataloging. Main problems in cataloging. Practical training.