

7:30 – 8:30 A.M.

Registration & Breakfast

8:30 – 10:30 A.M.

Session 1:

- Introduction to Basic Principles of Controlled Vocabularies and Subject Analysis in Subject Cataloging Process
- What is Subject Cataloging?
- RDA and Subject Cataloging
- RDA and Subject Relationship
- Subject Representation and Access
- Cutter's Principles of Subject Cataloging
- Subject Authority Control
- Functions of a Subject Authority File
- General Methods of Subject Analysis: Steps in Subject Analysis
- Assigning Subject Headings: General Guidelines
- MARC 21 Coding for Subject Headings

10:30 – 11:00 A.M.

Morning Break

11:00 – 01:00 P.M.

Session 2:

- Introduction to Library of Congress Subject Headings (LCSH)
 - LCSH as a Subject Authority List
 - Format of LCSH and MARC Coding
 - LCSH in Subject Authority Records
 - LCSH in Bibliographic Records

01:00 – 2:00 P.M.

Lunch & Solat

02:00–04:30P.M.

Session 3:

- LCSH Main Headings: Functions, Types, Syntax, and Semantics
 - Functions of Main Headings
 - Components of LCSH Headings: Established Headings, Class Numbers, Scope Notes, and References
 - Cross References & Relationships of Terms: Equivalence, Hierarchical & Associative Relationships
 - Types of Main Headings: Topical Headings; Form Headings; Name Headings; and Geographic Headings

****Practical Exercises: Main Headings****

4:30 P.M.

Refreshment & End of Day 1

7:30 – 8:30 A.M.

Registration & Breakfast

8:30 – 10:30 A.M.

Session 3: (Cont.)

- LCSH Main Headings: Functions, Types, Syntax, and Semantics
 - Syntactical Structure of Headings: Single-noun headings and Phrase Headings (Adjectival, Conjunctival, Inverted & Free-Floating Phrase Headings)

****Practical Exercises: Main Headings****

10:30 – 11:00 A.M.

Morning Break

11:00 – 01:00 P.M.

Session 3: (Cont.)

- LCSH Main Headings: Functions, Types, Syntax, and Semantics
 - Semantics or Forms & Meanings of Headings: Synonyms and Homographs

****Practical Exercises: Main Headings****

01:00 – 2:00 P.M.

Lunch & Solat

02:00–04:30P.M.

Session 4:

- LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z]
 - Functions of Subdivisions
 - Authority to Use Subdivisions
 - Citation Order of Subdivisions
 - Form Subdivisions [MARC Subfield \$v]
 - Topical Subdivisions [MARC Subfield \$x]
 - Free-Floating Form and Topical Subdivisions:
 - General Application; Under Specific Types of Headings;
 - Controlled by Pattern Headings; & Indicated by “Multiples”
- Geographic Subdivisions [MARC Subfield \$z]: Direct & Indirect

****Practical Exercises: Main Headings & Subdivisions****

4:30 P.M.

Refreshment & End of Day 2

7:30 – 8:30 A.M.

Registration & Breakfast

8:30 – 10:30 A.M.

Session 5:

- LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z]
 - Form Subdivisions [MARC Subfield \$v]
 - Topical Subdivisions [MARC Subfield \$x]

****Practical Exercises: Main Headings & Subdivisions****

10:30 – 11:00 A.M.

Morning Break

11:00 – 01:00 P.M.

Session 6:

- LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z]
 - Free-Floating Form and Topical Subdivisions: General Application; Under Specific Types of Headings; Controlled by Pattern Headings; & Indicated by “Multiples”

****Practical Exercises: Main Headings & Subdivisions****

01:00 – 2:00 P.M.

Lunch & Solat

02:00–04:30P.M.

Session 7:

- LCSH Subdivisions [MARC Subfields \$v, \$x, \$y, \$z]
 - Chronological Subdivisions [MARC Subfield \$y]
 - Geographic Subdivisions [MARC Subfield \$z]: Direct & Indirect

****Practical Exercises: Main Headings & Subdivisions****

****Group Practical Exercises & Group Presentations****

4:30 P.M.

Refreshment & End of Day 3