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AAT Advanced Bookkeeping Revision Lecture 2- Accruals and Prepayments Bank reconciliations four examples AAT level 2 Bookkeeping Controls Cataloguing practice: personal and shared authorship in CCC and AACR-2 (LIB) MARC Bibliographic basics *Chapter 4 Sales and Purchase Ledger Reconciliations AAT Level 2*

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Issue 4 ...

Identifies the principal rules and

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significant elements of the revised Anglo-American cataloging code through a programmed text

"The present book is meant to help the readers prepare various types of entries of the books according to the Anglo American Cataloguing Rules-2. This book simplifies the preparation of entries of various types of books, ranging from simple titles, single to multi-volume or composite books with the help of illustrative examples which help the reader grasp the basic rules of the cataloguing code."

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An abridged version of the second edition of the Anglo-American Cataloguing Rules provides an introduction to its basic principles

This essential new textbook provides cataloguers with the skills needed for transition to Resource Description and Access (RDA). The book builds on John Bowman's highly regarded Essential Cataloguing and gives an introduction to Functional Requirements for Bibliographic Records

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(FRBR), which provides the conceptual basis for RDA; discusses the differences between AACR2 and RDA; and shows the current state of play in MARC 21. Key topics are: introduction to catalogues and cataloguing standards the FRBRization of the catalogue bibliographic elements access points and headings RDA: the new standard, its development, structure and features AACR and RDA: the similarities and differences between the two standards the MARC21 record bringing it all together the birth of RDA and the death of MARC. The final chapter includes ten records displayed in AACR2 level 1, AACR2 level 2, RDA and MARC



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21, making it easy to see the differences at a glance. There is also a fully explained worked example based on RDA Appendix M.

Readership: Written at a time of transition in international cataloguing, this book provides cataloguers and students with a background in general cataloguing principles, the current code (AACR2) and format (MARC 21) and the new standard (RDA). The contextual chapters provide library managers with an up-to-date overview of the development of RDA in order to equip them to make the transition. The book will be essential reading for students of library and information studies

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and practising library and information professionals in all sectors. It will also be of great interest to the archives sector.

Information resources are useless when access is not provided. This fundamental function is within the concept of cataloguing. Thus, cataloguing is an essential process that provides access to all acquired information resources of the library for it allows people to find information needed for their personal and professional growth and development.

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Realizing the need and importance of cataloguing in library management, the present book, deals with the practical aspects of cataloguing by AACR-II. The book simplifies the preparation of various kinds of entries of different forms of documents generally available in libraries for use. This book not only covers the fundamental aspects of cataloguing rules and forms of entries but also provides a number of examples of various cataloguing problems which include simple authors, corporate authors, pseudonyms and sacred scriptures. It is hoped that this book shall be of immense

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use not only to LIS students but library professionals as well.

An abridged version of the second edition of the Anglo-American Cataloguing Rules provides an introduction to its basic principles

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