



## **MOHANLAL SUKHADIA UNIVERSITY**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Faculty of Social Sciences**

### **SYLLABUS**

**B.Lib.I.Sc**

(Under Choice Based Credit System)

2019-20 onwards

## **Librarianship as a Career**

Libraries are now universally recognized as important social institutions, no community is considered complete without a library. The rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A library is an important element of a community; an academic library is an essential part of an educational institution school, college or university; a business and industrial organization.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs personnel with good academic and professional qualifications; proficiency in one the natural sciences, social sciences or the humanities is helpful in the professional development of a Librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as librarians.

Librarianship as a profession provides a variety of employment opportunities. In Fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

The Department of Library and Information Science, University College of Social Sciences and Humanities, is organized under the Faculty of Social Sciences. It conducts one-year (two semesters) fulltime course leading to the Degree in Bachelor of Library and Information Science.

### **Objectives:**

- To give the students an understanding of the basic principles and fundamental laws of Library and Information Science and to enable him/her to understand and appreciate the functions and purposes of the Library in the changing social and academic environment.
- To train the students in the techniques of librarianship and management of libraries.
- To acquaint the students with the organizations and development of the universe of knowledge and research methods.
- To make the students proficient in the theory and methods involved in information storage and retrieval.

**Learning Outcomes:**

The student will be able to manage the libraries in the ICT environment. The students will be equipped with the advanced skills of literature searching, networks, database management and related areas. The student will have necessary analytical skills to solve the problems in managing the libraries in the traditional system and in ICT enabled library services. The students are introduced to the basic areas of research, style manuals and will be able to scientifically communicate the research results with the peers.

**Course Name:**

- Bachelor of Library and Information Science (**B.Lib.I.Sc**)

**Nature:** Professional Course

**Admission:** Bachelor of Library and Information Science

**Duration:** One Year (Two Semesters)

**Eligibility:** Graduation or Post Graduation in any discipline with minimum of 45% Marks or equivalent grade.

**No. of Seats:** 50 (Regular mode) + 10(Self finance mode). Reservation as per university norms.

**Medium of instruction:** The medium of instruction is English, however, students may opt examination in Hindi medium.

**Note:**

- He/She must fulfill other conditions as may be laid down by the University/Admission Committee from time to time.
- 10% of the seats will be available for deputed/In-service candidates and working librarians. (In case of non-availability of eligible candidates in the in-service/deputed category, the seats will be filled up by fresh candidates).
- Reservation of seats belonging to Scheduled Castes and Scheduled Tribes shall be as per policy laid down by the University.
- Result will be prepared as per the CBCS rules of the university.

- Grade system will be applicable as per the rules of other subject of Social Science faculty.
- Failed/supplementary candidates will be governed by the Ordinances as applicable to other Post-Graduate students (CBCS) of the University.

**Fees Structure:**

| <b>B.Lib.&amp;Inf. Sc</b>           |   |
|-------------------------------------|---|
| Normal Seats (I <sup>st</sup> Sem.) | Rs. 3,000/- and Local Fund              |
| II <sup>nd</sup> Semester           | Rs. 3,000/-                             |
| Payment Seats                       | Rs. 5,000/- Per Semester and Local Fund |

### B.Lib.I.Sc (CBCS) Semester – I

| Course No. | Course Code  | Type | Title of the Course                                   | Credits | L-T-P | Internal Marks | University Exam Marks | Total Marks |
|------------|--------------|------|---|---------|-------|----------------|-----------------------|-------------|
| 1.         | BLIS/1/CT/01 | CC   | Foundation of Library and Information Science         | 4       | 3-1-0 | 20             | 80                    | 100         |
| 2.         | BLIS/1/CT/02 | CC   | Basics of Information and Communication Technology    | 4       | 3-1-0 | 20             | 80                    | 100         |
| 3.         | BLIS/1/CT/03 | CC   | Knowledge Organization: Classification Theory         | 4       | 3-1-0 | 20             | 80                    | 100         |
| 4.         | BLIS/1/CT/04 | CC   | Management of Library and Information Centres         | 4       | 3-1-0 | 20             | 80                    | 100         |
| 5.         | BLIS/1/CT/05 | CC   | Knowledge Organization: Colon Classification Practice | 4       | 0-0-6 | 20             | 80                    | 100         |
| 6.         | BLIS/1/CP/01 | CC   | Basics of IT Practice (PR)                            | 4       | 0-0-8 | 20             | 80                    | 100         |

### B.Lib.I.Sc (CBCS) Semester – II

| Course No.                                  | Course Code     | Type  | Title of the Course   | Credits | L-T-P | Internal Marks | University Exam Marks | Total Marks |
|---|-----------------|-------|---|---------|-------|----------------|-----------------------|-------------|
| 1.  | BLIS/2/CT/07    | CC    | Information Sources and Services                              | 4       | 3-1-0 | 20             | 80                    | 100         |
| 2.  | BLIS/2/CT/08    | CC    | Internet and Its Applications                                 | 4       | 3-1-0 | 20             | 80                    | 100         |
| 3.  | BLIS/2/CT/09    | CC    | Knowledge Organization: Cataloguing Theory                    | 4       | 3-1-0 | 20             | 80                    | 100         |
| 4.  | BLIS/2/CT/10    | CC    | Knowledge Organization: Dewey Decimal Classification Practice | 4       | 0-0-8 | 20             | 80                    | 100         |
| <b>Elective-Choose any one group A or B</b> |                 |       |   |         |       |                |                       |             |
| <b>Group –A</b>                             |                 |       |   |         |       |                |                       |             |
| 5.  | BLIS/2/ET/11-A  | EC    | Documentation and Information Services                        | 4       | 3-1-0 | 20             | 80                    | 100         |
|   | BLIS/2/ET/11-B  | EC    | Information Retrieval and Academic Libraries                  | 4       | 3-1-0 | 20             | 80                    | 100         |
| <b>Group –B</b>                             |                 |       |   |         |       |                |                       |             |
| 6.  | BLIS/2/ET/12-A  | EC    | Community Information Service                                 | 4       | 3-1-0 | 20             | 80                    | 100         |
|   | BLIS/2/ET/12-B  | EC    | E-Resources and Technical Writing                             | 4       | 3-1-0 | 20             | 80                    | 100         |
| 7.  | BLIS/2/Skill/01 | Skill | Training and Report Writing                                   | 2       | 0-0-2 | 20             | 80                    | 100         |

# BLISc. First Semester

**Paper Code:** BLIS/1/CT/01

**Paper Name:** Foundation of Library and Information Science

Unit 1: Libraries, Concepts, Role and Types

- Definition, Types of Libraries: Public, Academic (School, College and University Libraries) Special, their Functions and Services.
- National Library of India
- Five Laws of Library Science and their Implications

Unit 2: Modern Libraries

- Library Extension Services: Need, Objectives, Function and Methods.
- Library Public Relation: Purpose, Need and Types
- Information Society: Definition, Evolution and Impact
- Knowledge Society: Concept, Definition and Characteristics

Unit 3: Library Development

- Growth and Development of Libraries in India
- Library Education in India
- Library Legislation: Need, Purpose and Objectives
- Press and Registration of Book Act, Delivery of Books and Newspapers Act

Unit 4: Library Profession and Associations

- Library Profession: Characteristics and Functions
- Transformation of LIS Profession: Stages and Categories
- Library Associations: Qualities, Objectives and Activities
- National Associations: ILA and IASLIC

Unit 5: Library and Information Organizations

- International Associations: ALA and CILIP
- Information Organizations: UNESCO, IFLA, ASLIB,
- Professional Ethics: Definition, Objectives and Importance

## **RECOMMENDED BOOKS**

- Amudhavalli, A. & Singh, Jasmer (2000). Challenges and Changes in Librarianship, New Delhi: B. R. Publishing Corporation.
- Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publishing.
- Batt, Chris. (1998). Information Technology in Public Libraries. London: Library Association.
- Feather, John. (2004). The Information Society: A study of continuity and changes. London: Facet Publishing.
- Grag, R.G. and Tamrakar, Amit (2011). Modern Library Management. Medallion Press, Ludhiana.
- Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.
- Krishna Kumar (1987). Library Administration and Management. Delhi, Vikas.
- Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.
- Kumar, S. & Sah, Leena. (2000). Public Library Act in India, New Delhi: Ess Ess Publications.
- M. Esperanza A. C. (2004). Perspective of Library Movement in India. New Delhi: B R Publishing Corporation.
- Mahapatra, P. (1997). Library Management. Calcutta, World Press.
- Mittal, R.L. (1984). Library Administration: Theory and Practice. New Delhi, Metropolitan.
- Paliwal, P.K. (2000). Compendium of Library Administration. New Delhi, ESS ESS.
- Prasher, R.G. (1993). Developing Library Collection. New Delhi, Tata McGraw-Hill.
- Ranganathan, S. R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Ranganathan, S.R. (1954). Library Administration. Bangalore: Sharada Ranganathan Endowment for Library Science.

**Paper Code: BLIS/1/CT/02**

**Paper Name: Basics of Information and Communication Technology**

Unit 1: Introduction of Computers

- Computer: Definition, Historical development, Characteristics, Limitations and Applications of computers
- Computer system: Component/Block diagram of computer and Generations of computer

Unit 2: Basics of Computer

- Types of Computers: Analog, Digital and Hybrid computers
- Input and Output devices
- Computer Memory: Characteristics, Primary and Secondary

Unit 3: Operating Systems

- Operating Systems: Definition, Classification, Function and Types.
- MS-DOS: Types and Functions
- Features of UNIX, LINUX and Ubuntu
- Windows Operating Systems: Features, Desktop components and Basic terms in Windows

Unit 4: Programming Languages

- Programming Languages: Meaning and Types
- Language Processor: Translator, Assembler, Compiler and Interpreter
- Computerware: Software, Hardware and Firmware
- Types of software: System software and Application software

Unit 5: Introduction of IT

- Information Technology: Definition, Need, Objectives and Scope
- Network: Network Topologies and their features
- Types of Network: LAN, MAN and WAN
- Virus: Concept, Types, Virus Symptoms and Preventing Techniques



## **RECOMMENDED BOOKS**

Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.

Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.

Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley, India.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.

**Paper Code: BLIS/1/CT/03**

**Paper Name: Knowledge Organization: Classification Theory**

Unit 1: Knowledge Organization

- Knowledge: Definition and Types
- Universe of Subject: Nature and Attributes
- Modes of Formation of Subjects
- Simple, Compound and Complex Subjects

Unit 2: Library Classification Theory

- Library Classification: Definition, Need, Purpose and Functions
- Canons: Idea Plane, Verbal Plane and Notational Plane
- Fundamental Categories

Unit 3: Notational Techniques and Facet Sequence

- Notation: Definition, Types, Functions, Qualities and Techniques
- Facet and Facet Analysis: Meaning and Definition, Principles of facet sequence
- Round and Levels

Unit 4: Classification Schemes

- Mapping and Structure of Subjects in DDC and CC
- Species of Library Classification Schemes
- Salient Features of DDC and CC

Unit 5: General Features of Classification Schemes

- Phase Relation in CC
- Mnemonics: Meaning and Types
- Isolate: Definition, Common and Special isolate in CC and DDC
- Devices in CC and DDC

## **RECOMMENDED BOOKS**

Broughton, Vanda. (2004). *Essential Classification*. London: Facet Publishing.

Dhiman, A. K. & Yashoda Rani. (2005). *Learn Library Classification*. New Delhi: Ess Ess.

Husain, Sabahat. (2004). *Library Classification: Facets and Analysis*. Delhi: B. R. Publishing.

Jennex, Murray E. (2008). *Knowledge Management: Concepts, Methodologies, Tools and Applications*. New York: Information Science Reference.

Kao, Mary L. (2003). *Cataloguing and Classification for Library Personnel*. Mumbai: Jaico.

Kumar, P. S. G. (2003). *Knowledge Organization, Information Processing and Retrieval Theory*. Delhi: B. R. Publishing.

Pathak, L. P. (2000). *Sociological Terminology and Classification Schemes*. New Delhi: Mittal Publications.

Ranganathan, S. R. (2006). *Philosophy of Library Classification*. Bangalore: Ess Ess. Singh,

Singh, Sonal. (1998). *Universe of Knowledge: Structure & Development*. Jaipur: Raj Publishing. Sood, S. P. (1998). *Universe of Knowledge and Universe of Subjects*. Jaipur: G. Star Printers.

Taylor, A. G. (2007). *Introduction to Cataloguing and Classification* (10<sup>th</sup> ed.). New Delhi: Atlantic.

**Paper Code: BLIS/1/CT/04**

**Paper Name: Management of Library & Information Centres**

Unit 1: Management: Concept and Principles

- Definition, Need and Scope of Management
- Scientific Principles of Management and their Applications to Libraries and Information Centers
- Function/Elements of Management (POSDCORB)
- Change Management: Concept, Types, Major factors and Steps for change management in libraries and information centres.

Unit 2: Human Resource Development

- Job Description
- Job Analysis
- Job Evaluation
- Human Resource Planning

Unit 3: Financial Management

- Budgeting: Definition, Purpose, Functions and Techniques
- Methods of Financial estimation
- Annual Report: Objectives and Contents
- TQM: Methods of measuring the quality, Requirements and implementation of TQM in libraries and information centres.

Unit 4: Library Sections and their work

- Routines and Work Flow of Different Sections: Acquisition, Serial Control (Periodical Section), Circulation (Register system, One card, Newark and Brown system), Maintenance Section, and Technical Section.

Unit 5: Physical Management and Library Operations

- Stock Verification: Methods, Write-off Policy and Procedures
- Weeding Out: Definition, Aims, Criteria and Weeding process
- Library Building: Steps in Planning and Planning principles
- Space Allocation

## **RECOMMENDED BOOKS**

- Bryson Jo. (1996). *Effective Library and Information Management*. Bombay: Jaico Pub. House
- Beardwell, Ian and Holden, Len (1996). *Human Resource Management: A contemporary perspectives*. London: Longman.
- Chabhra, T N et. al. (2000). *Management and Organisation*. New Delhi: Vikas.
- Drucker Peter F. (2002). *Management Challenges for the 21<sup>st</sup> century*. Oxford; Butterworth Heineman.
- Kotler, Philip (2003). *Marketing Management*. 11<sup>th</sup> ed. New Delhi: Pearson.
- Paton, Robert A. (2000). *Change Management*. New York: Response Books.
- Rowley, Jennifer (2001). *Information Marketing*. Aldershot: Ashgate Publishing
- Stoner, James A F (et.al). (1996). *Management: Global Perspectives*. 10<sup>th</sup> ed. New York: MC Graw Hill Inc.

**Paper Code: BLIS/1/CT/05**

**Paper Name: Knowledge Organization: Colon Classification Practice**

Assigning Class Numbers representing Simple, Compound and Complex Subjects according to Colon Classification Rev 6<sup>th</sup> Ed.

**Note:** Paper will be divided into three Parts. Part-A consists 10 Compulsory Simple titles of 20 Marks. In Part-B, Ten titles of 40 Marks are to be classified (out of twelve). Part-C consists Four Complex subject titles (out of five) of 20 Marks.

#### **RECOMMENDED BOOKS**

Ranganathan, S.R. (1963). Colon Classification. Sarada Ranganathan Endowment, Bangalore.

**Paper Code:** BLIS/1/CP/01

**Paper Name:** Basics of IT Practice (PR)

Unit 1: Hands on experience of Windows Operating System

- Windows Desktop: Taskbar, Start menu, Files, Folder, Drives, My Computer.

Unit 2: Hands on experience of MS-Word with following menu

- Home, Insert, Page Layout, Mailings, Review and View

Unit 3: Hands on experience of MS-Excel

- Preparation of Accession Register (with MS-Excel)
- Create graphs

Unit 4: Hands on experience of MS-Power Point

- Preparation of Power Pont Presentation

Unit 5: Hands-on experience of Internet

- E-Mail creation, Sending and attachment
- Searching of information on Internet.

### **RECOMMENDED BOOKS**

Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.

Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi: Tata McGraw-Hill.



# BLISc Second Semester

**Paper Code:** BLIS/2/CT/07

**Paper Name:** Information Sources and Services

## Unit 1: Information Sources

- Documentary and Non-Documentary Source (Human & Institutional Resources)
- Print, Non-Print, Published and Unpublished resources.
- Categorization of sources by Ranganathan and Grogan

## Unit 2: Information Services

- Library & Information Services: Responsive and Anticipatory Services
- Web based services and Value added services
- CAS and SDI Services

## Unit 3: Information Delivery Services

- DDS: Definition and Process of Document Delivery Service
- Digest Service: Definition, Types and Component of a Digest
- Document Supply Centres: BLDSC, INSCAIR, INFLIBNET

## Unit 4: New Information Services

- Database Services: Chemical Abstract Service database, MEDLINE, Science Direct, SCOPUS and database Aggregators
- Translation Services and Machine Translation Research in India
- E-Publishing: Meaning and Kinds

## Unit 5: Reference Services

- Reference Services: Origin, Definition and Objectives
- Types of Reference Services (Ready and Long Range)
- Methods of Orientation of a Freshman
- Kind and Evaluation of Reference Sources
- Reference Service in Internet Era: RSS, Blogs, Chat Referencing and Instant messaging

## **RECOMMENDED BOOKS**

Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.

Guha, B. (1999). Documentation and Information Services (2<sup>nd</sup> ed.). Calcutta: World Press.

Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneswar: SIS Chapter.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneswar: Gangotri Devi.

Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.

Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

**Paper Code: BLIS/2/CT/08**

**Paper Name: Internet and Its Applications**

**Unit 1: Internet: An Overview**

- Internet: Evolution, Applications, advantages and disadvantages of Internet.
- Internet Addressing: IP Addresses, Domain Name address, E-mail address and URL address
- WWW: Features, Applications, Web Server, Web site and Web Browsers
- ISO-OSI Reference model

**Unit 2: Internet Protocols**

- Network Protocols: TCP/IP, HTTP, FTP, SMTP, NNTP.
- Importance of Search engines and Meta search engines
- Search Techniques
- Types of Internet Connectivity
- Connectivity Devices: Modem, Repeater, Hub, Bridge, Router, Switch, Brouter, Gateway

**Unit 3: Internet Communications Media**

- Computer based Communication: Benefits, Communication Channel and types.
- Transmission Media: Characteristics, Cable media and Wireless media.
- Technology Convergence: Meaning, E-activities, Access Convergence and Service Convergence

**Unit 4: Internet Technologies**

- Interactive Learning: Distributed and Interactive distributed services
- Wireless Technology
- E-mail: Types, Structure, Features and Netiquette for e-mail
- Internet Resources for LIS Professionals

**Unit 5: Intranet & Internet Security**

- Intranet: Definition, Features, advantages, disadvantages and Services
- Extranet: Features, advantages, disadvantages and Services
- Information Security: Need, Areas of security and Types of attacks
- Methods for Information Security: Backups, Antivirus Software, Cryptography, Biometrics, Honey pots, Firewalls, Burglar alarms

## **RECOMMENDED BOOKS**

Bates, Chris. (2006). *Web Programming: Building Internet Applications*. 3<sup>rd</sup> ed. New Delhi: Wiley-India.

Crumlish, Christian. (2007). *The ABCs of the Internet*. New Delhi : BPB Publications.

Hartl, Michael and Prochazka, Aurelius. (2007). *RailsSpace: Building a Social Networking Website with Ruby on Rails*. Addison-Wesley Professional.

Kalbach, James. (2007). *Designing Web Navigation: Optimizing the User Experience*. Sebastopol: O'Reilly Media.

Miller, Joseph B. (2008). *Internet Technologies and Information Services (Library and Information Science Text Series)*. Libraries Unlimited.

Morville, Peter and Rosenfeld, Louis. (2006). *Information Architecture for the World Wide Web: Designing Large-Scale Web Sites*. 3<sup>rd</sup> ed. Sebastopol: O'Reilly Media.

Nair, R. Raman. (2002). *Internet for Information Services*. New Delhi : Ess Ess Publications.

Robbins, Jennifer Niederst. (2012). *Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics*. 4<sup>th</sup> ed. Sebastopol: O'Reilly Media.

Sehgal, R. L. (2000). *Internet and Internet for Librarians*. New Delhi : Ess Ess Publications.

Russell, Jesse and Cohn, Ronald (eds.). (2012). *Web Browser*. Book on Demand Ltd.

Stallings, William. (2007). *Computer Networking with Internet Protocols and Technology*. Delhi : Pearson Education.

Weinberg, Tamar. (2009). *The New Community Rules: Marketing on the Social Web*. Sebastopol: O'Reilly Media.

**Paper Code: BLIS/2/CT/09**

**Paper Name: Knowledge Organization: Cataloguing Theory**

**Unit 1: Cataloguing Principles**

- Catalogue: Origin, Definition, Need and Purpose
- Types of Catalogue and Physical Forms
- Laws and Canons of cataloguing
- Origin and Features of CCC and AACR-IIR catalogue code

**Unit 2: Entry Elements, Filing Rules & Subject Headings**

- Structure of Main entry in CCC and AACR-II
- Kinds of Entries in CCC and AACR-II
- Lists of Subject Heading: Types, Uses and Limitations
- Sear's List & LCSH: Objectives, Structure and Format

**Unit 3: Subject Cataloguing, Union Catalogue & NBM**

- Subject Cataloguing: Definition, Aims and Types
- Various Sources of Information for Cataloguing
- Forms of Centralized and Cooperative Cataloguing
- Union Catalogue: Definition, Need, Functions and Compilation
- Non-Book Materials: Nature, Characteristics and problems in cataloguing

**Unit 4: Standards of Bibliographic Description**

- FRAD: Objectives and Scope and Model
- GARR: Purpose and Structure
- RDA (Resource Description and Access): Features and Sections
- ISO 2709: Structure, Z39.50: Data areas, Z39.71: Principles
- ISBD: Objectives and Types

**Unit 5: Bibliographic Record Formats & Other Aspects**

- Bibliographic Records Format – MARC and MARC-21
- CCF: Purpose, Uses and Structure
- Metadata Standards (Dublin Core): Elements and Types
- Chain Procedure

## **RECOMMENDED BOOKS**

- Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
- Dhawan, K. S. (1997). Online Cataloging Systems. New Delhi: Commonwealth Publication.
- Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
- Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
- Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
- Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
- Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
- Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
- Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
- Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
- Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
- Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10<sup>th</sup> ed.). New Delhi: Atlantic.
- Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

**Paper Code:** BLIS/2/CT/10

**Paper Name:** Knowledge Organization: Dewey Decimal Classification Practice

Assigning Class Numbers representing Simple, Compound and Complex Subjects according to DDC 19<sup>th</sup> Ed.

**Note:** Paper will be divided into three Parts. Part-A consists 10 Compulsory Simple titles of 20 Marks. In Part-B, Ten titles of 40 Marks are to be classified (out of twelve). Part-C consists Four Complex subject titles (out of five) of 20 Marks.

### **RECOMMENDED BOOKS**

Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23<sup>rd</sup> edition. Ohio: OCLC.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi: Ess Ess.

Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US: Total Recall Publications.



**Paper Code: BLIS/2/ET/11-A**

**Paper Name: Documentation and Information Services**

Unit 1: Documentation Process and Facets

- Documentation: Meaning, Definition, Need, Documentation Works and Services
- Information: Definition, Need, Types and Characteristics
- Information Communication: Definition, Kinds, Elements and Problems

Unit 2: Indexing Systems

- POPSI
- PRECIS
- Uniterm Indexing System
- KWIC and KWOC

Unit 3: Abstracting and Indexing Services

- Abstracting Services: Abstract: Definition, Need and Types
- Abstracting Services and Process
- Indexing: Purpose, Process and Indexing Languages
- Indexing Services: ICI and Web of Science
- Reprography Services: Definition, Importance and Micro Reproduction

Unit 4: Information System

- International Information System: UNISIST and INIS
- National Information System: NISCAIR, DESIDOC and NASSDOC

Unit 5: Information Activities and Services

- National Knowledge Commission ((NKC) and RRRLF
- Thesaurus: Definition, Step to Construction of Thesaurus
- ISBN
- ISSN

## **RECOMMENDED BOOKS**

- Guha, B. (1999). *Documentation and Information Services* (2<sup>nd</sup> ed.). Calcutta: World Press.
- Keith R. McCloy. (1995). *Resource management information systems: process and practice*. Bristol, PA : Taylor & Francis. London.
- Kenneth C. Laudon, Jane Price Laudon. (2002). *Management information systems: managing the digital firm*. Prentice-Hall. New Jersey, USA
- Margaret C. Harrell [et al.]. (2011). *Information systems technician rating stakeholders: implications for effective performance*. Santa Monica, CA : RAND National Defense Research Institute
- Mcnurlin. (2003). *Information Systems Management in Practice*. Pearson Education India. Delhi.
- Okon.E. Ani & Blessing Ahiauzu. (2008). *Towards effective development of electronic information resources in Nigerian university libraries*. Emerald Group Publishing Ltd.
- Prasher, R. G. (2003). *Information and its Communication*. Ludhiana : Medallion Press.
- Ramesh Babu, B. & Gopalakrishnan, S. (2004). *Information, Communication, Library and Community Development*. Delhi : B. R. Publishing.
- Smith, Abby. (2001). *Strategies for building digitized collections*. Washington, D.C. : Digital Library Federation, Council on Library and Information Resources
- Tariq Ashraf and Puja Anand Gulati. (2012). *Design, Development, and Management of Resources for Digital Library Service*.
- William G. Smith & Associates. (1991). *Information resource management policies*. Database Research Group. Boston

**Paper Code: BLIS/2/ET/11-B**

**Paper Name: Information Retrieval and Academic Libraries**

**Unit 1: Information Retrieval**

- Information Storage & Retrieval System: Overview, Objectives and Types
- Evaluation of ISAR System
- Steps in Development of ISAR Systems
- Components of ISAR Systems

**Unit 2: Databases and Searching Tools**

- Database: Definition, Characteristics and Types
- Hardware related threats and Security Measures
- Literature Search: Definition, Manual and Computer based search process
- SWOT Analysis

**Unit 3: Collection Development and its Tools**

- Collection Development: Meaning, Nature and Selection Criteria
- Drury's, Dewey's, McColvin's and Ranganathan's Principle
- Book Selection Tools: Current List, Bibliographies/Catalogues and Periodical Selection Tools.

**Unit 4: Academic Libraries**

- Definition, Types, Objectives and Functions
- Major Commissions and Committees
- Important Programmes of the UGC for Developing Academic Libraries
- Staff formula

**Unit 5: Library Cooperation and Consortia**

- Library Co-operation: Definition, Need, Areas. Problems and Prospects
- Library Consortia in India: INDEST, FORSA, N-LIST, NKRC, IIM Consortia, and ICMR e-Consortia

## **RECOMMENDED BOOKS**

Khanna, J K (1987). Library and Society. Kurukshetra: Research Publications.

Kalia, D R. (1990). Guidelines for Public Library Services and Systems. Calcutta: RRRLF

Murison, W J. (1988). The Public Library: Its origin, purpose and significance. London: Clive Bingley.

Ranganathan, S R. (1959). Library Administration. Bangalore: SRELS.

**Paper Code: BLIS/2/ET/12-A**

**Paper Name: Community Information Service**

Unit 1: Community Information: Overview

- Community Information: Definition, Scope and Origin
- Need, Purpose and sources
- Community Information in Society
- Role of Libraries in Community Information
- Community Information in UK, USA and India

Unit 2: Community Information Services

- Community Information Services : Meaning, Types and Target Users
- Community Information Centres: Planning and Role of Information Services
- Community Information Services

Unit 3: Specific Communities

- Rural
- Urban
- Metropolitan Communities
- Industrial, Business Communities

Unit 4: Areas of Community Information Services

- Metropolitan Academic
- Research
- Institutional
- R & D Communities

Unit 5: Expansion of Community Information Services

- Physically, Mentally Disadvantaged Communities
- Children, Old People and Illiterate

## **RECOMMENDED BOOKS**

Babu, B. Ramesh and Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development/edited by Delhi, B.R. Publishing.

Bunch, A. (1982) Community Information Services : Their Origin, Scope and Development. London, Clive Bingley.

Chandrasekhara Rao. (1996) V. Library Services for Tribal Community. Delhi : Delta Publishing House.

Childers, Thomas and Post, Jyoce A (1975). The Information Poor in America. Metuchen N.J : Scarecrow Press.

Durnance, J.C. (1984). Armed for action : Library Response to Citizen Information needs. New York : Neal- Schuman.

Kahn, A.J et al. (1996). Neighborhood Information Centers: A study and Some Proposals. New York : Columbia University School of Social Works.

Sarada, K. (1986). Rural Library Services in India. New Delhi: ESS ESS Publications.

Vashishth, C.P. (ed.) (1995). Libraries as Rural Community Resource Centers. New Delhi, B.R. Publishing Corporation.

Vos, H. (1969). Information Needs in Urban Areas : A summary of Research in Methodology. New Bruswisck, N.J: Rutgers University Press.

Warner, E. S., Murray, A. D. and Palmor, V. E. (1973). Information Needs of Urban Residents. Baltimore: MD, Regional Planing Council, 1973.

**Paper Code: BLIS/2/ET/12-B**

**Paper Name: E-Resources and Technical Writing**

Unit 1: Types of e- Resources

- E-Resources, Definition, Need and Purpose
- E-books
- E-Journals
- Consortia based e-resources
- E-reports

Unit 2: Internet Resources

- Science & Technology
- Humanities
- Social Science
- Evaluation of Internet Resources

Unit 3: Communication and Linguistics

- Communication Process
- Technical Writing: Characteristic Features
- Written Communication, Reader-Writer Relationship
- Language Communication, Readability and Text, Abbreviations in Technical Writing

Unit 4: Technical Communication and Editorial Tools

- Structure, Characteristics and Functions
- Collection, Organisation and Presentation of Data including Illustrations
- Editor, Editorial Process and Editorial Tools

Unit 5: Emerging E-Resources

- ETD
- Internet resources
- Open Access
- Web Portals
- Infoport

## **RECOMMENDED BOOKS**

- Aitchison, J. (1988). *Teach Yourself Linguistics*. Hodder and Stoughton.
- Chandler, B. E. (1983). *Technical Writer's Handbook*. Ohio: American Society for Metals.
- Chandra, A. and Saxena, T. P. (1979). *Style Manual*. New Delhi: Metropolitan Books.
- Cooper, B. M. (1986). *Writing Technical Reports*. New York: Penguin.
- Frank Rennie & Robin Mason. (2011). *e-Learning and Social Networking Handbook: Resources for Higher Education*. Amazon.com
- Gerson, S. J. and Gerson, S. M. (1992). *Technical Writing, Process and Product*. Englewood Cliff's: Prentice Hall.
- Harrison, C. (1980). *Readability in the Classroom*. Cambridge: Cambridge University Press.
- Huckin, T. N. and Olsen, L. A. (1991). *Technical Writing and Professional Communication for Non-Native Speakers of English*. 2<sup>nd</sup> ed. New York: McGraw-Hill.
- Michael W. Allen. (2011). *Michael Allen's Online Learning Library: Successful e-Learning Interface: Making Learning Technology Polite, Effective, and Fun (Michael Allen's E- Learning Library)*. Amazon.com
- Peter Clayton and G. E. Gorman. (2001). *Managing Information Resources in Libraries: Collection Management in Theory and Practice*. Amazon.com
- Ruth C. Clark & Richard E. Mayer. (2011). *e-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning (Essential Knowledge Resource)*. Amazon.com
- Sherman, T. A. and Johnson, S. S. (1990). *Modern Technical Writing*. 5<sup>th</sup> ed. Englewood Cliff's: Prentice Hall.
- Siemens, Raymond George, & Schreibman, Susan. (2007). *A companion to digital literary studies*. Malden, MA: Blackwell Pub.
- Van Alstyne J. S. (1986). *Professional and Technical Writing Strategies*. Englewood Cliffs, New Jersey: Prentice-Hall Inc.
- Weisman, H. M. (1980). *Basic Technical Writing*. Columbus: Charles Orenill Publishing.



**Paper Code: BLIS/2/Skill/01**

**Paper Name: Training and Report Writing**

**Note:** Students are required to join one month training programme and prepare a report on working systems and management of selected libraries/information centers of any place/outside the city/state etc. The objectives of this training programme are to:

- acquaint the organization and management of established libraries and information centers at national level;
- expose themselves to automated and networked libraries on-site;
- understand the services provided by these libraries and information centers;
- make a comparative and critical study of libraries; and
- get an overview of latest trends and development on library and information services provided.

**Note:** The Training Report is to be submitted by each candidate at the end of the semester. The Report is to be evaluated by the concern faculty and Head.

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