



MOHANLAL SUKHADIA UNIVERSITY

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Faculty of Social Sciences

SYLLABUS

(Under Choice Based Credit System)

2018-19

Course Name:

- Bachelor of Library and Information Science (**B.Lib.I.Sc**)
- Master of Library and Information Science (**M.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.**Admission:** Master of Library and Information Science (**M. Lib. I. Sc**)**Duration: One Year (Two Semesters)****Eligibility:** B.Lib.I.Sc with minimum of 45% Marks or equivalent grade.**No. of Seats:** 40 (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.**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.

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.
- No Relaxation and Weightage in determination of merit will be applicable for this course.
- The pass marks required for each paper will be 45% marks. Internal assessment marks will be included in the total marks of each paper.
- Grade system will be applicable as per the rules of other subject of Social Science faculty.
- Failed candidates will be governed by the Ordinances as applicable to other Post-Graduate students of the University.

Fees Structure:

| | |
|-------------------------------------|--------------------------------------|
| B.Lib.&Inf. Sc | |
| Normal Seats (I st Sem.) | Rs. 5,000/ and Local Fee |
| II nd Semester | Rs. 5,000/ and Study Tour fee |
| Payment Seats | Rs. 8,000/per Semester and Local Fee |
| M.Lib.&Inf. Sc | Rs.10,000/per Semester and Local Fee |

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: Cataloguing Theory | 4 | 3-1-0 | 20 | 80 | 100 |
| 4. | BLIS/1/CT/04 | CC | Knowledge Organization: Cataloguing Practice | 4 | 0-0-6 | 20 | 80 | 100 |
| 5. | BLIS/1/CT/05 | CC | Management of Library and Information Centres | 4 | 3-1-0 | 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 Source 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: Classification Theory | 4 | 3-1-0 | 20 | 80 | 100 |
| 4. | BLIS/2/CT/10 | CC | Knowledge Organization: Classification Practice | 4 | 0-0-6 | 20 | 80 | 100 |
| Elective-Choose any one group A or B | | | | | | | | |
| Group –A | | | | | | | | |
| 5. | BLIS/2/ET/11-A | EC | Information Resource Development | 4 | 3-1-0 | 20 | 80 | 100 |
| | BLIS/2/ET/11-B | EC | Public, Special and Academic Library System | 4 | 3-1-0 | 20 | 80 | 100 |
| Group –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 | Educational Tour 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- Modern Concepts, Role and Types

- Types of Libraries: Purpose and Functions
- Five Laws of Library Science and their Implications
- Library & Society: Its impact on Socio-economic and Educational development in the changing context
- Library Extension Services

Unit 2: Library Development

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

Unit 3: Professional Associations and Organizations

- Professional Associations: ILA, IASLIC, IFLA, ASLIB (AIM)
- Information and Documentation Organizations: UNESCO, NISCAIR, DESIDOC, NASSDOC

Unit 4: Information and Communication

- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers

Unit 5: Library and Information Profession

- Professional Ethics and Standards
- Professional Skills and Competence
- Knowledge Society: Concept and Characteristics
- Role of Libraries in Digital Era and NKC

RECOMMENDED BOOKS

- American Library Association (2003). Information policies: A compilation of position statements, Principles Statutes and other pertinent statements. ALA: Chicago Press.
- 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.
- Barua, B. P. (1992). National Policy on Library and Information System. Mumbai: Popular Prakashan.
- Feather, John. (2004). The Information Society: A study of continuity and changes. Landon: Facet Publishing.
- Khan, Riyazuddi. (2006). Introduction to Library Science. New Delhi: S.B.S. Publication.
- Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.
- Kumar, P.S.G. (1999). Fundamental of Information Science. New Delhi: S. Chand and Co.
- 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.
- McBride, P. K. (2001). Career Award Information and Communications Technology: Foundation Level. Cambridge University Press.
- Ngurtinkhuma, R. K. (2011). Public Library in India. New Delhi: Today and Tomorrow.
- Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions Press.
- Rai, A. N. (2000). Communication in Digital Age. New Delhi: Author Press.
- Ranganathan, S. R.(1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal- Schuman Publishers.
- Sharma, C. R. & Singh, U. N. (2003). Information Technology. New Delhi: Shree Publishers and Distributers.

Paper Code: BLIS/1/CT/02

Paper Name: Basics of Information and Communication Technology

Unit 1: Basics of Computers

- Computer: Definition, Scope & Components (Hardware & Software)
- Generations of Computers
- Storage Devices, Input & Output Devices, Memory

Unit 2: Operating Systems & Programming Languages

- Operating Systems: Function, Types
- Study of MS-DOS, LINUX and Windows Operating Systems
- Introduction to Programming Languages

Unit 3: Information Technology

- IT: Definition, Need and Purpose
- Tele-communication: Transmission Media, ISDN, Multiplexing, Switching Techniques
- Networking: Topology and Types of Network
- Network Models (OSI), Networking Devices.

Unit 4: Database Management System

- Definition, Objectives & Function
- Types of DBMS, Elements of DBMS
- Database Structure and Architecture

Unit 5: Internet

- E-mail, WWW, Web server and Web Browsers
- Standards & Protocols
- Search engines
- Multimedia technology: Definition, Need, Objectives and its use in library and information centres.

RECOMMENDED BOOKS

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

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

Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.

Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,

Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi : BPB Publication.

Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.

Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai : Vijan Nicole.

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

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.

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.

Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.

Paper Code: BLIS/1/CT/03

Paper Name: Knowledge Organization: Cataloguing Theory

Unit 1: Cataloguing Principles

- Catalogue: Definition, Need, Objectives and Functions
- Types of Catalogue and Physical Forms
- Principles of Cataloguing: Ranganathan's Cannon, Paris Principles
- Introduction to Catalogue Codes: CCC, AACR-IIR

Unit 2: Entry Elements, Filing Rules & Subject Headings

- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)
- Rules for Choice and Rendering of Headings in AACR –IIR
- Subject Heading Lists: Sear's List & LCSH

Unit 3: Standards of Bibliographic Description

- ISBD, FRAD (Functional Requirements for Authorized Description), GARR (Guidelines for Authority Records and References), RDA (Resource Description and Access)
- Standards for Bibliographic Information Interchange and Communication-ISO 2709, Z39.50, Z39.71
- ISBN & ISSN

Unit 4: Bibliographic Record Formats & Other Aspects

- Bibliographic Records Format - MARC 21, UNIMARC, CCF
- Cataloguing of E-Resources- Metadata Standards (Dublin Core)
- Chain Indexing

Unit 5: Subject Cataloguing

- Subject Cataloguing: Definition and Purpose
- Descriptive and selective cataloguing.
- Centralized, cooperative, prenatal, and Union catalogue.
- Non-Book materials: Nature and problems in cataloguing

RECOMMENDED BOOKS

- Andrew, P. G. (2003). *Cataloguing Sheet Maps*. London: Haworth Press.
- Aswal, R. S. (2004). *MARC 21: Cataloging Format for 21st Century*. New Delhi: Ess Ess.
- Dhawan, K. S. (1997). *Online Cataloguing Systems*. New Delhi: Commonwealth Publication.
- Dhiman, Anil K. (2004). *Cataloguing of Non-book Materials*. New Delhi: Ess Ess.
- 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*.
- J. S. C. ed. (2002). *Anglo-American Cataloguing Rules*. London: Canadian Library Association.
- 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.
- Roe, Sandra K (2002). *The Audio Visual Cataloguing*. New York: Haworth Press.
- Sharma, 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* (10th ed.). New Delhi: Atlantic.
- Viswanathan, C. G. (2008). *Cataloguing Theory and Practice*. New Delhi: Ess Ess.

Paper Code: BLIS/1/CT/04

Paper Name: Knowledge Organization: Cataloguing Practice

Preparation of Main and Added Entries of Documents according to CCC 5th Ed. having the following items

- Single Author, Joint Author
- Collaborator
- Pseudonyms Author
- Multi-Volumes
- Serials (Simple entries)

RECOMMENDED BOOKS

Gautam, J.N. (1996). Practical Manual of AACR-II. Agra, Y.K. Publisher.

Ranganatha, S.R. (1963). Colon Classification.

Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper Code: BLIS/1/CT/05

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
- Elements of Management Process (POSDCORB)
- Project Management: PERT/CPM

Unit 2: Human Resource Development

- Job Description and Job Analysis
- Job Evaluation
- Training and Development
- Disaster Management and Conflict Management

Unit 3: Financial Management

- Budgeting: Definition, Need, Purpose and Functions
Budgeting Methods and Techniques
- Annual report
- Concept of cost effectiveness and Cost benefits.

Unit 4: Library Sections and their work

- Routines and Work Flow of Different Sections: Acquisition, Serial Control, Circulation, Maintenance.
- Stock Verification, Weeding out and Write-off (Policy and Procedures).

Unit 5: Physical Management and Library Operations

- Library Building: Steps in Planning and Planning principles
- Furniture, Fittings and Equipments: Standards and Specifications
- Space Allocation
- System Analysis and Design in Library Operations

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 21st century. Oxford; Butterworth Heineman.
- Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Professionals, Second Edition. Londn: Libraries Unlimited.
- Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA
- Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
- Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.
- Paton, Robert A. (2000). Change Management. New York: Response Books.
- Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.
- Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). Records Management. 7th ed. South-western, Division of Thomson Learning.
- Stueart, Robert D and Moran (Barbara B. Moran). (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.
- Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.

Paper Code: BLIS/1/CP/01

Paper Name: Basics of IT Practice (PR)

Unit 1: Hands on experience of Windows Operating System

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

- Home, Insert, Page Layout Reference, Mailing, Review and View

Unit 3: Hands on experience of MS-Excel

- Preparation of Accession Register (with MS-Excel)
- Create graphs, Data shorting etc.

Unit 4: Hands on experience of MS-Power Point

- Preparation of PPTs with all features

Unit 5: Hands-on experience of Internet

- Searching on Internet with Boolean operators
- E-Mail creation, attachment and searching of specific files.

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 Source and Services

Unit 1: Information Sources

- Documentary and Non-Documentary Sources (Human & Institutional Resources)
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources

Unit 2: Electronic Sources of Information

- E-documents, OPAC, Web-OPAC
- Subject Gateways/Portals, Bibliographical Sources, Full text Databases, Bulletin Boards, Discussion Groups/Forums

Unit 3: Information Services

- Information Services: Definition, Need and Types
- Reference Services: Definition, Objectives Scope and Kind
- Information Services: Bibliographic Service and Translation Services

Unit 4: New Information Services

- Indexing & Abstracting Services, Reprographic Service, CAS/Alerting Service, SDI, DDS
- Internet based Services

Unit 5: Reference Services

- Reference service in Internet Era
- RSS, Blogs, Chat referencing and Instant messaging
- Application of Web 2.0 and Lib 2.0

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 (2nd ed.). Calcutta: World Press. Higgens, 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. Bhubaneshwar: SIS Chapter.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: 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: Introduction, Historical Development and Scope of Internet
- Internet Architecture: H/W & S/W Component, Client/Server Principle, Routers.
- Internet Connection Types, ISP, Uniform Resource Locator, IP Address

Unit 2: Web Languages & Web Browsers

- Web: Introduction, History and Function
- Web Languages: HTML, XML, CSS, ASP, JavaScript, PHP
- Web Browsers: Internet Explorer, Mozilla Firefox, Google Chrome

Unit 3: Intranet & Internet Security

- Intranet: Components, Prerequisites and Services
- Extranet: Components, Prerequisites and Services
- Internet Security: Types of Security, Firewalls, Anti-Virus, Anti-Spyware

Unit 4: Internet Tools & Services

- Communication Tools: Telnet, Discussion Groups
- Search Tools: Gopher, Veronica, Jughead, Archie, Meta Search Engines
- Content Enriching Services: Blogs, Wikis, Social Community Websites

Unit 5: New Trends and Internet

- Domain Name System
- Artificial Intelligent
- OAI
- Data Mining
- Meta Data

RECOMMENDED BOOKS

Bates, Chris. (2006). *Web Programming: Building Internet Applications*. 3rd 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*. 3rd 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*. 4th 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: Classification Theory

Unit 1: Knowledge Organization

- Universe of Knowledge/Subject: Nature and Attributes
- Modes of Formation of Subjects
- Knowledge Classification and Library Classification; Static & Dynamic Theories of Classification

Unit 2: Classification Schemes

- Species of Library Classification Schemes
- Salient Features of DDC, UDC, and CC
- Mapping of Subject in DDC and CC

Unit 3: Library Classification Theory

- Definition, Need and Purpose of Classification
- Planes, Canons, Principles
- Fundamental Categories, Postulational Approach, Facet Analysis & Sequence

Unit 4: Notational Techniques and Recent Trends

- Notation: Definition, Types, Functions, Qualities and Techniques
- Step in classification
- Recent Trends in Library Classification

Unit 5: General features of Classification Schemes

- Phase Relation in CC,
- Common Isolates in CC and DDC
- Devices in CC and DDC,
- Mnemonics

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, 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* (10th ed.). New Delhi: Atlantic.

Paper Code: BLIS/2/CT/10

Paper Name: Knowledge Organization: Classification Practice

Assigning Class Numbers representing Simple, Compound, Complex Subjects according to CC Rev 6th Ed and DDC 19th Ed.

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). 23rd 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.

Ranganatha, S.R. (1963). Colon Classification.

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

Paper Name: Information Resource Development

Unit 1: Types of Information Resources

- Documentary (Primary, Secondary & Tertiary)
- Non-Documentary
- E-Resources

Unit 2: Book Selection Principles

- Drury's Principle
- Dewey's Principle
- McColvin's Principle
- Ranganathan's Principle

Unit 3: Selection Tools

- Current List
- Bibliographies
- Library Catalogue
- Books in Print
- Publishers' Catalogue

Unit 4: New Emerging Tools

- Web OPAC (WorldCat)
- Websites
- Directories
- Audio-Video tools

Unit 5: Categories of Documents

- By Physical Characteristics
- By Information Characteristics
- Books and Periodicals
- Theses and Dissertations
- Govt. Publications

RECOMMENDED BOOKS

- 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.
- Pitschmann, Louis. (2001). A.. Building sustainable collections of free third-party Web resources. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.
- Smith, Allen N. & Donald B. Medley. (1987). Information resource management. South- Western Pub. Co. Cincinnati.
- 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 Services. Amazon.co.uk
- Timothy D. Jewell et al. (2005). Electronic Resource management: report of the DLF resource management initiative. Digital Library Federation. Washington D C
- Turban. (2008). Information Technology for Management: Transforming Organizations In The Digital Economy, 4th ed. Jon Wiley & Son. USA
- William G. Smith & Associates. (1991). Information resource management policies. Database Research Group. Boston

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

Paper Name: Public, Special and Academic Library System

Unit 1: Public Library Development

- Public Library: Societal and National Development
- UNESCO Contribution for Public Library Development
- Administration of Public Libraries
- National Agencies for Public Library Development
- Library Legislation

Unit 2: Public Library Services

- Library Services: Objectives and Types
- Public Library as Knowledge Centers
- Changing Dimensions of Public Library Services
- Evaluation of Public Library Services
- Public Library Finance

Unit 3: Public and Special Library: Resource Development

- ICT Application in Public Libraries
- Special Library: Definition, need, purpose and types.
- Collection, Services and products.
- Recent trends and developments in the field of special libraries.
- Impact of IT on Special Libraries.

Unit 4: Industrial Libraries

- Concept, Scope, Purpose and advantages.
- Special collection for industrial library.
- Information sources, system and services in Industrial libraries.
- Information need of industrial users.
- Archive libraries in India.

Unit 5: Academic Libraries

- Meaning, Definitions, Functions and Need.
- SWOT Analysis and Staff formula
- Role of UGC for Academic Library Development
- TQM: Definition and application in LIS

RECOMMENDED BOOKS

- American Library Association. (1967). Minimum Standards for Public Library Systems. Chicago: ALA.
- Barua, B P. (1992). National Policy on Library and Information Systems and Services for India: Perspectives and Projections. Bombay: Popular.
- Batt, Chris. (1998). Information Technology in Public Libraries. London: Library Association.
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- Martin, Lowell A.(2003). Enrichment: A history of the Public Library in the United States in the Twentieth Century. Lanham, Scarecrow.
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- Patel, Jashu and Kumar, Krishan (2004). Libraries and Librarianship in India. Westport: Greenwood
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- Venkatappaiah, V. (1990). Indian Library Legislation. Vol.I&II: Union Library Bills and Acts. Delhi: Daya Publishing House.
- White, Horbert S. (1985). Library Personnel Management. New York: Knowledge Industry Publications.

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 Cliffs: 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*. 2nd 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*. 5th ed. Englewood Cliffs: 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: Educational Tour and Report Writing

Note: Students are required to prepare a report on working systems and management of selected libraries and information centers of a place outside the city/state preferably of a metropolitan city. The objectives of this educational tour 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 among these libraries visited; and
- get an overview of latest trends and development on library and information services provided.