

**Department of Library and Information Science**  
**Himalayan Garhwal University, Pokhra**  
**Pauri Garhwal Uttarakhand**

**Syllabus**

***Bachelor of Library & Information Science***

***(B.Lib.I.Sc. 1st-Semester)***

**(2017-2018)**

<b>Paper No.</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Sessional Marks</b>	<b>Exam. Marks</b>	<b>Total Marks</b>
I	BLS-7001	Fundamentals of Library & Information Science	4 Credits	25	75	100
II	BLS-7002	Library Classification (Theory)	4 Credits	25	75	100
III	BLS-7003	Library Cataloguing (Theory)	4 Credits	25	75	100
IV	BLS-7004	Library Classification Practice by CC and Elementary DDC	4 Credits	25	75	100
V	BLS-7005	Library Cataloguing Practice-I	4 Credits	25	75	100
VI	BLS-7006	Management of Libraries and Information Centres	4 Credits	25	75	100
			24 Credits	Total Marks = 600		

First Semester

**Paper-I** Credits: 4  
**BLS-7001** Marks :100

**Fundamentals of Library and Information Science**

UNIT-I

Library : Concept, Definition, Objectives, Importance and Functions  
Librarianship as a profession, Professional Ethics  
Five Laws of Library Science and their implications  
Development of Libraries with special reference to India: an overview

UNIT-II

Library Legislation: Need and Essential Features  
Library Acts in India with Special Reference to : Tamil Nadu, Maharashtra, West Bengal, and Uttar Pradesh.  
Salient Features and Functions of different types of Library Systems:  
○ Academic Libraries  
○ Public Libraries  
○ National Libraries  
○ Special Libraries  
Resource Sharing in Libraries

UNIT-III

Library Committees and Policies in India Since Independence  
Recommendation of National Knowledge Commission (NKC) with regard to Libraries  
Role of UGC in the Development of College & University Libraries in India  
Role of UNESCO and RRRLF in the development of Libraries  
Role of National and International Library Associations: ILA, IASLIC, CILIP, ALA, IFLA, ASLIB  
Information Literacy : Concept, Objectives and Methods

## Reading List:

1. Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi : Ess Ess Publication.
2. Krishan Kumar (1987). *Library Organisation*. New Delhi : Vikas Publishing
3. Dhiman, Anil K. & Yashoda Rani (2005). *Learn Library and Society*. New Delhi: Ess Ess Publication.
4. Ranganathan, S. R. (1988). *Five laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Sharma, Pandey S. K. (1987). *Libraries and Society*. New Delhi: Ess Ess Publication.
6. Khanna, J. K. (1994). *Library and Society*. Kurukshetra : Research Publications.
7. Venkatappaiah, V. (1990). *Indian Library Legislation: Union Library Bills and Acts*
8. Venkatappaiah, V. (1994). *Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories*. New Delhi: Concept Publishing Company.
9. Ranganathan, S. R. (1953). *Library legislation: handbook to Madras library act*. Madras : Madras Library Association.
10. Sadhu, S. N. & Saraf, B. N. (1967). *Library legislation in India: a historical and comparative study*. New Delhi: Sagar Publication.
11. Isaac, K. A. (2004). *Library legislation in India: a critical and comparative study of state library acts*. New Delhi: Ess Ess Publication
12. Sujatha, G. (2000). *Resource Sharing & Networking of University Libraries*. New Delhi : Ess Ess Publication.
13. Dhiman, Anil K. & Yashoda Rani (2007). *Resource sharing and library & Information Networks*. New Delhi: Ess Ess Publication.
14. Kaul, H. K. (1992). *Library Networks: an Indian experience*. New Delhi : Virgo
15. Sehgal, R.L. (1996). *An introduction to library Networks*. New Delhi: Ess Ess Publication.
16. Lal, C, ed. (2008). *Information Literacy in the Digital Age*. New Delhi: Ess Ess Publication.
17. Welsh, Teresa S. & Wright, Melissa S. (2010). *Information Literacy in the Digital Age: an evidence-based approach*. Oxford: Chandos Publishing.
18. Grassian, Esther S. & Kaplowitz, Joan R. (2013). *Information Literacy Instruction: theory and practice*. New Delhi: Ess Ess Publication.
19. Agarwal, Vibhuti (2002). *Information Networking Concepts in Library*. New Delhi: Rajat Publications.

**Paper-II**  
**BLS-7002**

Credits: 4  
Marks :100

**Library Classification (Theory)**

UNIT-I

Library Classification : Definition, Need, Purpose  
Terminology of Classification  
General Theory of Classification  
Species of Classification  
Major Schemes of Classification: DDC, CC, UDC.: An Overview

UNIT-II

Normative Principles of Classification  
Work of classification in three planes: Canons and their applications in standard schemes  
Mnemonics: Definition, types, Canons and their applications in Standard Schemes  
Hospitality in Notational System : Canons and devices

UNIT-III

Facet Sequence: Concept and Principles  
Postulational Steps in practical Classification  
Book Number and collection Number  
Library Classification: Trends

**Reading List:**

- 1.Ranganathan, S. R. (1962). *Elements of library classification*. Bombay: Asia Publishing
- 2.Mills, J. (1960). *Modern outline of library classification*. London : Chapman and Hall
- 3.Bavakutty, M. (1981). *Canons of library classification*. Trivandrum : Kerala library Association
- 4.Ranganathan, S. R. & Gopinath, M. A.(1989). *Prolegomena to Library Classification* v.1Banglore : Sarada Ranganathan Endowment for Library Science
- 5.Sayers,W.C.Berwick (1955). *Introduction to Library Classification: Theoretical, Historical and Practical with*. London : Grafton and Company
- 6.Ohdedar, A. K. & Sengupta, B. (1977). *Library Classification*.Calcutta: The World Press.
- 7.Langridge, Derek (1973). *Approach to Classification: for Students of librarianship*. London: Clive Bingley.
- 8.Langridge, D. W. (1976). *Classification and Indexing in the Humanities*. London: Butterworth.
- 9.Dutta, D.N. (1978). *Library Classification: a manual*. Calcutta : The World Press
- 10.Husain, Shabahat (2004). *Library Classification: Facets and Analyses*. Delhi: B.R. Publishing Corporation.
- 11.Parkhi, R.S. (1972). *Library Classification: evolution of a dynamic theory*. Delhi: Vikas Publishing House.
- 12.Krishan Kumar (1979). *Theory of Classification*. New Delhi: Vikas Publishing House.

**Paper-III**  
**BLS-7003**

**Credits: 4**  
**Marks :100**

**Library Cataloguing (Theory)**

UNIT-I

Library Catalogue: Definition, Need, Objective & Functions  
Normative Principles of Cataloguing  
Cataloguing and Classification: Symbiotic relationship.  
Physical forms of Library Catalogue  
Types and functions of Cataloguing : Dictionary, Classified  
Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II:Historical  
Development

UNIT-II

Subject Cataloguing: Concept, Principles. Chain procedure, List of Subject Headings  
Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing  
Union Catalogue: Need, Rules for Compilation.  
NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT-III

Indic names: Problems and Rendering  
Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate authors  
and Pseudonyms.  
Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files  
Filing : Rules and Alphabetization

**Reading List:**

- 1.Girja Kumar & Krishan Kumar (1975). *Theory of cataloguing*. New Delhi: Vikas Publishing House.
- 2.Quigg, P. J. (1966). *Theory of Cataloguing: An Examination Guidebook*. Bombay: Asia Publishing.
- 3.Sharma, Pandey S. K. (1986). *Cataloguing Theory*. New Delhi: Ess Ess Publication.
- 4.Viswanathan, C. G. (1983). *Cataloguing: Theory and Practice*. Lucknow : Print House.
- 5.Shera, Jesse H. & Egam, Margret E. (1956). *Classified Catalog: basic principles and practices*. Chicago: American Library Association.
- 6.Sharp, Henry A.( 1950). *Cataloguing: A Textbook for use in libraries*.Bombay: Allied Publishers.
- 7.Hunter, Eric J., ed. (1973). *Examples illustrating Anglo- American Cataloguing Rules*. London: Library Association.
- 8.Taylor, Arlene G. (2004). *Wynar's Introduction to Cataloging and Classification*. Westport: Libraries Unlimited.
- 9.Sengupta, B (1974). *Cataloguing: Its theory & practice*. Calcutta: World Press.

10. Jolley, L. (1964). *Principles of cataloguing*. London: Crosby Lockwood.
11. Mann, Margaret (1959). *Introduction to cataloguing and classification of books*. Katharine L. Sharp
12. Norris, Dorothy M. (1952). *Primer of cataloguing*. London : Association of Assistant Librarians
13. Job, M.M.(1989). *Theory and practice of Cataloguing*. New Delhi: Metropolitan.
14. Gernert, Leigh (2003). *A Textbook of Cataloguing*. New Delhi: Dominant Publishers and Distributors.
15. Krishan Kumar (2001). *An Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.
16. Needham, C. D.( 1964). *Organizing Knowledge in Libraries: an introduction to Classification and Cataloguing*. London: Grafton and company.
  
17. Maxwell, Robert L.( 2009). *Maxwell's handbook for AACR2: explaining and illustrating the Anglo-American Cataloguing Rules through the 2003 update*. New Delhi: Indiana Publishing house.
18. Dhiman, Anil Kumar (2004). *Cataloguing of Non Book Materials*. New Delhi: Ess Ess.
19. Sinha, Kamla (2009). *Digital Information Preservation and online Cataloguing*. Delhi : Vista International Publishing House.
20. Piggott, Mary (1988). *Topography of Cataloguing: Showing the Most imp. Landmarks, Communications*. London: Library Association.
21. Sharma, C. K. & Agrawal, Rachna (1983). *Modern Trends in Cataloguing*. Agra: The Library Publications.

**Paper-IV Credits: 4**  
**BLS-7004 Marks :100**

### **Library Classification Practice by CC and Elementary DDC**

**Section –‘A’** Practical classification of simple and complex titles by Colon classification (Ed. 6 reprint)

with the help of the prescribed rules and the following tables and techniques:

- Main Classes
- Common Isolates: Anteriorising and Posteriorising
- Time isolates
- Space isolates
- Language isolates
- Phase, Intra-facet and Intra-array relations
- Schedules of special isolates
- Devices : Subject, Geographical, chronological, Super-imposition and Alphabetical
- Parallel Schedule Device

This section of Question Paper will be divided into two parts as follows:-

**Note** : Six Titles are to be classified by CC (6<sup>th</sup> Ed.) and ONE class number will be given for digit by digit interpretation.

**Section- ‘B’** Dewey Decimal Classification 22<sup>nd</sup> & 23<sup>rd</sup> edition

Practical Classification of simple titles involving use and application of following tables and techniques:

- Three Summaries
- Standard Sub-Divisions (Table-I)
- Area Table (Table-2)

Structure of the Question paper:

This section of Question Paper will be divided into two parts as follows:-

**Note** : Four Titles are to be classified by DDC and ONE class number will be given for digit by digit interpretation.

### **Reading List:**

- 1.Ranganathan, S.R. (1960). *Colon Classification*. Bombay: Asia Publishing.
- 2.Sehgal, R.L. (1994). *Classification: Theory and Practice*. New Delhi: Ess Ess Publication.
- 3.Satija, M.P. (2011). *A Guide to the Theory and Practice of Colon Classification*. New Delhi: Ess Ess Publication.
- 4.Satija, M.P. (1995). *Manual of Practical Classification*. New Delhi: Sterling Publisher.
- 5.Raju, A.A.N. (2001). *Colon Classification Theory and Practice: a Self Institutional Manual*. New Delhi: Ess Ess Publication.
- 6.Satija, M.P. (1989). *Colon Classification: a Practical Introduction*. New Delhi: Ess Ess Publication
- 7.Dewey, Melvil (2003). *Dewey Decimal Classification and Relative Index [22nd]*. Ohio: OCLC.
- 8.Mitchell, Joan S. ed. (2011). *Dewey Decimal Classification and Relative Index [23rd]* Ohio : OCLC.

**Paper-V**  
**BLS-7005**

**Credits: 4**  
**Marks: 100**

**Library Cataloguing Practice-I**

Descriptive and Classified Cataloguing of Printed Monographs using AACR-2 using Sear's List of Subject Heading and CCC (5<sup>th</sup> ed.) using Chain Procedure for Subject Cataloguing of :

- Single Personal Author
- Joint Personal Author
- Pseudonymous works
- Simple Personal Name entries in Hindi and Urdu by AACR-2.

The practical class record of the items catalogued and entries made will be maintained by each student.

The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

**Structure of Question Paper**

**Section -A:** Shall have THREE titles of documents in English language to be catalogued by AACR-2 & CCC.

**Question No:1** shall be compulsory. The candidates shall be required to catalogue the title either according to CCC or AACR-2.

**Question No:2** will consist of title to be catalogued by AACR-2. **Question No:3** will consist of title to be catalogued by CCC.

**Section -B:** Shall have TWO titles dealing with personal name headings, one in Hindi and the other in Urdu. The examinees will be required to catalogue only ONE title either in Hindi or Urdu language according to AACR-2

### **Reading List:**

1. Verma, A. K. (1986). *AACR-2 : Entries and Procedure*. Delhi: Vishwa-Kala Prakashan
2. Krishan Kumar (1987). *Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.
3. Bakewell, K. G. B. (1974). *A manual of cataloguing practice*. Oxford: Pergamon Press.
4. Aswal, R. S. (2005). *AACR2R with MARC21: cataloging practice for 21st century*. New Delhi: Ess Ess Publication.
5. Ranganathan, S. R. & Bhattacharyya, G. (1990). *Cataloguing practice*. Bangalore: Sarda Ranganatha Endowment for Library Science.
6. Sehgal, R. L. (1996). *Cataloguing Practice AACR-II*. New Delhi: Ess Ess Publication.
7. Maxwell, Robert L. (2009). *Maxwell's handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update*. New Delhi : Indiana Publishing House.
8. Fritz, Deborah A. (2009). *Cataloging with AACR2 & MARC21 for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials*. New Delhi : Pentagon Press.
9. Winkler, Paul W., ed. & Gorman, Michael, ed (1978). *Anglo- American Cataloguing Rules*. London: Library Association.
10. American Library Association & Library of Congress (1967). *Anglo-American cataloguing rules*. Chicago: American Library Association.
11. Hunter, Eric J. (1989). *Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. London: Clive Bingley.
12. Miller, Joseph ed. (2010). *Sears List of Subject Heading*. New York : H.W. Wilson Company.
13. American Library Association & Others (1978). *Anglo-American Cataloguing Rules*. London: The Library Association.

**Paper-VI Credits: 4**

**BLS-7006 Marks :100**

## **Management of Library and Information Centres**

### UNIT-I

Management: Definition, scope, Functions and Principles

Human Resource Management: Job analysis and description.

Job evaluation, Staff formula, Recruitment procedures, Motivation, Training and Development, Performance Appraisal

Organizational Structure: Centralized and Decentralized

### UNIT-II

Collection Development: Policies and Procedures, Book selection tools

Functions Records and Management of:

- Acquisition section
- Technical section
- Circulation section
- Periodicals section
- Maintenance section

### UNIT-III

System analysis, Design of Library system and TQM

Library Statistics

Budgeting: Techniques and Methods

Annual Report: Compilation, Contents and Style

Stock Verification- Policies and Procedures, weeding out

### **Reading List:**

1. Evans, G. Edward (1976). *Management techniques for librarians*. New York: Academic Press.
2. Dutta, D. N. (1978). *Manual of library management*. Calcutta: The World Press.
3. Setty, K. Umamathy (1976). *Problems in library management*. New Delhi: Vikas Publishing.
4. Holroyd, Gileon ed. (1977). *Studies in library management*. London: Clive Bingley.
5. Pandey, Raghunath & Pillai, M.N.V. (2011). *Library Management: new concepts and practices*. New Delhi: Jnanada Prakashan.
6. Subbarao, V. Sashikala (1999). *Library Management through Automation and Networking*. Bombay: Allied Publishers.

7. Mittal, R. L. (2005). *Library Administration: theory and practice*. New Delhi: Metropolitan Book.
8. Dhiman, Anil K. & Yashoda Rani (2005). *Learn Library Management*. New Delhi: Ess Ess Publication.
9. Krishan Kumar (1987). *Library administration and management*. New Delhi: Vikas Publishing.
10. Bavakutty, M. & Abdul Majeed, K.C. (2005). *Methods for Measuring Quality of Libraries*. New Delhi: Ess Ess Publication.
11. Dhiman, Anil Kumar & Yashoda Rani (2004). *Library Management: a manual for effective Management*. New Delhi: Ess Ess.
12. Krishnamurthy, R. (1997). *Library management*. New Delhi : Commonwealth.
13. Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: B.R. Publishing Corporation.
14. Stueart, R. D. & E.J. Taylor (1977). *Library management*. Littleton, Colo : Libraries Unlimited.
  
15. Johnson, Peggy (2011). *Fundamentals of Collection Development and Management*. New Delhi: Ess Ess Publication.
16. Srivastav, Ajay K. & Saraf, Sanjiv (2006). *Collection Development in Academic Libraries*. New Delhi : Shree Publishing.
17. Mount, Ellis ed. (1984). *Collection Development in Sci-Tech Libraries*. New York: Hawarth Press.
18. DeCenzo, David A. & Robbins, Stephens P. (1988). *Personnel/Human Resource Management*. New Delhi: Prentice Hall.
19. Singh, R. K. (2008). *Human Resource Management in Libraries*. New Delhi: Shree Publishing.
20. Mahapatra, P.K. (2002). *Human Resource Management in Libraries*. New Delhi: Ess Ess Publication.

**Department of Library and Information Science**  
**Himalayan Garhwal University, Pokhra**  
**Pauri Garhwal Uttarakhand**  
**Syllabus**  
***Bachelor of Library & Information Science***  
***(B.Lib.I.Sc. IInd Semester)***

**(2017-2018)**

**IInd Semester**

<b>Paper No.</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Sessional Marks</b>	<b>Exam. Marks</b>	<b>Total Marks</b>
I	BLS-8001	Information Processing and Retrieval	4 Credits	25	75	100
II	BLS-8002	IT Applications in Libraries (Theory)	4 Credits	25	75	100
III	BLS-8003	Information Sources and Services	4 Credits	25	75	100
IV	BLS-8004	Library Classification (Practice) by DDC & Elementary UDC	4 Credits	25	75	100
V	BLS-8005	Library Cataloguing Practice-II	4 Credits	25	75	100
VI	BLS-8006	Information Technology (Practice)	2 Credits	15	35	50
VII	BLS-80V1	Educational Tour and Viva-Voce	2 Credits	----	50	50
			<b>24 Credits</b>	<b>Total Marks = 600</b>		

**Paper-I**                      **Credits: 4**  
**BLS-8001**                    **Marks: 100**  
**Information Processing and Retrieval**  
**UNIT – I**

Documentation: Definition, Need, Purpose  
Documentation Work, Service, CAS and SDI  
Index and Indexing: Scope and Importance  
Types of indexes  
Keyword indexing

**UNIT - II**

Pre and Post Co-ordinate Indexing  
Citation Indexing  
Indexing Languages: Types and Characteristics  
Vocabulary Control and IR Thesaurus  
Indexing Services : National and International

**UNIT – III**

Abstracting: Types and Guidelines  
Abstracting Services : National and International  
Search Strategies, Feedback and Refining  
Information Users : Categories  
User Studies: Methods, Techniques and Evaluation

**Reading List:**

1. Brown, A.G. (1982). *An Introduction to Subject Indexing*. London: Clive Bingley.
2. Mohammad, Riaz (1989). *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic Publishers.
3. Kemp, D.A. (1979). *Current Awareness Services*. Clive Bingley: London.
4. Chakraborty, A.R. and Chakraborty, B. (1984). *Indexing: Principles, Process and Products*. Calcutta: The World Press.
5. Sharma, C.K. (1988). *Documentation Information Science and Automation in Libraries*. Agra: Y.K. Publishers.
6. Sengupta, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.
7. Rajan, T.N. (1981). *Indexing Systems: Concepts, Models and Techniques*. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). *Documentation and its Facts*. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). *Documentation in Action*. New York: Reinhold Publishing.

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10. Guha, B. (1983). *Documentation and Information: Services, Techniques and Systems*. Calcutta: World Press.

11.Prasher, R.G. (1989). *Index and Indexing Systems*. New Delhi: Medallion Press.

**Paper-II**  
**BLS-8002**

**Credits: 4**  
**Marks :100**

### **IT Applications in Libraries (Theory)**

#### UNIT-I

Library Automation: Planning and Implementation  
Automation of in- house Operations : Acquisition, Cataloguing,  
Circulation, Serials Control  
OPAC & Web OPAC, Report generation  
Retro Conversion: Issues and Solutions  
Barcoding : Concept and Applications

#### UNIT-II

Library Automation Softwares  
General Features of SOUL, Alice for Windows  
Digital Library: Definition, Purpose, Scope  
Data Warehousing, Data Mining  
Meta Data Concept and Types  
Web 2.0 and Web 3.0

#### UNIT-III

Networks and Networking: Types, Topologies, Examples  
National Knowledge Networks (NKN), OCLC, ERNET  
Internet Security : Concept, Issues and Solutions  
Cyber Laws with Special reference to India

#### **Reading List:**

- 1.Jackson, P. (2010), *Web 2.0 knowledge technologies and the enterprise*. Smarter, Lighter and Cheaper. Oxford: Chandos.
- 2.Sahoo, K.C. (2004) *Information Management with IT application*. Ludhiana: Medallion Press.
- 3.Chhabra, S.S. (1994). *Periodical Literature on Library Automation*. Chandigarh: Abhishek Publishing House.
- 4.Meron, S. (2003). *Protection of Intellectual Property in Cyber Space*. Delhi: Author Press.
- 5.Javidi, B. (2005) *Optical and Digital Techniques for Information Security*, New York: Springer.
- 6.Purser, S. (2004). *A Practical guide to managing Information Security*. Boston: Artech House.
- 7.Pace, A.K. (2009). *The Ultimate Digital Library: Where the New Information Players meet*. New Delhi: Indiana Publishing House.

- 8.Suraj, V.K. (2005) *Multimedia Information Collection in Digital Libraries*.Delhi: Isha Books.
- 9.Willer, M. and Dunsire, G. (2013). *Bibliographic information Organization in the Semantic Web*. Oxford: Chandos Publishing.
- 10.Nair, R.R. (2002). *Internet for Information Services*. New Delhi: Ess Ess Publications.
- 11.Leon, A. and Leon, M. (2004). *Introduction to Information Systems*. Chennai: Vijay Nicole.
- 12.Chowdhury, C.G. and Chowdhary (2007). *Organizing Information from the shelf to the web*. London: Facet Publishing.
- 13.Sehgal, R.L. (1998). *Handbook of Library software packages*. New Delhi: Ess Ess Publications.

**Paper-III  
BLS-8003**

**Credits: 4  
Marks :100**

### **Information Sources and Services**

#### UNIT-I

Reference and Information Sources and Services: Concept, Definition and Trends  
Reference Interview and Search Techniques  
Documentary and Non Documentary Sources types  
Information Sources: Criteria for Evaluation  
Definition, Purpose, Scope of the Following Types of Reference Sources (with evaluation of at least two representative sources in each category)

- Background sources
- Current sources

#### UNIT-II

Definition, Purpose, Scope of the following types of Reference Sources (with evaluation of at least two representative sources in each category )

- Bibliographical Sources
- Language sources
- Biographical sources
- Educational sources
- Geographical sources

#### UNIT-III

Objective types of questions based on the above mentioned information sources will be set.

#### **Reading List:**

- 1.Cheney, F.N. (1971). *Fundamental Reference Sources*. Chicago: ALA
- 2.Foskett, D.J. (1967). *Information Service in Libraries*. London: Crosby Loakwood.
- 3.Singh, S. (1986). *Reference Service in Academic Libraries in India*. New Delhi: Ess Ess Publications.
- 4.Kohl, D.F. (1942). *Reference Services and Library Instruction: A Handbook for Library Management*.
- 5.Dhiman, A.K. and Rani, Y. (2005). *Information and Reference Sources and Services*. New Delhi: Ess Ess Publications.
- 6.Ranganathan, S.R. (1940). *Reference Service, Bangalore: Sarada Ranganathan Endowment for Library Science*.
- 7.Shores, L. (1954). *Basic Reference Sources: An Introduction to materials & Methods*. Chicago: ALA.
- 8.Katz, W.A. (1982). *Introduction to reference work (Vol.1): Basic Information Sources*. New York. Mc Graw Hill.
- 9.Katz, W.A. (1982). *Introduction to reference work (Vol.2): reference Services & Reference Processes*. New York: Mc Graw Hill.

10. Cassell, K.A. and Hiremath, U. (2013). *Reference and Information Services: An Introduction*. New Delhi: DBS Imprints.

**Paper-IV Credits: 4**

**BLS-8004 Marks :100**

### **Library Classification (Practice) by DDC & Elementary UDC**

#### **Section 'A' Dewey Decimal Classification 22<sup>nd</sup> & 23<sup>rd</sup> edition**

Practical Classification of complex titles involving use and application of following tables and techniques:

-

-Sub-Divisions of Individual Literatures (Table – 3)

-Sub-Divisions of Individual Languages (Table – 4)

-Racial, Ethnic and national Sub-Divisions (Table – 5)

-Languages (Table – 6)

-Add to instructions:

... 'Add from tables

... 'Add from schedules'

... 'Add from both tables and schedules'

-----Manual

-----Relative Index

**NOTE:-** In this section, **TEN** titles are to be classified by Dewey Decimal Classification (22<sup>nd</sup>/23<sup>rd</sup> Edition) and **TWO** class numbers will be given for digit by digit interpretation.

**Section- 'B'** Universal Decimal Classification (Abridged Edition) 2003 Practical classification of Simple titles involving the use of -

-Main Tables

-Common and special Auxiliaries Structure of the Question paper:

The Question Paper will be divided into two parts as follows:-

**Note :** In this section, Five Titles are to be classified by UDC (3<sup>rd</sup> Abridged Ed.) and ONE class number will be given for digit by digit interpretation.

#### **Reading List:**

1. Dewey, Melvil (2003). *Dewey Decimal Classification and Relative Index [22<sup>nd</sup>]*. Ohio: OCLC.
2. Mitchell, Joan S. ed. (2011). *Dewey Decimal Classification and Relative Index [23<sup>rd</sup>]* Ohio : OCLC.
3. Satija, M.P. ( 2004). *Exercises in the 22<sup>nd</sup> edition of the Dewey Decimal Classification*. New Delhi : Ess Ess Publication.
4. Satija, M. P.& Comaromi, John P.( 1987). *Introduction to the practice of Dewey Decimal Classification*. New Delhi: Sterling Publisher.

5. British standard institution, (2006). *UDC: Universal Decimal Classification*. London: British Standard Institution.

**Paper-V**  
**BLS-8005**

**Credits: 4**  
**Marks: 100**

### **Library Cataloguing Practice-II**

Descriptive Cataloguing of Printed Monographs using AACR- 2 using Sear's List of Subject Headings for Subject Cataloguing of :

- Corporate Authors
- Multi Volume
- Composite works

The practical class record of the items catalogued and entries made will be maintained by each student.

The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Structure of Question Paper : The question paper will comprise of **FOUR** titles of English language documents to be catalogued by AACR-2

#### **Reading List:**

1. Noorul Hasan Khan, Nath, K. and Sardana, J.L. (1984). *Cataloguing Practice*. New Delhi: Gitanjali publishing.
2. Ranganathan, S.R and Bhattacharya, G. (1990). *Cataloguing Practice*. Bangalore: Sarda Ranganathan Endowment for library science.
3. Sharma, C.D. (1973). *Classified catalogue code: in theory and practice*. Delhi: Metropolitan book.
4. Krishan Kumar (1983). *Introduction to cataloguing practice*. New Delhi: Vikas.
5. Bakewell, K.G.B. (1974). *A manual of cataloguing practice*. Oxford: Pergamon Press.
6. Viswanathan, C.G. (1983). *Cataloguing: theory and practice*. Lucknow: Print house.
7. Sengupta, B. (1974). *Cataloguing: Its theory and practice*. Calcutta: World press.

**Paper-VI Credits: 2**  
**BLS-8006 Marks :50**

**Information Technology (Practice)**  
**(50 Marks)**

Practical classes will be arranged to train the students on the following areas:

- 1.HTML
- 2.Data base computation: SOUL & Alice for Windows
- 3.Online Searching of Databases
- 4.WINISIS in Data base computation