



**PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)**

(Estd. under the Panjab University Act VII of 1947—enacted by the Govt. of India)

**FACULTY OF ARTS**

**SYLLABI**

*FOR*

**BACHELOR OF LIBRARY & INFORMATION  
SCIENCES**

**(SEMESTER SYSTEM)**

**EXAMINATIONS, 2017-2018**

--: 0 :-

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR REGULAR STUDENTS  
of Bachelor of Library & Information Sciences  
(Semester System)  
(EFFECTIVE FROM THE ACADEMIC SESSION 2016-17)**

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students:

- |  |   |                   |
|--|---|-------------------|
| (i) Terminal Evaluation  | : | 80%               |
| (ii) Continuous Assessment   | : | 20%               |
| (iii) Continuous Assessment may include Written Assignments, Snap Tests, participation in discussions in the class, term Paper, attendance etc.                          |   |                   |
| (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Colleges/Department will conduct <b>one</b> written test as quantified below: |   |                   |
| (a) Written Test (one per semester)  | : | 25 (reduced to 5) |
| (b) Snap Test  | : | 25 (reduced to 5) |
| (c) Term Paper   | : | 25 (reduced to 5) |
| (d) Participation in Class Discussions   | : | 15 (reduced to 3) |
| (e) Attendance   | : | 10 (reduced to 2) |

**Total : 100 reduced to 20**

2. Weightage of 2 marks for **Attendance** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for theory papers shall be as under:

| <i>Attendance Component</i> |   | <i>Mark/s for Theory Papers</i> |
|-----------------------------|---|---------------------------------|
| (a) 75% and above up to 85% | : | 1                               |
| (b) Above 85%               | : | 2                               |

3. It shall **not be compulsory** to pass in Continuous Internal Assessment. Thus whatever marks are secured by a student out of 20% marks, will be carried forward and added to his/her score out of 80%, i.e. the remaining marks allocated to the particular subject and, thus he/she shall have to secure pass marks both in the University examinations as well as total of Internal Continuous Assessment and University examinations.
4. Continuous Internal Assessment awards from the affiliated Colleges/Department must be sent to the Controller of Examinations, by name, **two weeks before** the commencement of the particular examination on the obtainable from the Examination Branch.

**SPECIAL NOTE:**

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For reappear/improvement candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment.  
**The paper setter must put note (ii) in the question paper.**
- (iii) In the case of Postgraduate Course in the Faculties of Arts, Science, Languages, Education, Design & Fine Arts, and Business Management & Commerce (falling under the purview of Academic Council), where such a provision of Internal Assessment/Continuous Assessment already exists, the same will continue as before.
- (iv) The marks obtained by a candidate in Continuous Internal Assessment in Postgraduate Classes from the admissions of 2004 will be shown separately in the Detailed Marks Card (D.M.C).

**PANJAB UNIVERSITY, CHANDIGARH****SCHEME OF BACHELOR OF LIBRARY AND INFORMATION SCIENCES (SEMESTER SYSTEM) FOR THE EXAMINATION OF 2017-2018.**

| Paper Code             | Title of the Paper                                 | Marks               |            |       |             |
|------------------------|--|---------------------|------------|-------|-------------|
|                        |  | Internal Assessment | Ext. Exam. | Total | Exam. Hours |
| <b>FIRST SEMESTER</b>  |  |                     |            |       |             |
| B. LIB-01              | Foundations of Library and Information Science     | 20                  | 80         | 100   | 3           |
| B. LIB-02              | Knowledge Organisation : Classification (Theory)   | 20                  | 80         | 100   | 3           |
| B. LIB-03              | Knowledge Organisation : Cataloguing (Theory)      | 20                  | 80         | 100   | 3           |
| B. LIB-04              | Information and Communication Technology : Basics  | 20                  | 80         | 100   | 3           |
| <b>SECOND SEMESTER</b> |  |                     |            |       |             |
| B. LIB-05              | Management of Library and Information Centres      | 20                  | 80         | 100   | 3           |
| B. LIB-06              | Knowledge Organisation : Classification (Practice) | 20                  | 80         | 100   | 3           |
| B. LIB-07              | Knowledge Organisation : Cataloguing (Practice)    | 20                  | 80         | 100   | 3           |
| B. LIB-08              | Information Sources and Services (Theory)          | 20                  | 80         | 100   | 3           |

**SYLLABI FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCES COURSE,  
SEMESTER SYSTEM) 2017-2018.**

**SEMESTER-1**

**Paper Code: B.Lib.-01**

Paper Title: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

**INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**Objectives:**

To study library in the social context, and to acquaint the students with the basic philosophy of Library and Information Science.

**Unit – I**

**Library as a Social Institution and Normative Principles:**

Social and historical foundations of library. Different types of libraries: Their distinguishing features and functions. Role of library in formal and informal education. Library Philosophy: Five Laws of Library Science and their implications.

**Unit – II**

**Library Development and Library Legislation:**

Development of libraries with special reference to India. Library legislation : Need and essential features. Library legislation in India with special reference to Madras, Andhra Pradesh, Haryana, Uttrakhand, Manipur and Gujarat. Press and Registration Act and Delivery of Books (Public Libraries) Act. Copyright Act.

**Unit – III**

**Resource Sharing and Library and Information Profession:**

Resource sharing and library networking. Role of INFLIBNET. Attribution of profession. Librarianship as a profession. Professional ethics. Professional associations and their role. National and International library Associations (ILA, IASLIC, CILIP, ASLIB, SLA and IFLA). Library and Information Science Education and Research. Information Science as a discipline.

## Unit – IV

### Library Promoters, Public Relations, and Extension Activities:

National level promoters – RRRLF. International level promoters – UNESCO. Public Relations: Definition, Facets and Programmes. Publicity, extension and outreach activities. Library Guides.

### Essential Readings:

1. Venkaṭappayya, V., & Madhusudhan, M. (2006). *Public library legislation in the new millennium: New model public library acts for the union, states, and union territories*. New Delhi: Bookwell.
2. Isaac, K. A. (2004). *Library legislation in India: A critical and comparative study of state library acts*. New Delhi: EssEss Publications.
3. Leckie, G. J., Given, L. M., & Buschman, J. (2010). *Critical theory for library and information science: Exploring the social from across the disciplines*. Santa Barbara, Calif: Libraries Unlimited.
4. McIntosh, J. (2011). *Library and information science: Parameters and perspectives*. Oakville, Ont: Apple Academic Press.
5. Rubin, R. (2004). *Foundations of library and information science*. New York: Neal-Schuman Publishers.
6. Prajapati, R. S. (2013). *Foundations of library and information science*. New Delhi: Discovery Pub. House.
7. Levine-Clark, M., & Carter, T. M. (2013). *ALA Glossary of Library and Information Science (4<sup>th</sup> ed.)*. (ALA glossary of library and information science.) Chicago: American Library Association
8. Prajapati, B. G. (2013). *Library and information science*. New Delhi: Discovery Pub. House.
9. Davies, D. L. (2013). *Library and information science*. New Delhi: Random Exports.
10. Stock, W. G., Stock, M., & Becker, P. (2013). *Handbook of information science*. Berlin; Boston: De Gruyter Saur.
11. Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal-Schuman.
12. Kumar, P. S. G. (1998). *Fundamentals of information science*. New Delhi: S.Chand.
13. Ranganathan, S. R. (1957). *The five laws of library science*. Bombay: Asia Pub. House.
14. Rout, R. K. (1986). *Library legislation in India: Problems and prospects*. New Delhi: Reliance Pub. House.

### Further Readings:

1. Rao, E. G. (1987). *Public library system*. Hyderabad: Exbote Brothers.
2. Hill, M. W. (1998). *The impact of information on society*. London: Bowker-Saur.
3. Kaula, P.N. (1986). Higher education and libraries: The Indian scene. *Herald of library science*. 25(1-2), 46-57.
4. Kent, A. (1974). *Resource sharing in libraries: why, how, when, next action steps*. New York: M. Dekker.

5. Mangla, P.B. (1981) *Library and information science education in India*. New Delhi: Macmillan.
6. Smith, M. M.(1999). *Information ethics*. London: Bowker-Saur.

**Paper Code: B.Lib.-02**

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (THEORY)

**INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS, AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**Objectives:**

To study Library Classification as a base for knowledge organization

**Unit - I**

**Library Classification:**

Knowledge Organisation: Basic concept. Classification as a general term. Library Classification: Concept, need and objectives. Species of Library Classification. Faceted and Enumerative Schemes of classification. Brief introduction to descriptive and dynamic theory of classification.

**Unit – II**

**Colon Classification (CC) and Universal Decimal Classification (UDC):**

Colon Classification (CC): Salient features and Components: Facet analysis, principles of facet sequence, Fundamental Categories (PMEST), Devices, Notational System, Three planes, Mnemonics, Phase Relations, Common Isolates (ACI and PCT), Rounds and Levels, Index.

**Universal Decimal Classification (UDC): Salient Features**

Nature and Scope, Structure, Notational System, Arrangement and Tables in UDC. Common Auxiliary Tables: Scope and Examples. Common Auxiliary Signs: Scope and Types Master Reference File (UDC MRF): Basic Concept UDC Translations: Current Status.

**Unit – III**

**Dewey Decimal Classification (DDC):**

Salient Features and Components of DDC: Structure and layout, organization of basic classes, hierarchy, coverage, notation, simplicity, memorability, hospitality, Chain-Structure, flexibility, manual, DDC Summaries, Relative Index, Table Schedules Summaries, entries, notes.

## Unit – IV

### Current Trends and Organization of the Web Resources:

Online Versions: Web Dewey, UDC online and LC Web (Brief Description). Brief Introduction of OCLC Classify, UDC Online Summary. Folksonomy: Basic concept, Tagging and Social Bookmarking. Semantic Web: concept, need, purpose, and advantages. Activities of DRTC and ISKO.

### Essential Readings:

1. Batley, S. (2005). *Classification in theory and practice*. Oxford: Chandos.
2. Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2<sup>nd</sup> Ed.). Oxford: Chandos Pub.
3. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications
4. Satija, M. P. (2012). *Exercises in the 23rd edition of dewey decimal classification*. New Delhi: EssEss pub.
5. Dhyani, P. (1998). *Library classification: Theory and principles*. New Delhi: WishwaPrakashan.
6. Ranganathan, S. R. (1951). *Philosophy of library classification*. Copenhagen: E. Munksgaard.
7. Wali, M. L., & Baba A. M. (1982). *Manual of library classification practice for Dewey Decimal and Colon classification schemes*. Srinagar: the auths.
8. Krishan, K. (1979). *Theory of classification* (4<sup>th</sup> Ed.). New Delhi: Vikas pub.

### Further Readings:

1. Choo, C. W. (2006). *The knowing organization: How organizations use information to construct meaning, create knowledge, and make decisions* (2<sup>nd</sup> Ed.). New York: Oxford University Press.
2. Satija, M. P. (2004). *Exercises in the 22nd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.
3. Sehgal, R. L. (1994). *An introduction to Universal Decimal Classification*. New Delhi: EssEss Publications.
4. Sehgal, R. L. (1993). *Number building in Dewey Decimal Classification, Universal Decimal Classification, and Colon Classification*. New Delhi: EssEss Publications.
5. Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.
6. Stewart, T. A. (2001). *The wealth of knowledge: Intellectual capital and the twenty-first century organization*. New York: Currency

### Paper Code: B.Lib.-03

Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (THEORY)

### INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS, AND CANDIDATES:

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

### **Objectives:**

To study the principles and theories of Library Cataloguing.

### **Unit – I**

#### **Forms of Library Catalogue :**

Library Catalogue: Concept, objectives, purpose and functions. Physical forms of Library Catalogue: Conventional and Non-conventional (OPAC). Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue.

### **Unit – II**

#### **Catalogue Entries and Subject Cataloguing:**

Catalogue Entries: Main entry and Added entries (According to CCC 5th ed. and AACR-2). Subject Cataloguing: Meaning, purpose, objectives, approaches (Chain Procedure and Sear's List of Subject Headings).

### **Unit – III**

#### **Normative Principles and Union Catalogue :**

Union Catalogue: Concept, purpose, Union Catalogues of INFLIBNET, DELNET and OCLC. Selective, Simplified and Centralized Cataloguing. Authority File, Shelf List, ISBN, ISSN. Normative Principles of Cataloguing: Canons and Principles of Cataloguing : Their application to CCC and AACR -2 and its revision.

### **Unit – IV**

#### **Current Trends in Cataloguing :**

Current Trends: ISBD, CCF, RDA and FRBR.

Metadata: meaning, purpose, use, & types. Metadata: MARC 21, DUBLINCORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core.

#### **Essential Readings:**

1. Gorman, M., Winkler, P. W., Joint Steering Committee for Revision of AACR., & American Library Association. (1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
2. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet.
3. Chan, L. M., & Hodges, T. (2007). *Cataloging and classification: An introduction* (3<sup>rd</sup>ed.). Lanham, Md: Scarecrow Press.
4. Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the Web*. London: Facet.



5. Girja, K., & Krishan, K. (2011). *Theory of cataloguing* (5<sup>th</sup>ed.). Delhi: Vikas Pub. House.
6. Sears, M. E., & In Westby, B. M. (1972). *Sears List of subject headings* (20th ed.). New York: H.W. Wilson.
7. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

#### **Further Readings :**

1. Gorman, M. (2004). *The concise AACR2*. Chicago: American Library Association.
2. Krishan, G. (2000). *Library online cataloguing in digital way*. Delhi: Authorspress.
3. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet Publ.
4. Taylor, A. G. & Miller, D. P (2007). *Introduction to cataloging and classification*(10<sup>th</sup>ed.). Westport, Conn: Libraries Unlimited.
5. Ranganathan, S. R. (1964). *Classified catalogue code*(5<sup>th</sup>ed.). Bombay: Asia Pub. House.

#### **Paper Code: B.Lib.-04**

Paper Title: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS

#### **INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

#### **Objectives :**

To provide students the basic knowledge of Computer and its applications in library and information activities.

#### **Unit – I**

##### **Fundamentals of Information and Communication Technology (ICT):**

Definition, concept, objectives, and scope of ICT. Classification of computers on the basis of size and generation. Functional Units of Computers: Input Unit, Storage Unit, Central Processing Unit (CPU) and Output Unit. Definition of Software and Hardware. Application Software, System Software and Utility Software. Standard configuration of a computer/laptop.

#### **Unit – II**

##### **Application & System Softwares**

Common Application Softwares: Features of Word Processor, Spreadsheet and Presentation Software. Online Office Suites: Concept & features. Concept of Open Source Software (OSS), Brief Introduction to Open Office. Operating Systems: Concept and basic features of Windows. Mobile Operating System (OS): Concept. Brief introduction to Android OS.

### Unit – III

#### Computer Networks and Communications

Computer Networks: Concept, Need, & Purpose Common Network Devices (Repeaters, Hub, Bridges, Switch, Router, MODEM). Classification of Computer Networks: Organization scope (Intranet, Extranet & Internet), and Geographical Scale (LAN, MAN, WAN). Network Topologies: Concept, Physical & Logical Topology, Topology Types: BUS, STAR, RING, TREE, MESH. OSI Reference Model. TCP/IP Reference Model.

### Unit – IV

#### The Internet:

The Internet: Definition, Concept, Basic Service. World Wide Web (WWW): Concept & Examples. Domain Name: Concept, Purpose, and Syntax. Internet of Things: Concept & Applications. The Invisible Web: Concept. Internet Safety: Concept, Common causes and Prevention.

#### Essential Readings:

1. Gaboitsiwe, T. (2013). *Information and communication technology: Introduction to the Internet components - World Wide Web and email*. United States: CreateSpace.com
2. Williams, B. K., & Sawyer, S. C. (2013). *Using information technology: A practical introduction to computers & communications*. New York, NY: McGraw-Hill.
3. Alkhatib, G. (2013). *Network and communication technology innovations for web and IT advancement*. Hershey, PA: Information Science Reference
4. Singh, H., Kakkar, S.K., & Sharma, A. (2011). *A Book of fundamentals of Information Technology*. Amritsar: Lakhanpal Publishers.
5. Bailey, D. R., & Tierney, B. (2008). *Transforming library service through information commons: Case studies for the digital age*. Chicago: American Library Association.
6. Bradley, P. (2007). *How to use Web 2.0 in your library*. London: Facet.
7. Chopra, H.S. (2006). *Digital Library: Indian and Global Scenario*. New Delhi: Shree Pub.
8. Kaushik, P. (2006). *Library and information technology*. New Delhi: Anmol Publications. 2006.
9. Matthews, Joseph R. Kochtanek, Thomas R. *Library information systems: from library automation to distributed information access solutions* Westport: Libraries Unlimited, 2004.
10. Rowley, J. E., & Tilsed, I. (2006). *Information technology for libraries*. London: Facet.
11. Sharma, A., & Gupta, A. (2007). *Fundamentals of Internet applications*. Amritsar: Lakhanpal Pub.
12. Singh, P. K. (2005). *Library automation*. New Delhi: Shree Pub.

#### Further Readings:

1. Leckie, G. J., & Buschman, J. (2009). *Information technology in librarianship: New critical approaches*. Westport, Conn: Libraries Unlimited.
2. Sathaiah, B. (2011). *Information technology in university libraries*. New Delhi: Commonwealth Publishers.
3. Sharma, S. K. (2007). *Information technology and library services*. New Delhi: Shree Publishers and Distributors.
4. Singh, S. P. (2009). *Information technology in library*. New Delhi, India: Omega Publications.
5. Singh, U.N. (2004). *Information technology in libraries*. New Delhi: Shree Pub.

6. Theresa, T. B., Ratna, K. C., & Rai, B. A. (2011). *Information technology and library automation*. New Delhi: Commonwealth Publishers.
7. Kresh, D., & Council on Library and Information Resources. (2009). *The whole digital library handbook*. New Delhi: Indiana.

## SEMESTER-II

### **Paper Code: B.Lib.-05**

Paper Title: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

### **INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

### **Objectives:**

The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library / information centre.

### **Unit – I**

#### **Principles of Library Management:**

Functions and principles of Management. Principles of scientific management and their application to Libraries and Information Centres. Management by Objectives. Library Authority, Library Committee, Delegation of Authority. Library Organisational Structure. Management Information System (MIS).

### **Unit – II**

#### **Library House Keeping Operations:**

Activities of different sections of library and information centre and their functions : Acquisition Section, Technical Section, Circulation Section, Maintenance Section, Periodical Section and Reference Section. Stock Verification and Rectification: Policies and procedures.

### **Unit – III**

#### **Human Resource Management:**

Policy and Staffing; Recruitment and Training, Job Description, Job Analysis, and Job Evaluation. Motivation (definition, nature, importance, and Theories of McGregor, Herzberg's two factor and Maslow). TQM.

## Unit – IV

### **Library Planning, Financial Management and Reporting :**

Library Building.Resource mobilization.Budgeting techniques. Cost effectiveness and Cost benefit analysis. Library Statistics and Annual Report.Library rules and regulations.

### **Essential Readings:**

1. Dorado, A. (2012). *New trends in library management*. London: Koros
2. Christian, A. R. (2013). *Academic library management: Universities, colleges and institutions*. Jaipur: Vista Publishers.
3. Bryson, J. (2011). *Managing information services: A sustainable approach*. Farnham: Ashgate Pub.
4. Velasquez, D. (2013). *Library management 101: a practical guide*. Chicago: ALA Editions, an imprint of the American Library Association.
5. Evans, G. E., Layzell, W. P., Rugaas, B., & Evans, G. E. (2000). *Management basics for information professionals*. New York: Neal-Schuman Publishers.
6. Edwards, E. G. (2005). *Developing Library & Information Centre Collections*. Westport: Libraries Unlimited.
7. Johnson, P. (2014). *Fundamentals of collection development & management (3<sup>rd</sup>ed.)*. Chicago: American Library Association.
8. Krishan, K. (2007). *Library Management in Electronic Environment*. New Delhi: Har-Anand Publication.
9. Mittal, R. L. (2007). *Library administration: Theory and practice (4th ed.)*. Delhi: EssEss Pub.
10. Stueart, R. D., Moran, B. B., & Morner, C. J. (2013). *Library and information center management*. Englewood, Colo: Libraries Unlimited.
11. Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
12. Sood, N. M. (2011). *Fundamentals of library administration and management*. New Delhi: Mahaveer & Sons.
13. Stueart, R. D., Moran, B. B., & Morner, C. J. (2012). *Library and information center management (8<sup>th</sup>ed.)*. Englewood, Colo: Libraries Unlimited.
14. McKnight, S. (2010). *101 ideas for successful library management*. London: Facet.

### **Further Readings:**

1. Bryson, J. (1998). *Effective library and information centre management (2<sup>nd</sup>ed.)*. Aldershot, Hants, England: Gower
2. Franks, P. C. (2013). *Records and Information Management*. Chicago: American Library Association.
3. Iyer K. V. (1999). *Library management of staff training and development*. Delhi :Rajat.

4. Pal, S. S. (2004). *Special library system and information services*. New Delhi: Icon Publications.
5. Taylor, A. G. (2003). *The organization of information* (2<sup>nd</sup>ed.). Westport, Conn: Libraries Unlimited.

**Paper Code: B.Lib.-06**

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

**INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

The Paper carries 80 marks. Duration of the paper is 3 hours. There shall be 28 titles in all the 4 units, out of which unit- I shall contain 4 titles to be classified (Basic Class + one component) both by DDC and CC. Unit - I shall carry 20 marks and shall be compulsory. Rest of the paper shall contain 3 units. Each unit shall have 8 titles and the candidates shall be given internal choice i.e. the candidates shall attempt 4 titles from each unit according to UDC, DDC and CC, respectively. Questions in Unit-II, III and IV shall also be of 20 marks each. In no case a title should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

**Objectives:**

The objective of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification. (Rev. Ed. 6) and Dewey Decimal Classification, 21st ed.

**Unit – I**

**Classification of Documents according to DDC (21st ed.)**

Classification of Documents representing simple subjects. Classification of documents using tables. Classification of documents representing compound subject. Classification of documents representing complex subject.

**Unit – II**

**Classification of documents according to UDC (3rd Abridged Ed.)**

Classification of Documents representing simple subjects. Classification of documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject.

**Unit – III**

**Classification of documents according to CC (6th rev. ed.).**

Classification of Documents representing simple subjects. Classification of documents having Common Isolates. Classification of documents representing compound subject. Classification of documents representing complex subject.

### Unit – IV

#### Classification of same document according to DDC and CC:

The students will be asked to classify same title according to both DDC and CC.

#### Essential Readings:

1. Dewey, M., & Custer, B. A. (1979). *Dewey decimal classification and relative index* (23<sup>rd</sup> Ed.). (Vol. 4). Albany: Forest Press.
2. Ranganathan, S.R. (1989). *Colon Classification* (6th rev. ed.). Bangalore: SardaRanganathan Endowment for Library Science.
3. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
4. Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2nd ed.). Oxford: Chandos Pub.
5. Satija, M. P. (2004). *Exercises in the 22nd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.
6. Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.
7. British Standards Institution, & International Federation for Documentation. (1961). *Universal Decimal Classification: Abridged English edition* (3rd rev. ed.). London: BSI

#### Paper Code: B.Lib-07

Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (PRACTICE)

#### INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be of serial / periodical publication. One Title shall be given and the candidates shall be asked to catalogue the same according to either AACR-2 or CCC -5. It shall carry 20 marks and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

#### Objectives :

To acquaint the students with cataloguing of documents according to AACR-2 and CCC-5.

### Unit – I

#### **Anglo American Cataloguing Rules, 2nd ed. (1988) :**

Single authorship. Shared authorship. Collections and works produced under editorial direction. Work of mixed responsibility (Collaborators). Revisions of works. Adaptation of texts. Biographical works. Pseudonyms. Sacred scriptures and Multi-volume documents.

Note : Sears List of Subject Headings will be followed for Subject Cataloguing.

### Unit – II

#### **Anglo American Cataloguing Rules, 2nd ed. (1988) :**

Corporate authorship (Government bodies : Executive, Legislative, Judiciary; Institutions, Associations, Conferences Proceedings). Composite books (With and without collective title page, bound with). Microforms. Computer files. Sound recordings. Motion pictures and Video recordings. Serials (to be set in question No. 1 only)

Note : Sears List of Subject Headings will be followed for Subject Cataloguing.

### Unit – III

#### **Classify Catalogue Code , 5th ed. by Dr. S.R. Ranganathan.**

Single authorship. Shared authorship. Work of mixed responsibility (Collaborators). Adaptation of texts and Pseudonyms.

Note: Chain Procedure will be followed for subject cataloguing.

### Unit – IV

#### **Classify Catalogue Code, 5th ed. by Dr. S. R. Ranganathan:**

Multi-volume documents. Corporate authorship (Government bodies: Executive, Legislative, Judiciary; Institutions, Associations, Conference Proceedings). Composite books (ordinary and artificial). Festschrift volumes. Serials (to be set in question No. 1 only)

Note: Chain Procedure will be followed for Subject Cataloguing.

#### **Essential Readings:**

1. Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR., & American Library Association. (1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
2. Chan, L. M. (2007). *Cataloguing and classification: An Introduction* (3<sup>rd</sup>ed.). New York: Scarecrow Press.
3. Ranganathan, S. R., & Neelamegha, A. (1964). *Classified catalogue code: With additional rules for dictionary catalogue code*. New York: Asia Pub. House.
4. Ranganathan, S.R. (1989). *Cataloguing practice* (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Sears, M. E. (2014). *Sears list of subject headings* (20th ed.). New York: H.W. Wilson.
6. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

**Further Readings:**

1. Gorman, M. (2004). *The concise AACR2*. Chicago: American Library Association.
2. Read, J. M. (2003). *Cataloguing without tears: Managing knowledge in the information society*. Oxford: Chandos Pub.
3. Krishan K., & Garg, B.S. (2005). *Advanced Cataloguing practice: Based on AACR (2<sup>nd</sup> Ed.)*. New Delhi: Har-Anand.
4. Taylor, A. G. (2007). *Introduction to cataloging and classification (10<sup>th</sup> Ed.)*. Westport, Conn: Libraries Unlimited.
5. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet Pub.

**Paper Code : B.Lib.-08**

Paper Title: INFORMATION SOURCES AND SERVICES (THEORY)

**INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain **4** units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**Objectives:**

The aim of this paper is to impart knowledge regarding reference and information sources, services and systems to the students and also to make them aware about the concept of user education.

**Unit – I****Reference and Information Sources:**

Documentary sources of information: Print, non-print including electronic sources – Definition, need and use. Non-documentary information sources: Human and Institutional and Electronic - Nature, types, characteristics and utility. Categories: Primary, Secondary and Tertiary information sources. The Internet as a source of information.

**Unit – II****Reference Service and User Education:**

Reference Service: Concept, definition, types, theories and trends. Reference interview and search techniques. Information Users and their Information Needs: Categories of information users, Ascertaining Users' Information need. User studies: Concept, need, purpose, techniques and methods. User Education: Concept, goals, objectives, methods and evaluation.



### Unit – III

#### Information Services and Products:

Information services and products. Information Services: Concepts, definition, need and trends. Alerting Services: need, techniques and evaluation (CAS and SDI). Bibliographic, referral, document delivery and translation services.

### Unit – IV

#### National Centres, Information Systems and Services:

Study of National, International and Commercial Information Systems and Services (NISCAIR, NASSDOC, INIS, AGRIS, INSPEC): Background, their services and products.

#### Essential Readings:

1. Jain, M. K. (2006). *Nirmal Teaching learning library and information services: a manual*. Delhi: Shipra.
2. Ford, G., McClure, C. R., & Bertot, J. C. (2001). *Evaluating networked information services: Techniques, policy, and issues*. Medford, N.J: Information Today.
3. Murty, S., & Sonal S. (2006). *Information services, library education and research in India*, Jaipur: RBSA Pub.
4. Cassell, K. A., & Hiremath, U. (2006). *Reference and information services in the 21st century: An introduction*. New York: Neal-Schuman Publishers.
5. Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos.
6. Crawford, J. C. (2006). *The culture of evaluation in library and information services*. Oxford: Chandos.
7. Devarajan, G., & Pulikuthel, J. K. (2011). *Information access, tools, services and systems*. New Delhi: EssEss Publications.
8. Saroja, G. Sekhara, R. V. C., & Dr. B.R. Ambedkar Open University. Department of Library & Information Science,. (2013) *New dimensions in web-based library and information services*. New Delhi: Pearl Books.
9. Kataria, S., Anbu, K. J. P., Shri, R., & Jaypee University of Information Technology,. (2010). *Emerging technologies and changing dimensions of libraries and information services*. New Delhi: K.B.D. Publication.
10. Ramesh, B. V. P. (2011). *Quality of library and information services in higher education: A global scenario*. New Delhi: Kanishka Publishers, Distributors.
11. Griffiths, J. R. (2012). *Evaluation techniques for information services*. London: Facet.
12. Miller, J. B., & Barbara, S. (2014). *Internet technologies and information services*. Westport, Conn: Libraries Unlimited.
13. Bopp, R. E., & Smith, L. C. (2011). *Reference and information services: An introduction* (4th Ed.) westport: Libraries Unlimited.
14. Bunch, A. (1995). *The basics of community information work*. London: Clive Bingley
15. Cassell, K. A., & Hiremath, U. (2012). *Reference and information services: An introduction* (3<sup>rd</sup> Ed.) London: Facet.
16. Singh, G. (2013) *Information sources, services and systems*. Delhi: PHI Learning.

17. Kumar, K. (2007) *Reference Service* (5<sup>th</sup> rev. ed.) Delhi: Vikas.
18. Lipow, A. G. (2003). *The Virtual Reference Librarian's Handbook*. Chicago: Neal Schuman.
19. Prasher, R.G. (2003). *Information and Communication*. Ludhiana: Madallion Press.

**Further Readings:**

1. Chiency, F. N., & Williams, W. J. (1971). *Fundamental reference sources* (2nd Ed.) Chicago: American Library Association
2. Crawford, J. (2000). *Evaluation of library and information services*. London: ASLIB.
3. Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos publishing.
4. Fourie, D. K., & Dowell, D. R. (2002). *Libraries in the information age: An introduction and career exploration*. Greenwood Village: Libraries Unlimited
5. Kumar, P.S.G.(1998). *Fundamentals of information science*. New Delhi: S. Chand.
6. Neelameghan, A., & Prasad, K. N. (1998). *Information systems, networks and services in India: Developments and trends* (Vol. 2) Chennai: Ranganathan Centre for Information Studies.
7. Sewa, S. (2004). *Manual of reference and information sources* (2<sup>nd</sup> Ed.). Delhi: B.R. Pub. Corp.

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