

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 SCIENCE

(SEMESTER SYSTEM)

EXAMINATIONS 2020- 2021

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR STUDENTS
OF Bachelor of Library & Information Science
(Semester System)
(EFFECTIVE FROM THE ACADEMIC SESSION 2020-21)**

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 Department will conduct the following in each semester:

(a) Written Test	:	25 (reduced to 5)
(b) Snap Test	:	25 (reduced to 5)
(c) Term Paper/Assignment	:	25 (reduced to 5)
(d) Participation in Class Discussion	:	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 each paper shall be as under:

(a) 75% and above up to 85%	:	1 Mark
(b) Above 85%	:	2 Marks

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 Department must be sent to the Controller of Examinations, by name, **two weeks before** the commencement of the final examination to 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 2020-2021.**

Paper Code	Title of the Paper	Internal Assessment	Ext. Exam.	Marks Total	Exam. Hours
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FIRST SEMESTER

BLIS 01	Foundations of Library and Information Science	20	80	100	3
BLIS 02	Knowledge Organisation : Classification (Theory)	20	80	100	3
BLIS 03	Knowledge Organisation : Cataloguing (Theory)	20	80	100	3
BLIS 04	Information and Communication Technology : Basics	20	80	100	3

SECOND SEMESTER

BLIS 05	Management of Library and Information Centres	20	80	100	3
BLIS 06	Knowledge Organisation : Classification (Practice)	20	80	100	3
BLIS 07	Knowledge Organisation : Cataloguing (Practice)	20	80	100	3
BLIS 08	Information Sources and Services (Theory)	20	80	100	3
BLIS 09	Information and Communication Technology : Practical	20	80	100	3

**SYLLABI FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(SEMESTER) SYSTEM) 2020-2021.**

SEMESTER-1

Paper Code: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

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

Unit 1: Library- Types and Role

- Library: Definition, concept, objectives and role of libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Historical Development of Libraries
- Types of Libraries: Objectives, features and functions
- Five Laws of Library Science and their implications.
- Public Relations and Extension Activities

Unit 2: Library Legislations & Related Laws/ Concepts

- Library Legislation: Need and features.
- Library Legislation in India with special reference to states of Madras, Andhra Pradesh, Gujarat, Manipur and Uttrakhand.
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act
- Copyright Act
- Right to Information Act; Intellectual Property Rights; Information Technology Act
- Plagiarism

Unit 3: Professional Associations, Organizations and Resource Sharing.

- Library and Information Science as a discipline and LIS education in India.
- Librarianship as a Profession and Professional Ethics.
- National and International Professional Associations: Indian Library Association (ILA), Indian Association of Special Libraries and Information Centres (IASLIC), Indian Association of Teachers of Library and Information science (IATLIS), International Federation of Library Association and Institutions (IFLA), American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP), Association for Information Management (ASLIB) and Special Libraries Association (SLA)
- Role of United Nations Educational, Scientific and Cultural Organization (UNESCO), University Grants Commission (UGC) and Raja Ram Mohan Roy Library Foundation (RRRLF) in the promotion and development of libraries
- Resource Sharing: Concept, need, purpose and areas of resource sharing in libraries.

Unit 4: Information, Knowledge and Society

- Information: Meaning and characteristics
- Data, Information, Knowledge, Wisdom; Knowledge Society: concept.
- Information Transfer Cycle: Generation, storage and dissemination of information

Essential Readings:

1. Prajapati, R.S.(2013) .*Foundations of library and information science*, .NewDelhi: Discovery Pub. House.
2. Prajapati,B.G.(2013).*Library and information science*. New Delhi: Discovery Pub. House.
3. Davies, D. L.(2013).*Library and information science*. NewDelhi:Random Exports.
4. Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal- Schuman.
5. Sudhir, N. (2013). *The right to information in India*. New Delhi, India : Oxford University Press.
6. Joseph, E. S. (2014). *Intellectual property rights, the pool of knowledge, and innovation; National Bureau of Economic Research*. Cambridge, MA. : National Bureau of Economic Research.
7. Vikrant N. V. & Alphen, aan den R. (2014). *Open source software and intellectual property rights*. The Netherlands: Kluwer Law International.
8. Pathak, M. (2014). *An introduction to intellectual property rights*. New Delhi: New India Publishing Agency.
9. Talwar, S. (2012). *Encyclopedia of intellectual property rights*. New Delhi: Serials Publications.

Further Readings:

1. 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.
2. McIntosh, J.(2011).*Library and information science: Parameters and perspectives*. Oakville, Ont: Apple Academic Press.
3. Banerjee, R. (2010). *The Right to information act in India: concepts and problems*. New Delhi: Murari Lal & Sons.
4. Stock,W.G., Stock, M.,& Becker, P.(2013). *Handbook of information science*. Berlin; Boston: Saur.

Paper Code: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To study Library Classification as a base for knowledge organization

Unit 1: Universe of Knowledge

- Universe of Knowledge: Nature and attributes
- Subject: Meaning and types (Basic, Compound, Complex)
- Modes of Subject Formation

Unit 2: Library Classification

- Concept, Purpose and functions
- Canons and Postulates of Library Classification.
- Knowledge Classification and Book Classification
- Notation: Meaning, need, functions, types, qualities, Call number

Unit 3: Classification Schemes

- Species of Library Classification Schemes
- Dewey Decimal Classification(DDC): Salient features
- Colon Classification (CC): Salient features
- Universal Decimal Classification(UDC): Salient features
- Library of Congress Classification(LCC): Salient features

Unit 4: Current Trends

- Simple Knowledge Organization Systems(SKOS)
- Automatic Classification
- Web Dewey, UDC online
- Taxonomies
- Folk sonomies, Social Bookmarking
- Ontology

Essential Readings:

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman & Littlefield Publisher
2. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
3. Batley, S. (2005). *Classification in theory and practice*. Oxford: Chandos.
4. Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2nd Ed.). Oxford: Chandos.
5. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publications
6. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to Cataloguing and Classification*, 11th ed. Santa Barbara: Libraries Unlimited.
7. Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford: Chandos.
8. Ranganthan, S.R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: Ess Ess Publications.
9. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.

Further Readings:

1. Choo, C. W. (2006). *The knowing organization: How organizations use information to construct meaning, create knowledge, and make decisions* (2nd Ed.). New York: Oxford University Press.
2. Satija, M. P. (2004). *Exercises in the 22nd edition of the Dewey decimal classification*. New Delhi: Ess Ess Publications.
3. Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.
4. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.

Paper Code: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To study the principles and theories of Library Cataloguing.

Unit1:LibraryCatalogue

- Library Catalogue: Concept, objectives and functions
- Physical Forms of Library Catalogue: Conventional and non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetic- Classed Catalogue, Alphabetic- Subject Catalogue
- Authority File, ISBN, ISSN: Concept and use.

Unit 2: Catalogue Codes and Normative Principles

- Catalogue Codes: History and development
- Canons and Normative Principles of cataloguing
- Catalogue Entries according to CCC (5th edition)
- Catalogue Entries according to AACR-2R

Unit 3: Subject and Union Catalogue

- Subject Catalogue: Concept, need, purpose and usefulness.
- Tools and techniques for deriving Subject Headings (Chain Procedure and Sears list of Subject Headings).
- Union Catalogue: Concept and purpose. Union catalogue of DELNET.
- Selective, Simplified, Cooperative and Centralized Cataloguing

Unit 4: Current Trends in Cataloguing

- ISBD, RDA and FRBR
- Bibframe: concept.
- Metadata: Meaning, purpose, types, uses
- MARC21, METS, EAD, MODES
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

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* (3rded.). Lanham, Md: Scarecrow Press.
4. Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the Web*. London: Facet.
5. Girja, Kumar., & Krishan, Kumar.(2011). *Theory of cataloguing* (5thed.). Delhi: Vikas Pub. House.
6. Bristow, Barbara.(2018). *Sears List of subject headings* (22nd ed.). New York: Grey House publishing
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 Gopal (2000). *Library online cataloguing in digital way*. Delhi: Authors press.
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* (10thed.). Westport, Conn: Libraries Unlimited.

Paper Code: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

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

Unit 1: Fundamentals of Computers

- Computers: Concept, generations and types
- Units of Computers: Arithmetic and logic unit, control unit, input and out put unit, memory unit
- Software: System Software - Operating systems-MS-Windows and LINUX (basic features).
- Application Software - MS-Word, MS-Excel and MS-Power point
- Online PDF file handling.

Unit 2: Telecommunication Technologies

- Transmission Channels, Mode, and Media, ISDN, PSDN,
- Modulation, Frequency, Bandwidth and Multiplexing, Standards and Protocols
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Unit 3: Computer Networks and Library Networks

- Computer Networks: Concept, need, topologies and types (LAN, MAN, WAN)
- Internet: Web Browsers, WWW, E-mail.
- Search Engines (Meta & Entity)
- Internet Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL
- Data security and Network security: Firewalls, Cryptographic techniques, Anti-virus software, Anti- spyware, Intrusion detection system
- Library Networks: Concept, history, need and types (Regional, National, International)

Unit 4: Library Automation

- Library Automation: Definition, purpose and historical development
- Planning and implementation of automation in housekeeping operations, Retrospective Conversion
- Standards for library automation
- Library Management Software: Proprietary, Free and Open Source Software(FOSS). Features of BiblioteQ (ILMS).

Essential Readings:

1. Gaboitsiwe, T. (2013). *Information and communication technology: Introduction to the Internet components-WorldWideWeb 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. Stallings, W., & Brown, L. (2018). *Computer Security*. Harlow, United Kingdom: Pearson Education Limited.
7. Furgang, A., Harris, C., & Gennari, J. (2020 in print). *Build your computer security skills*. New York: Enslow Publishing.
8. Tanenbaum, A. S. & Feamster, N. (2019). *Computer networks*. Boston, Mass: Pearson Education.

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: Common wealth Publishers.
3. Singh, S.P. (2009). *Information technology in library*. New Delhi, India: Omega Publications.
4. Theresa, T. B., Ratna, K. C. & Rai, B. A. (2011). *Information technology and library automation*. New Delhi: Common wealth Publishers.
5. Kresh, D. & Council on Library and Information Resources. (2009). *The whole digital library handbook*. New Delhi: India.

SEMESTER-II**Paper Code: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

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 1: Principles and Functions of Management

- Management: Concept, scope, principles and functions
- Schools of Management Thoughts
- Management Information System (MIS): Concept, scope and characteristics.
- Management By Objectives (MBO): Concept, need and steps.
- Change Management, Disaster Management and Crisis Management: An Introduction.
- Library Committee, Library Authority

Unit 2: Library Housekeeping Operations

- Acquisition Section: Activities
- Technical Section: Activities
- Circulation Section: Activities
- Periodical Section: Activities
- Reference Section: Activities
- Maintenance Section: Activities

Unit 3: Human Resource Management

- Human Resource Management: Policy and Staffing
- Recruitment and Training, Job Description, Job Analysis, and Job Evaluation.
- Motivation: Definition and Theories of McGregor, Herzberg's two factor and Maslow.
- SWOT analysis
- Staff Manual.

Unit 4: Financial Management, Library Rules and Reports

- Sources of library finance, Estimation of library's financial requirements
- Budgeting techniques
- PERT/CPM.
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Library statistics and Annual Report
- Library rules and regulations
- Library building and Space management

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* (3rded.). Chicago: American Library Association.
8. Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
9. Koontz, H. & Wehrich, H. (2015). *Essentials of management*. 10th ed. Chennai, McGraw Hill Inc.

Further Readings:

1. Franks, P. C. (2013). *Records and Information Management*. Chicago: American Library Association.
2. Iyer, K.V.(1999).*Library management of staff training and development*. Delhi: Rajat.
3. Taylor, A. G. (2003). *The organization of information* (2nded.). Westport, Conn: Libraries Unlimited.
4. Stueart, R. D., Moran, B. B., & Morner, C. J. (2012). *Library and information center management*(8thed.). Englewood, Colo: Libraries Unlimited
5. McKnight, S. (2010). *101 ideas for successful library management*. London: Facet.

Paper Code: BLIS 06

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The students will be provided Colon Classification.(6thRev.Ed.)and Dewey Decimal Classification (23rdedition) during the examination.
- (iii) The syllabus has been divided into four units.
Duration of the paper is 3 hours. Each Unit shall carry 20 marks and shall be compulsory. Each unit shall have 8 titles and the candidates shall be given internal choice i.e. the candidates shall attempt 4 titles. 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 (6thRev.Ed.) and Dewey Decimal Classification (23rdedition).

Unit 1: Classification of documents with simple subjects: According to CC

Unit2: Classification of documents with compound subjects: According to CC

Unit 3: Classification of documents with simple subjects: According to DDC

Unit 4: Classification of documents with compound subjects: According to DDC

Essential Readings:

1. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 23rd ed. Dublin: OCLC.
2. Battey, Sue. (2014). *Classification Theory and Practice*.2thed. London: Oxford Chandos.
3. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: Ess Ess Publications.
4. Ranganathan, S.R. (1989).*Colon Classification* (6th rev. ed.). Bangalore: Sarda Ranganathan Endowment for Library Science.

5. Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
6. Satija, M.P.(2013). *The theory and practice of the Dewey Decimal Classification system* (2nd ed.). Oxford: Chandos.
7. Satija, M. P. (2012). *Exercises in the 23rd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.

Further Reading:

1. Rathore, Jagmohan and Sharma (2019). *Practical Library Classification (CC & DDC)*: Himanshu Publications.
2. Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.
3. Dewey, M. & Custer, B.A.(2012). *Dewey decimal classification and relative index* (23rd ed.). (Vol. 4). Albany: Forest Press

Paper Code: BLIS 07

Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (PRACTICE)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) The students will be provided Sears List of Subject Headings (22nd edition) during the examination.
- (iii) The syllabus has been divided into four units.
The Paper carries 80 marks of 3 hours. The paper will contain 4 units consisting of 8 questions in all (i.e., 2 questions in each unit). The candidate shall attempt one question from each unit. Each question shall carry 20 marks. 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-2R.

Unit1: Cataloguing of Works of

- Single Authorship
- Shared Authorship
- Pseudonyms
- Mixed Responsibilities

Unit2:Cataloguing of

- Editorial Works
- Composite Works
- Multi-volume Works

Unit 3: Cataloguing of

- Serial Publications
- Uniform Titles

Unit 4: Cataloguing of

- Corporate Authorship

Essential Readings:

1. Bristow, Barbara A. (2018). *Sears list of subject headings*. (22nd ed.) New York: Grey House Publishing
2. Kelsey, Marie (2018). *Cataloging for School Librarians*. London: Rowman and Little field.
3. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association

4. 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.
5. 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.
3. Krishan Kumar & Garg, B.S.(2005). *Advanced Cataloguing practice: Based on AACR (2nd Ed.)*. New Delhi: Har-Anand.
4. Taylor, A. G. (2007). *Introduction to cataloging and classification (10th 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: BLIS 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 of 3 hours duration 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 will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be 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 of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

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 1: Information Sources

- Nature, Characteristics, types and formats
- Documentary, Non-Documentary and Electronic sources
- Primary, Secondary and Tertiary sources of information
- Human sources of information; Institutional sources

Unit 2: Reference Service and User Education

- Reference Service: Concept, purpose, functions, types, theories and trends.
- Reference Interview
- Information Users: Categories and ascertaining information needs
- User studies: Concept, need, purpose, techniques and methods
- User education: concept, goal, objectives and methods

Unit 3: Information Services and Products

- Information Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Service, Bibliographical Service, Indexing and Abstracting Service: Concept

- Document Delivery Service, Inter Library Loan (ILL) Service
- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Community information services

Unit 4: Information Systems and Networks

- Information Systems: Characteristics and functions
- National Information Systems and Networks: National Institute of Science Communication and Information Resources (NISCAIR), Defense Scientific Information and Documentation Centre (DESIDOC), Environmental Information System (ENVIS), National Informatics Centre (NICNET), National Knowledge Network (NKN)
- Global Information Systems and Network: Agricultural Information System (AGRIS), International Nuclear Information System (INIS), INSPEC

Essential Readings:

1. Cassel, Kay Ann and Hiermath, Uma (2018) *Reference and Information Services: an introduction*. 4th ed. Chicago: Neal-Suhuman.
2. Boop, Richard E. and Smith, Linda C. (2018). *Reference and Information services: An introduction*. 4th ed. Libraries Unlimited.
3. Smith, Linda C. and Wong, Melissa A. (2019). *Reference and Information: An Introduction*. 5th ed.
4. Ford, G., McClure, C. R., & Bertot, J. C. (2001). *Evaluating networked information services: Techniques, policy, and issues*. Medford, N.J: Information Today.
5. Murty, S., & Sonal S. (2006). *Information services, library education and research in India*, Jaipur: RBSA Pub.
6. Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos.
7. Crawford, J. C. (2006). *The culture of evaluation in library and information services*. Oxford: Chandos.
8. Devarajan, G., & Pulikutheil, J.K. (2011). *Information access, tools, services and systems*. New Delhi: EssEss Publications.
9. Cassell, K.A., & Hiremath, U. (2012). *Reference and information services: An introduction* (3rd Ed.). London: Facet.
10. Singh, G. (2013) *Information sources, services and systems*. Delhi: PHI Learning.

Further Readings:

1. Crawford, J. (2000). *Evaluation of library and information services*. London: ASLIB.
2. Griffiths, J.R. (2012). *Evaluation techniques for information services*. London: Facet.
3. Miller, J. B., & Barbara, S. (2014). *Internet technologies and information services*. Westport, Conn: Libraries Unlimited.
4. Bunch, A. (1995). *The basics of community information work*. London: Clive Bingley

Paper Code: BLIS 09

Paper Title: Basics of Information and Communication Technology (Practical)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The practical examination will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The examiner for the practical paper will assess the examinees on the basis of their practical performance (60 marks) and viva (20 marks)

Objectives: To impart hands on training on using Word Processing, Spread Sheet and Power Point Presentation software and carryout library housekeeping operations using library management software.

Practicals on:

- Setting of Desktop
- Operating System
- Word Processing Software
- Spread Sheet Management Software
- Power Point Presentation Software
- Installation and Use of Library Management Software (BiblioteQ)
- Generation of Various Reports using Library Management Software
- Searching Information from Internet using Different Search Engines
- Searching WebOPAC, IndCat, WorldCat
- Searching online Databases

Essential readings:

1. Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
3. Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). *Office 2016 Simplified*. Hoboken. New Jersey: John Wiley & Sons.

Further Reading:

1. Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications.
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

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