Second Semester

PAPER- V- KNOWLEDGE ORGANISATION AND PROCESSING (Cataloguing Practical)

Cataloguing practical according to classified catalogue with amendments and anglo-American cataloguing rules -1988 (Rev. AACR-2). In CCC class index entries will be prepared through chain procedures. In AACR-2 subject: Added entry will be prepared according to sears list of subject headings. Candidates will be required to catalogue fully five titles in all minimum two by CCC and two by AACR-2.

PAPER- IV- INFORMATION STORAGE AND RETRIEVAL


UNIT II- Indexing: type of index, pre and post coordinate indexing : POPSI, PRECIS UNITERM, Keyword Indexing (KWIC-KWOC, KWAC, KWWC). A brief Introduction to Citation Indexing.

UNIT III- Abstracting: Characteristics, Elements, Types, Ranganathan Canons of abstracting: CAS and SDI services.
UNIT IV- National and International Information System. NISSAT, UNISIST, National Documentation Centers of India: NISCAIR, NASSDOC, DESIDOC.

UNIT V- Information Storage and Retrieval System: meaning, Purpose and Evaluation. Search Strategies Concept of Vocabulary Control.

PAPER VII- INFORMATION TECHNOLOGY : BASIC


UNIT III- Open Sources Software: Introduction. CDS/ISIS: Main Features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.


UNIT V- Features of Indian library software packages: library housekeeping software: Libsys, SANJAY, MAITRAYEE, Alice for windows. Introduction to RFID Techniques.

COMPUTER PRACTICAL (50) Marks 
- Computer connectivity, internet access...
- Operating System (DOS, WINDOW – Introduction
- MS- Office (Special Reference to MS-Word )
- Basic CDS/ISIS Practical

PAPER –VIII- REFERENCE ERVICES AND SOURCES OF INFORMATION


UNIT-III- Bibliographies (Definition, need and purpose). Type of Bibliographies. Methods of Compilation of a Bibliography.

UNIT-IV- Encyclopedias, Yearbooks and Almanac.


NOTE – List of Reference and Information Sources for the Purpose of Evaluation is Appended.

APPENDIX (Evaluation of the following)

A. BIBLIOGRAPHIES:

1. Indian National Bibliography.
3. Cumulative Book Index.
4. Books in Print (Bowker).
5. Indian Books in Print (Delhi, Indian bureau of bibliography).
6. Whitekar Books in Print (whitekar)
7. Whitekar’s Cumulative Book list.
8. Ulrich’s International Periodicals Directory