

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

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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

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**UNIT I-** Documentation: Meaning Genesis and Scope, Facets of Documentation, Documentation List. Documentation activities in India, Reprographic, Micrographic and Translation Services.

**UNIT II-** Index and 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.

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**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**

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**UNIT I-** Concept and Terminology of Computer. Evolution of a computer and computer generation. Categorization of computer. Hardware Basics: computer processing CPU, computer storage, Input Device, Output Devices, software basics: System Software, Application Software.

**UNIT II-** Library and Information Networks: Network definition and objective, The range of Network services, Types of networks, Library Networks in U.S.A, U.K and India. Non Bibliographic Data Network in India.

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

**UNIT IV-** Library Automation: Brief history, factors and goals, Need for Library Automation, Problems and Issues of Library Automation .Management of Computerized Library: Ordering and Acquisition System, Cataloguing System, Circulation Control System, Serial Control System, Management Information.

**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 SERVICES AND SOURCES OF INFORMATION**

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**UNIT-I-** Documentary Sources of Information: Print Non Print including Electronic media. Nature, Characteristics, Utility and Evaluation of Different Type of Information Sources. Non Documentary Information Sources. Categories: Primary, Secondary and Tertiary Information sources, Internet as a Source of information. An introduction to evaluation of e- Information sources.

**UNIT-II-** Reference service: Meaning Scope Type of Reference Service: Short Range and Long Range. Reference service Reference Service V/S Information Service, Reference Service in Public, Academic and Special Libraries. Reader's initiation / Orientation. User education.

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

**UNIT-IV-** Encyclopedias , Yearbooks and Almanac.

**UNIT-V-** Dictionaries, Directories, Handbooks, Guides and Geographical Sources. Biographical Sources. Criteria for Evaluation of Information Sources.

**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.
2. British 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

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