## JIWAJI UNIVERSITY, GWALIOR (M.P)
## (NAAC ACCREDITED "A" GRADE UNIVERSITY)

## SCHOOL OF STUDIES IN LIBRARY AND INFORMATION SCIENCE

## BACHELOR OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)]
## &
## Choice Based Credit System

## ADMISSION AND SCHEME OF EXAMINATION, 2023-24

School of Studies in Library and Information Science was established in the University in 1984 to impart quality education and modern skills in the field to the students of the region leading to Bachelor's Degree in Library and Information Science and Master Degree in Library and Information Science. The Department is extensively engaged in teaching, research and career guidance too. The majority of the pass outs from the department have occupied good positions throughout the country. In the new millennium, the department is planning to establish a highly efficient computerized information system in the University. This job oriented course has been modernized with use of the latest equipment in teaching and training at degree, post graduate and research level.

Present era, especially the later-half of 20th century has seen an unprecedented boom in the production of documents in almost all fields of knowledge, especially in Science and Technology. The ever increasing bulk of recorded information available in book form, non-book form or electronic form together with satellite data has created a formidable phenomenon called 'Knowledge or Information Explosion' or more appropriately, 'Information Revolution'. Under the circumstances, users find themselves at their wits end to know what is published where in their own areas of interest and how to gain access to required piece of information pin pointedly, exhaustively and expeditiously. Consequently, libraries as information centers and librarians as Information Scientists have attained significant positions in the modern society.

**B.Lib.I.Sc.**
**M.Lib.ISc.**
**Ph.D**
## *LIS as Subsidiary Subject in Graduation

### Programme Outcome:
The designing of the Library & Information Science programme at the Jiwaji University is to provide the organization of knowledge, processing of the knowledge, dissemination of information, automation of library, networking, communication technology, management techniques in organization of library informatics centre's, thus also provide hands on practice on different types of information, source and services, to aware of different types of e- resources and their use and use of advanced version of technology in library operations,  aware of various consortia and consortia-

based resources to prepare students for careers as professionals in the field of library Information science, for further study in library information science, communication technology, digital library and related fields, the faculty is committed to providing an environment that addresses the individual need of each student an encourages them to develop their potential.

Out distinguish feature are:

1. Up-to-date knowledge of the broad range of disciplines of library information science
2. Theoretical and practical knowledge of knowledge organization and techniques.
3. Interpretation of various types of libraries, various type source and services, personality development and communication skills, information resource development, intellectual property right and copyright knowledge management, information literacy and management of library information centre's.

**Programme Specific Outcomes:**

Curriculum of Library & Information Science is designing to prepare graduates or post graduates to attend the following programme specific outcomes:

**PSO1:** Ability to design or develop the students with the basic concept and Philosophy of librarianship.

**PSO2:** An ability to practice or apply the library skills, communication techniques and other skills in a wide range of academic, institutions and professional employment areas.

**PSO3:** To display critical thinking for creating new ideas and design innovative pathways.

**PSO4:** Explore global level research opportunities for doctoral studies.

**PSO5:** Demonstrate, after completion of course student will be able to understand the development of ICT's with respect to knowledge penetration and accumulation in his/ her professional activities.

**PSO6:** Display their true potential and get appropriate endorsement through qualifying NET/ SLET/ National or State Services and other competitive examinations i.e. All Academic Libraries, Railways Libraries, Bank Libraries and Parliament Libraries etc.

**PSO7:** Acquire the ability to engage in self-determining and life- long learning in the broadest context of socio- technological changes.

**COURSE CODE: BLIS - 101**
**COURSE TITLE: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

1. *After Completion of the course, students will be able to develop their interest in the subject.*
2. *Understand the basic concept of library science and philosophies of the subject of LIS and identify the professional associations, organizations and their role in the field of LIS.*
3. *Provide theoretical and foundations of Library Science, different type of libraries and information agencies and recent trend of libraries, to know principles, legislation and professional associations and services.*

## UNIT I - Role of Libraries

- Library as a Social Institution
- Development of Libraries in India: Library Movements in India,
- Libraries Developments Plans and Programs in India after Independence
- Laws of Library Science and their implications
- Librarianship as a Profession, Professional Ethics

## UNIT II- Types of Libraries, Professional Associations and Organizations

- Types of Libraries: Public Libraries, Academic Libraries and Special Libraries
- National Libraries with Special Reference to India, UK and USA
- Role of Library & Information Centers in Modern Society
- Introduction to Digital, Electronic and Virtual Libraries.
- Professional Associations: National- RRRLF, ILA, IASLIC, IATLIS
- International Organizations: UNESCO, IFLA, FID, ALA and ASLIB

## UNIT III - Library Legislation and related Acts.

- Library Legislations: Need, Purpose, Objectives and Model Public Library Act/Bill.
- Library Legislation in Indian States: Structure and their Salient Features.
- Press and Registration of Books Act
- Delivery of Books and Newspaper Act
- RTI, Information Technology Act

## UNIT IV- Recent Trends in Library and Information Science:

- Resource Sharing: Concepts and Methods.
- Library Networks and Consortia : India
- Role of Librarian and Architect in designing building in modern era technology.
- Role of Social Media in Library Services
- Library Extension Services , Consultancy Services

## Recommended Books

1. Sharma, Hemant (2007). Uttar Pradesh Sarvajanik pustakalya pranali awam (U.P. public library act, 2006): samikshatmak Mulyankan. Agra. Y.K Publishers

2. Burahohan, A. (2000).Various aspects of librarianship and Information Science. New Delhi: ESS ESS.

3. Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.

4. Deshpande, K.S. (1985). University library system in India. New Delhi: Sterling.

5. Devarajan G. (1995). Library information user and user studies. New Delhi: Beacon Books.

6. IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.

7. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: ESS ESS Publication.

8. Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.

9. Krishan Kumar. (1987). Library organization. New Delhi: Vikas.

10. Kumar, P.S.G. (2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

11. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.

12. Mahapatra, P.K. (1996). Public libraries in developing countries: Status trends. New Delhi; Vikas.

13. Parekh, H. (2007) Five laws of Library Science: Continuing foundations in an Information society, DLIBCOM, 2(8-9), p.7-9.

14. Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.

15. Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

16. Rout R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.

17. Rudinow, J. & Graybosch, A. (2000). Ethics & Values in the Information Age. NY.

18. Sadhu, S.N. & Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.

19. Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121-140.

20. Sharma, P. S.K.( 1992). Library and society. 2 Ed. Delhi: ESS ESS.

21. Shera, J.H.(1965). Libraries and organization of knowledge. Hampden Archan.

22. Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS.

COURSE CODE: BLIS - 102
COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (CLASSIFICATION THEORY)

1. *To provide the theoretical knowledge of classification.*
2. *Basic features and trends in classification or various standards of classification.*

## UNIT -I    Library Classification

- Library Classification: Definition, Needs and Functions
- Terminology of Classifications
- Universe of Knowledge: Modes of Formation of Subjects
- General theory of Classification
- Species of Library Classification Schemes
- Major Scheme of Classifications: DDC, CC, UDC: An Overview

## UNITII – Principles and Development in Classification:

- Normative principles of Classification
- Canons of Classification.
- Mnemonics: Definition, types
- Current trends in Library Classification
- SKOS, Taxonomies and Folksonomy

## UNIT III- Approaches of Library Classification

- Postulational Approach and Systems Approach
- Five Fundamental Categories
- Facet Analysis and Facet Sequence
- Phase Relation and Common Isolates
- Devices in Library Classifications

## UNIT IV- Notation and Construction of Classification Number

- Notation: Need Purpose, Types and Qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Number

## Recommended Books

1. Gautam, J.N. (1997,). Modern Library Classification: Theoretical Analysis. Agra: Ram Mehra.
2. Sharma, Hemant (1997).Modern Library Classification: Theoretical Analysis, Agra. Shri Ram Mehra & co.

3. Berwick Sayers, W.C. (1950). Introduction to Library Classification. London: Andradautch.
4. Chan, L.M.(1994). Cataloguing and classification: An introduction. 2ndEd. New Delhi: McGraw-Hill.
5. Chernyi, A.I. (1973). Introduction to Information retrieval theory. London: ASLIB.
6. Dhyani, P. (1998). Library Classification: Theory and practice. New Delhi: Vishwa Prakashan.
7. Jennifer, E. R. (1987). Organizing knowledge: An introduction to Information retrieval. Aldershot: Gower.
8. Krishan Kumar (1988). Theory of Library Classification, 4 Ed. New Delhi: Vikas.
9. Mills, J. (1966). The modern outline of library classification. Bombay: Asia Publishing House.
10. Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.
11. Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory. Delhi: BR.
12. Ranganathan, S.R. (1960). Colon Classification, 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
13. Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London: LA.
14. Ranganathan, S.R. (1999). The five laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science.
15. Rijsbergen, C.J. V. (1070). Information retrieval, 2nd ed., London: Butterworth's.
16. Raju, A.A.N.(1984). Dewy decimal, Universal decimal and colon classification: A study in comparison. New Delhi; Ajanta publications.
17. Sayers, W.C.B. (1964). A manual of library classification. 3rd ed. London: Andre Dentche.
18. Sinha, S.C. & Dhiman, A.K. (2002). Prolegomena to universe of knowledge. New Delhi: ESS ESS.
19. Srivastava, A.P. (1993). Theory of knowledge Classification in Libraries. New Delhi: Sage.

**COURSE CODE: BLIS - 103**
**COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (PRACTICAL CC REV.6<sup>TH</sup> ED. AND DDC 19<sup>TH</sup> ED.)**

1. *To provide the practical cataloguing skills according to AACR-II.*
2. *To determine the classify library resources by using scheme of classification-DDC.*
3. *Able to catalogue library resources by using AACR-II and use of subject headings.*

## UNIT I- Colon Classification (6<sup>th</sup> Reprint Ed.):

- Structure and Organization
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

## UNIT II- Dewey decimal classification (19<sup>th</sup> Ed.):

- Introduction, Structure and Organization
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents using Table-1 and 2

## UNIT III - Colon Classification (6<sup>th</sup> Reprint Ed.):

- Use of Common Isolates, Phase Relation and Devices
- Classification of Documents with Compound and Complex Subjects

## UNIT IV - Dewey decimal classification (19<sup>th</sup> Ed.):

- Classification of Documents Using Table 3-7

### *Recommended Books*

1. *Gautam, J.N (1996).Dewey Decimal Classification: practical analysis (Ed. 19 & 20). Agra: Y.K. Publisher.*
2. *Dewey, Melvil (1979). Dewey decimal classification and relative index. 4 Vols.19<sup>th</sup> editions. Edited by Benjamin A Custer (et al.). New York: Forest Press.*
3. *Chan, L.M... (1996). Dewey decimal classification. A practical guide. 2nd Ed. Albany, New York: OCLC.*
4. *Satija, M.P. and Comaromi, J.P. (1998). Exercises in the 21st Edition of Dewey decimal classification. New Delhi: Concept*
5. *Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.*
6. *Krishan Kumar (1986). An introduction to AACR-@ 1988 revision. London: LA.*
7. *MARC 21 and related standards for Bibliographic Records. New York: LC.*
8. *Riaz Muhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic. Vishwanathan, C.G. (1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.*

**COURSE CODE: B LIS - 104**
**COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (Theory)**

1. *To provide basic ICT concepts.*
2. *To aware the use of networking technologies in developing library systems and services.*
3. *To keep abreast the students with the automation in libraries.*
4. *Use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources.*

## UNIT I –Information Technology-I

- Concept and types of Information Technology
- Computer Technology-History, Classification and Generation of Computers, Computer Hardware and Software
- Software Basics: System Software, Application Software.
- Operating systems: Types & Functions –Windows, Linux
- Programming Languages

## UNIT II- Communication Technology

- Tele Communication: Transmission Media, ISDN, Multiplexing, Switching Technique
- Networking: Topology and Types of Networks, Standards and Protocols
- Network Modules (OSI), Networking Devices
- Library Networks

## UNIT III- Database Management Systems:

- Definition, Objectives and functions
- Types of Elements of DBMS
- Database Structure and Architecture

## UNIT I V- Library Automation

- Library Automation: Concept, need, Planning and Implementation
- In-house operations (Acquisition, Cataloguing, Circulations, Serials Control )
  -Library Software's: SOUL , E-Granthalaya and Alice for Windows, Open Source Softwares: KOHA, D-SPACE, GREENSTONE
  - New development in Library Automation such as use of RFID

**Recommended Books**

1. *Arvind Kumar. Ed. (2006). Information technology for all (2 vols.). New Delhi: Anmol.*

2. *Bansal, S.K. (2005). Information technology and globalization, New Delhi: A.P.H. Publishing Corporation.*

3. *Basandra, S.K(2002). Computers today, New Delhi: Golgotia.*

4. *Carter, R. (1987). The Information technology hand book, London: Heinemann.*

5. *Croucher, P. (1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.*

6. *Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.*

7. *Decson, E.(2000). Managing with Information technology. Great Britain: Koganpage Ltd.*

8. *Dhiman, A.K. (2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS. Publications.*

9. *Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.*

10. *Hunter & Shelly (2002). Computers and common sense, New Delhi:s Prentice-Hall.*

11. *Jain, V.K. (1994). O level Module I: Computer fundamentals. Delhi: BPB Publications.*

12. *Jain, V.K. (1997). Computer for beginners. New Delhi; Pustak Mahal.*

13. *Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.*

14. *Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.*

15. *Keren, C & Perlmutter, L, Ed.(1995). The application of mini and micro computers in Information, documentation, and Libraries. Amsterdam: Elsevier.*

16. *Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.*

17. *Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.*

18. *Saxena, S. (2001). A first course in computers. New Delhi: Vikas pub. House.*

19. *Sharma, Hemant (2006). Suchna Prodhyogiki (Information Technology), New Delhi, Atlantic Publishers*

20. *Singh, Ritu, Gautam, J.N. and Kushwah, S.S.(2020). Open Source Software Technologies for LIS Professionals ( A Theoretical and Practical Approach). Agra: Associated Publishing House*

**COURSE CODE: B LIS –105**
**COURSE TITLE: INFORMATION TECHNOLOGY: PRACTICAL**

1. *To provide hands on experience of library automation software and website designing tools.*
2. *To understanding practical skills and commands of operating systems.*
3. *To know the web searching.*

## UNIT I- Handling Text data-MS-Office:

- Creating Presentation with Power Point (MS-Power Point or OpenOffice Impress)
- Creating Spreadsheets with MS-Excel
- Editing and Formatting Word Documents (MS-Word or OpenOffice writer)

## UNIT II- Installation and Functions of different Operating system:

- Windows OS
- Linux OS

## UNIT III- Soul:

- Database creation and working on SOUL
- In-house operations

## UNIT IV-Online and Ofline Searching

- Surfing the Internet
- Searching OPAC.

## Recommended Books

1. *Basandra, S.K (2002). Computers today, New Delhi: Golgotia*
2. *Carter, R. (1987). The Information technology hand book, London: Heinemann.*
3. *Croucher, P. (1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.*
4. *Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.*
5. *Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.*
6. *Saxena, S. (2001). A first course in computers. New Delhi: Vikas pub. House.*
7. *Sinha, P.K. (1992). Computer fundamentals: concept, systems and applications. 2nd Ed. New Delhi: BPB Publications, 1992.*
8. *Shrivastave, R.K. (2001). A: Text book of Information technology, Delhi: Dominant Publishers.*
9. *Shroff, R. (2000). Computer systems and applications, Mumbai: Himalaya, 2000.*
10. *Singh, Ritu, Gautam, J.N. and Kushwah, S.S.(2020). Open Source Software Technologies for LIS Professionals ( A Theoretical and Practical Approach). Agra: Associated Publishing House*
11. *Microsoft Office 2007 Training Manual.*
12. *Microsoft Windows 7 Advanced Training Manual.*

**COURSE CODE: B LIS - 106**

## COURSE TITLE: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

1. *To know the fundamentals of management, understanding the policies and process of libraries, routine activities of libraries.*
2. *To make the students understand the management techniques in organization of library & information centers.*
3. *After completion of the course, students will be able to manage the library & information centers effectively.*

## UNIT I- Management:

- Management Vs Administration
- Principles, Functions and Schools of thought
- Library Organizational Structure and Library governance
- Library Planning: needs, objectives and procedures
- Basics of Total Quality Management

## UNIT II- Financial and Human Resource Management:

- Library Finance and Sources of Finance
- Library Budget, Budgeting and Accounting
- Job Evaluation, Analysis and Description
- Staff Formula , Recruitment Procedure, Motivation, Training and Development, Performance Appraisal
- Annual Reports and Statistics, Library Authority and Library Committee

## UNIT III- Library Building and Resource Management

- Library Building: Furniture & Equipments, Green Library Building
- Collection Development: Policies and Principles
- Selection Tools: Books, Non- Books, Serials
- Acquisition Section, Periodicals Section, Technical Section, Circulation Section,
- Maintenance section: Shelving, Stock Verification, Binding, weeding out

## UNIT IV-Project and Marketing Management

- SWOT, PEST , PERT/CPM
- MIS, MBO, Change Management, Disaster Management, Crisis Management
- Information as a Marketable Commodity.
- Marketing Mix, Segmentation, Pricing and Advertising
- Management Consultancy and E-Marketing

## Recommended Books

1.  Garg, R. G and Tamrkar, Amit (2011). Modern Library management. Medallion Press, Ludhiana.

2.  Bank, J.(1996). Staff management in library and information centre's. Hampshire: Groneer Publishing Ltd.

3.  Beardwell, I. & Holden, L. Ed. (1996). Human resource management: Contemporary perspective. New Delhi: McMillan.

4.  Bratton, J. and Gold, J. (1994). Human resource management: Theory and practice. Basingstoke: Mc-Millan.

5.  Brown, C.R. (1989). Selecting library furniture: A guide for librarians, designers and architects. Arizona: Oryx Press.

6.  Bryson, J.O. (1996). Effective Library and Information management. Bombay: Jaico.

7.  Evans, E. G. (1982). Management techniques for librarians. New York: Academic Press,

8.  Evans, E. G. (1987). Developing library and information centre collection. 3rd ed.: Littleton: Libraries Unlimited.

9.  Gardner, R.K. (1981). Library collections, their origin, selection and development. New York: McGraw-Hill.

10. IASLIC (1979). Application of management techniques in Library and Information systems. (Conference Papers). Kolkata: IASLIC.

11. Katz, W.A. (1980). Collection development selection of materials for Libraries. New York: HRW. Kaul, P.N. (1971). Library building planning and design. Delhi: Vikas.

12. Krishna Kumar (1987). Library administration and management. Delhi: Viaks.

13. Mahapatra, P. (1997). Library management. Calcutta: World Press.

14. Mittal, R.L. (1984).Library administration: Theory and practice. 4 Ed. New Delhi: Metropolitan.

15. Paliwal, P.K. (2000). Compendium of Library administration. New Delhi: ESS ESS.

16. Parker, C. and Café, T. (1993). Management Information systems: Strategy and action. New York: McGraw Hill.

17. Pearson, R.J. Ed. (1983). Management process: Selection of readings for librarians. Chicago: ALA.

18. Prasher, R.G. (1993).Developing library collection. New Delhi: Tata McGraw-Hill.

19. Ranganathan, S.R. (1954). Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science.

20. Spiller, D. (1986). Book selection: An introduction to principles and practices. 4th ed. London: Clive Bingley.

21. Stuert, R.D. and Moran, B.B. (2004). Library and Information center management. Colorado: Libraries unlimited.

# Second Semester

**COURSE CODE: BLIS - 201**

**COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (CATALOGUING THEORY)**

1. *To provide the theoretical knowledge of cataloging.*
2. *Basic features and trends in cataloguing or various standards of cataloguing.*

## UNIT I- : Fundamental of Library Catalogue
- Library Catalogue: Definition, Objectives, Purposes and Functions
- Normative Principles of Cataloguing: Forms of Library Catalogue, Physical forms and Inner form
- Types and Functions of Cataloguing: Author Catalogue; Title Catalogue; Dictionary Catalogue; Classified Catalogue
- Library Catalogues Codes: Classified Catalogue Code (CCC) and AACR II

## UNIT II-: Types of Catalogue Entries
- Kinds of Entries
- Data elements in different types of Entries
- Filing of Entries in Classified and Alphabetical Catalogues
- Elements of Bibliographic description of Print and Non-print book materials (AACR II & CCC)

## UNIT III-: Subject Cataloguing
- Subject Cataloguing: Concept, Principles and Types
- Chain Procedure, List of Subject Headings
- Centralized and Cooperative Cataloguing: Simplified and Subject Cataloguing
- Union Catalogue: Need, Rules for Compilation

## UNIT IV-: Current Trends in Library Cataloguing
- IndCAT, WORLDCAT
- Bibliographic Standards ISBD, MARC, CCF, RDA, FRBR, BIBFRAME
- ISBN and ISSN
- Metadata Standards: Dublin Core; MARC 21, METS, MODES, EAD

## Recommended Books

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
22. Vishwanathan, C.G. (1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House
23.MARC 21 and related standards for Bibliographic Records. New York: LC.

**COURSE CODE: BLIS - 202**
**COURSE TITLE: - KNOWLEDGE ORGANIZATION & PROCESSING (CATALOGUING PRACTICAL) CATALOGUING OF BOOKS USING CCC 5$^{TH}$ ED. AND AACR-II ALONG WITH SEARS LIST OF SUBJECT HEADINGS.**

1. *To understand the basic concept and philosophies of library cataloguing, rules of filling entries and subject headings in cataloguing and different bibliographic standards.*
2. *To provide the practical cataloguing skills according to CCC 5$^{th}$ ed. and AACR-II.*

## UNIT I- Classified Catalogue Code:
- Work of Single and Shared Authorship
- Works of Mixed Responsibilities
- Collaborative Publications
- Pseudonymous Work

## UNIT II- Anglo- American Cataloguing Rules:
- Work of Single and Shared Authorship
- Works of Mixed Responsibilities
- Collaborative Publications
- Pseudonymous Work

## UNIT III- Classified Catalogue Code:
- Works of Corporate Authorship
  - Government
  - Institutions
  - Periodicals

## UNIT IV- Anglo-American Cataloguing Rules:
- Works of Corporate Authorship
  - Government
  - Institutions
  - Periodicals

## UNIT V- Multi volume Work:
- Ordinary and Artificial Composite Books.

### Recommended Books

1. *Gautam J.N. (1996). Dewey decimal classification: practical analysis (Ed. 19 & 20). Agra: Y.K. Publisher.*
2. *Gautam J.N. (1996). Practical Manual of AACR-II (Yet to be publish)*
3. *Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Canadian Library Association.*
4. *Krishan Kumar (1986). An introduction to AACR-II 1988 revision. London: LA.*
5. *MARC 21 and related standards for Bibliographic Records. New York: LC.*
6. *Riaz Muhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic.*
7. *Vishwanathan, C.G. (1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.*
8. *Ranganathan, S. R. (1963). Colon Classification.*

## COURSE CODE: BLIS – 203
## COURSE TITLE: REFERENCE & INFORMATION SOURCES AND SERVICES

1. *To aware different types of information resources with their specific features and characteristics.*
2. *Able to use different type of information sources.*
3. *To know the evolution of information sources.*

## UNIT I –Information Sources:

- Documentary and Non- Documentary Information Sources
- Information Sources various categories: Primary, Secondary and Tertiary
- Information Sources: Print and Non- Print Media
- Information Sources: Nature, Characteristics and Utility
- Criteria for Evaluation of Information Sources

## UNIT II- Reference Services and Information Sources-I

- Meaning, Needs, Scope, theories and Kinds of Reference Service
- Reference Service in Public, Academic and Special Libraries
- Reference and Referral Services in IT era: Blogs, Chat Referring etc

- Primary sources of information-Journal, Conference Proceedings, Standards, Newspapers, Patents, Research Reports, Archival materials and their electronic form

## UNIT-III - Information Sources-II

- Secondary sources of Information- Bibliographies Sources-INB and BNB
- Encyclopedias-General and Special, Dictionaries- General and Special, Yearbooks, Biographical Sources
- Geographical Sources, Statistical sources, Almanac, Indexes and Abstracts,
- Text book, Hand Books, Guides and Union Catalogues and their electronic form

## UNIT-IV- Information Sources-III:

- Tertiary source of Information-Bibliography of bibliographies
- Directory
- Guide to Literature and their electronic form

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

**APPENDIX (Evaluation of the following)**

### A. BIBLIOGRAPHIES:
- Indian National Bibliography
- British National Bibliography
- Cumulative Book Index.
- Books in Print (Bowker)
- Indian Books in Print (Delhi, Indian bureau of bibliography)
- Whitaker's Cumulative Book list
- Ulrich's International Periodicals Directory

### B. DICTIONARIES
- Webster's Third New International English Dictionary
- Oxford New English Dictionary 20 vols. 1992 Ed.

### C. GAZETTEERS, GEORAPHICAL DICTIONARIES
- Columbia Lippincott Gazetteer of the world.
- Gazetteer in India (4 Vol.)

### D. BIOGRAPHICAL DICTIOARIES
- Webster's Biographical Dictionary.
- International Who's Who (Europe).
- Dictionary of National Biography India.

### E. ENCYCLOPAEDIA
- Encyclopedia Britannica (New Ed.)
- Encyclopedia Americana
- International Encyclopedia of Social Sciences.
- Encyclopedia of Library and Information Science.
- Mc-Graw Hill Encyclopedia of Science and Technology.

### F. DIRECTORIES and YEAR BOOKS
- Europa Year Book
- World of Learning
- Statesman's Year Book
- Directory of Scientific Research Institution in India.
- India: A Reference Annual

### G. SOURCES OF STSTISTICS
- Demographic Year Book
- Statistical Year Book

### H. INDEXES
- Index Medicus
- Science Citation Index
- Guide to Indian Periodical Literature

### I. ABSTRACT
- Indian Science Abstracts
- Biological Abstracts
- Chemical Abstracts
- Library and Information Science Abstracts
- Indian Library Science Abstracts

### J. UNION CATALOGUES
- World list of Scientific Periodicals, (Butter Worth)
- National Union Catalogue of Scientific Serials in Indian (NUCSSI)
- Union Catalogue Published by ICSSR.

**Recommended Books**

1. Gautam, J.N (1998). Basic Reference and Information Sources. Agra: Y.K. Publisher.

2. Garg, R.G (2009). Bhartiye Hindi Granth.

3. Alan P., Gwyneth T. and Goff S (1999). The Library and Information Professional's Guide to the World Wide Web. London: Facet Publishing.

4. Chowdhruy, G. G. and Sudatta Chowdhury (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

5. Chowdhury, G. G. and Sudatta Chowdhury (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

6. Gates, J.K. (1983). Guide to the use of libraries and information sources. 5thed. New York: McGraw Hill.

7. Gopinath, M.A (1984). Information Sources and Communication Media. Bangalore: DRTC.

8. Grogan, Dennis (1984).Science & Technology: An introduction to literature, London: Clive Bingley.

9. Hills, P. Ed. (1981). The future of printed world. London: The Open University Press.

10. Katz, W.A. (2000). Introduction to reference work, London: Butterworth's. 2V.

11. Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

12. Kumar (PSG). Ed.(2001). Indian encyclopedia of Library and Information Science. New Delhi: S. Chand & Co.

13. Rao, I.K.R (2001). Electronic sources of Information. Bangalore: DRTC.s

14. Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.

15. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.

16. Subramanayam, K. (1981). Scientific and technical Information resources. New York: Marcel Dekkar.

17. Walford, A.J. (1990). Guide to reference materials, London: Library Association, 3V.

18. http://www.Libraryspot.com

19. http://www.refdesk.com

20. http://www.infolibrarian.com

Centric Elective
**COURSE CODE: B LIS – 204 (A)**
**COURSE TITLE: ADVANCED INFORMATION TECHNOLOGY (PRACTICAL)**

**UNIT-I        Installation and Functions**

- Windows NT, Setting of Desktop
- Library Server and Maintenance

**UNIT-II      Database Creation and Library Software**

- Installation and creation of databases: Import, Export and Hyperlinks
- Use of Library Software Packages for In-house Operations, Bar Code Generation, Membership Cards, Machine Readable Catalogue Cards

**UNIT-III     Installation, Configuration and Functions**
- Installation, configuration and Application of SOUL
- Installation, configuration and Application of E-Granthalaya

**UNIT-IV      Online and Offline Searching**
- Web Searching, Advanced Internet Searching, Search through Meta Search Engines
- Email and CD-ROM Searching, OPAC Searching

## Recommended Books

1. Basandra, S.K (2002). Computers today, New Delhi: Golgotia
2. Carter, R. (1987). The Information technology hand book, London: Heinemann.
3. Croucher, P. (1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
5. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
6. Saxena, S. (2001). A first course in computers. New Delhi: Vikas pub. House.
7. Sinha, P.K. (1992). Computer fundamentals: concept, systems and applications. 2nd Ed. New Delhi: BPB Publications, 1992.
8. Shrivastave, R.K. (2001). A: Text book of Information technology, Delhi: Dominant Publishers.
9. Shroff, R. (2000). Computer systems and applications, Mumbai: Himalaya, 2000.
10. Singh, Ritu, Gautam, J.N. and Kushwah, S.S.(2020). Open Source Software Technologies for LIS Professionals ( A Theoretical and Practical Approach). Agra: Associated Publishing House
11. Microsoft Office 2007 Training Manual.
12. Microsoft Windows 7 Advanced Training Manual.

(19)

**COURSE CODE: BLIS – 204 (B)**
**COURSE TITLE: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

1. *To gain about library collection and materials.*
2. *To understanding the control of management to preservation.*
3. *To know the concept of Rarity and Intrinsic Value.*

## UNIT I - Library Collection and Materials:

- Types and Characteristics.
- Preservation: Definition, Need, Objectives.
- Types of Preservation
- Preservation Policies and Principles.
- Vandalism and Fair use.

## UNIT II - Factors of Deterioration (Damage):

- Types of Deterioration:
- Human, Environmental, Chemical, Biological Factors Disaster.

## UNIT III- Control Management to Preservation:

- Indoor and Outdoor.
- Security Issues
- User Awareness and Staff Training.
- Evaluation of Library Materials

## UNIT IV- Concept of Rarity and Intrinsic Value:

- Selection and Review of Materials for Conservation and Replacement.
- Conservation Treatments of Materials.

## UNIT V- Preservation of Non Print Materials:

- Photographic   Audio - Visual Materials, Maps, Textile.
- Digitization and Digital Preservation.
- Reformatting: Copying, Imaging.
- Digitization Project: Project Proposal, Budget Personnel, Funding Project Plan and Output.

Generic Elective

## COURSE CODE: BLIS – 205 (A)
## COURSE TITLE:    INFORMATION SYSTEMS AND NETWORKS

### Unit-I: Information Systems
- Definitions, Types and Overview of Information Systems.
- Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.

### Unit-II: Library and Information Networks
- Definitions, types and overview of Information Networks.
- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

### Unit-III: Network based Information Services
- Need for network based Information services
- Types of network based information services

### Unit- IV: Opportunities and Role of Librarians
- Opportunities for Library Professional
- Challenging Role of Librarians in the Network based Information Resources

## Recommended Books

1. Aswal, R. S., ed. (2003). Information Network in India. New Delhi: Ess Ess Publication.
2. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.
3. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.
4. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.
5. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.
6. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
7. Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.
8. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information Systems and Networks. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.

## WEBSITES

- AGRIS:www.fao.org/agris
- BTIS: www.btisnet.in
- CALIBNET: www.calibnet.org
- DELNET: www.delnet.nic.in
- ENVIS: www.envis.org
- INFLIBNET: www.inflibnet.ac.in
- INIS: www.iaea.org/inis
- MALIBNET: www.angelfire.com/in/malibnet
- MEDLARS: www.nlm.nih.gov

    NICNET : www.home.in

**COURSE CODE: BLIS – 205 (B)**
**COURSE TITLE: INFORMATION LITERACY**

## Unit-I: Concept, Types and Importance of Information Literacy
- Information Literacy: Concept, Definition, Need and Importance
- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Information Literacy and Lifelong Learning

## Unit-II: Theoretical Framework and Initiatives of Information Literacy
- Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA
- Information Literacy competencies
- Information Literacy: Initiatives and Forums in India

## Unit-III: Information Literacy Courses and Implementation
- Information Literacy and LIS Education
- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries

## Unit-IV: Information Literacy Instruction Methods
- Library Induction
- Lecture, Demonstration, Practical's, Assignments
  Information Literacy Products: Library Brochure, Web based Access Instruction

### Recommended Books

1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine).The Seven Faces of Information Literacy. 1997. Adelaide,Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra ,Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES.2016. Handbook for Information Literacy Teaching. http://sites.cardiff.ac.uk/ilrb/handbook/