# <u>Syllabus</u>

[As approved by the E.C. in its meeting dated 10-06-2008 (Item no. 8)
and Departmental Committee in its meeting held on 30-04-2008]

# Bachelor
# of
# Library and Information Science

**(To be effective from 2008-2009 academic session)**

**Department of Library and Information Science
The University of Burdwan
Golapbag, Burdwan
2008**

# THE UNIVERSITY OF BURDWAN
## Department of Library and Information Science
## B L I S Curriculum

| Semester I | | | | | Semester II | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Paper No. | Paper Title | Full Marks | Intern. Assess./ Viva | Final Exam. | Paper No. | Paper Title | Full Marks | Intern. Assess. /Viva | Final Exam. |
| 101 | Foundation of Library and Information Science | 50 | 05 | 45 | 201 | Library and Society | 50 | 05 | 45 |
| 102 | Administration of Libraries and Information Centres I | 50 | 05 | 45 | 202 | Administration of Libraries and Information Centres II | 50 | 05 | 45 |
| 103 | Library Classification (Theory) I | 50 | 05 | 45 | 203 | Library Classification (Theory) II | 50 | 05 | 45 |
| 104 | Library Classification (Practice) I | 50 | 00 | 50 | 204 | Library Classification (Practice) II | 50 | 00 | 50 |
| 105 | Library Cataloguing (Theory) I | 50 | 05 | 45 | 205 | Library Cataloguing (Theory) II | 50 | 05 | 45 |
| 106 | Library Cataloguing (Practice) I | 50 | 00 | 50 | 206 | Library Cataloguing (Practice) II | 50 | 00 | 50 |
| 107 | Information Sources, Services and Users (Theory) I | 50 | 05 | 45 | 207 | Information Sources, Services and Users (Theory) II | 50 | 05 | 45 |
| 108 | Information Sources, Services and Users (Practice) I | 50 | 50 | 00 | 208 | Information Sources, Services and Users (Practice) II | 50 | 50 | 00 |
| 109 | Information Communication Technology (Theory) | 50 | 05 | 45 | 209 | Library Automation and Networking (Theory) | 50 | 05 | 45 |
| 110 | Information Communication Technology (Practice) | 50 | 50 | 00 | 210 | Library Automation and Networking (Practice) | 50 | 50 | 00 |
| 10 papers | | 500 | 130 | 370 | 10 papers | | 500 | 130 | 370 |
| Total No. of Papers = 20 (10 in Semester I + 10 in Semester II) | | | | | Total Marks = 1000 (500 in Semester I + 500 in Semester II) | | | | |

# B L I S Curriculum (Two-Semester Programme)
## Papers and Units

| Semester I<br>(Papers and Units) | Semester II<br>(Papers and Units) |
|---|---|
| **101 Foundations of Library and Information Science I**<br>• Library as a Social Institution<br>• Types of LICs and other information agencies: Levels, features and functions<br>• Library policy, movement and development | **201 Foundations of Library and Information Science II**<br>• Legislation relating to Libraries<br>• Profession, Public relations and Extension activities<br>• Library Survey |
| **102 Administration of Libraries and Information Centres I**<br>• Introduction to Administration of Libraries and Information Centres<br>• Library Housekeeping Operations<br>• Managerial Tasks of Library Administration | **202 Administration of Libraries and Information Centres II**<br>• Financial and Personnel Management<br>• Planning and Resource Sharing<br>• Conservation and Preservation of Library Materials |
| **103 Library Classification (Theory) I**<br>• Basic concepts<br>• Universe of Subjects<br>• Schemes of Library Classification | **203 Library Classification (Theory) II**<br>• General Theory of Library Classification<br>• Application of Normative Principles and Evaluation of Classification Schemes<br>• Modern Trends |
| **104 Library Classification (Practice) I**<br>• Dewey Decimal Classification | **204 Library Classification (Practice) II**<br>• Colon Classification |
| **105 Library Cataloguing (Theory) I**<br>• Basic Concepts and Genesis<br>• Forms of Catalogue<br>• Principles and Rules | **205 Library Cataloguing (Theory) II**<br>• Subject Cataloguing<br>• Cataloguing: Policies and programmes<br>• Online Cataloguing and Trends in Cataloguing |
| **106 Library Cataloguing (Practice) I**<br>• Anglo-American Cataloguing Rules II | **206 Library Cataloguing (Practice) II**<br>• Classified Catalogue Code, Ed.5<br>• Content Designator based Cataloguing |
| **107 Information Sources, Services and Users (Theory) I**<br>• Reference and Information Sources<br>• Reference Services<br>• Users of information | **207 Information Sources, Services and Users (Theory) II**<br>• Traditional Information Services and Products<br>• Information Systems and Centres<br>• Digital Information Sources and Services |
| **108 Information Sources, Services and Users (Practice) I**<br>• Study and evaluation of information sources<br>• Survey of a group of users<br>• Viva-voce | **208 Information Sources, Services and Users (Practice) II**<br>• Compilation works<br>• Study and evaluation of information sources<br>• Viva-voce |
| **109 Information Communication Technology (Theory)**<br>• Introduction to ICT<br>• Logical Units of ICT: Software<br>• Computer Programming Languages | **209 Library Automation and Networking (Theory)**<br>• Database Management System (DBMS)<br>• Computer Networks and Distributed Information System<br>• Automation of Library Housekeeping Operations |
| **110 Information Communication Technology (Practice)**<br>• Operating Systems - MSDOS, Windows OS, Linux basics<br>• Office Management Software Group<br>• Programming language – Basic tasks and problem solving | **210 Library Automation and Networking (Practice)**<br>• DBMS – Multipurpose DBMS and Bibliographic DBMS<br>• CDROM, Online Database Searching and Internet Searching and Downloading<br>• Library Automation Software – Operating Level Tasks |

**B L I S**
**(Two-Semester Courseware)**

**Semester I**

| | |
|---|---|
| **Paper No: 101** | Paper Title: Foundations of Library and Information Science I |
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Library as a Social Institution

- Society: concept and component, nature and characteristic features;
- Objectives and functions of social institutions with special reference to libraries and information centers (LICs);
- Historical development of LICs, Information resources, Tools, techniques and technologies, Eminent thinkers on libraries and information centers;
- Basic laws and five fundamental laws, Modifications of five laws, IFLA principles relating to bibliographical control, Other normative principles;
- Historical development of Library and Information Science as a discipline.

### Unit – 2: Types of LICs and other information agencies: Levels, features and functions

- National and Copyright libraries;
- Academic Libraries;
- Public Libraries;
- Special Libraries and Information Centres;
- Other Information agencies and concerns; Automated, Digital and Virtual library systems.

### Unit – 3: Library policy, movement and development

- UNESCO charter of books, UNESCO public library manifesto, IFLA/UNESCO guidelines;
- International, and national programmes and policies – NAPLIS), Recommendations of National Knowledge Commission;
- Library and Information systems in UK, USA, Russia, etc.;
- Library movement and development in India with special reference to West Bengal;
- Resource sharing and networking, Promoting agencies of library and information services – National and International levels.

| | |
|---|---|
| **Paper No: 102** | Paper Title: Administration of Libraries and Information Centres I |
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Introduction to Administration of Libraries and Information Centres

- Concept, definition and scope of library administration;
- Library organization – structure, process of structuring, charts (horizontal and vertical);
- Relation between organization and administration;
- General principles of management and their application to the administration of libraries and information centres;
- Functions and principles of scientific management.

### Unit – 2: Library Housekeeping Operations

- Different sections of libraries and information centres and their functions;
- Acquisition and technical processing of library materials;

- Serials control and Circulation control;
- Stock maintenance and Stock verification – policies and procedures;
- Collection development – policies, procedures, evaluation and weeding.

**Unit – 3: Managerial Tasks of Library Administration**

- Library committee and Library authority – types, functions and need;
- Librarian and his role in decision making;
- Library rules and regulations;
- Library records and reports: Records management, Reports – types, compilation, annual reports;
- Library statistics.

| Paper No: 103 | Paper Title: Library Classification (Theory) I |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

**Unit – 1: Basic concepts**

- Meanings, purpose and function of classification;
- Knowledge classification and Book classification;
- Classification schedule and its components;
- Notation: Kinds, qualities and role in classification;
- Kinds of scheme: Enumerative and Faceted.

**Unit – 2: Universe of Subjects**

- Subject and disciplines: concept, features and formation, Modes of formation of subjects;
- Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects;
- Isolates and auxiliaries: Common (ACI and PCI) and special;
- Facets and Facet Analysis, Speciators and their kinds;
- Phase relations: levels and kinds/nature

**Unit – 3: Schemes of Library Classification**

- Major Classification Schemes: structure and features (DDC and CC)
- Indicator digits: DDC and CC;
- Study of different subjects treated in DDC and CC;
- Steps involved in practical classification;
- Call Number and its parts.

| Paper No: 104 | Paper Title: Library Classification (Practice) I |
|---|---|
| Type: Practice | Full marks: 50; Final Marks: 50; Hours: 50 |

- **Dewey Decimal Classification**                                                      **50 marks**

| Paper No: 105 | Paper Title: Library Cataloguing (Theory) I |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

**Unit – 1: Basic Concepts and Genesis**

- Library Catalogue – historical and theoretical foundations;
- Objectives and functions of Library Catalogue;
- Difference of Library catalogue from Library Accession Register, Shelf List and Bibliography;
- Library Cataloguing Code – definition, need, components;
- History and development of Library Cataloguing Codes.

## Unit – 2: Forms of Catalogue

- Historical and theoretical foundations;
- Physical forms – book, sheaf, card and machine-readable (including OPAC) forms – their advantages and disadvantages and suitability in different types of libraries;
- Inner forms – dictionary, classified and alphabetico-classed forms and their comparative studies;
- Entries – formats, kinds and their functions;
- Filing of entries.

## Unit – 3: Principles and Rules

- International Conference on Cataloguing Principles (ICCP), 1961;
- Canons propounded by Dr. S.R. Ranganathan;
- Features of Anglo-American Cataloguing Rules (AACR);
- Features of Classified Catalogue Code (CCC);
- Rendering of Indic names and use of vocabulary control devices in cataloguing.

| **Paper No: 106** | Paper Title: Library Cataloguing (Practice) I |
|---|---|
| Type: Practice | Full marks: 50; Final Marks: 50; Hours: 50 |

- **Anglo-American Cataloguing Rules II**            **50 marks**

| **Paper No: 107** | Paper Title: Information Sources, Services and Users (Theory) I |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

## Unit – 1: Reference and Information Sources

- Types and Importance;
- Documentary Sources: Primary, Secondary and Tertiary; Non print materials including digital information sources, Traditional Vs. Digital sources of information;
- Institutional and Human Sources;
- Reference Sources including Indian reference sources;
- Evaluation of Reference and Information Sources.

## Unit – 2: Reference Services

- Concept, definition, scope and types;
- Theory of reference services;
- Reference question and interview;
- Search strategy and techniques;
- Reference services – advancements and trends;

## Unit – 3: Users of information

- Information users and their information needs;
- Categories of information users;

- Information needs – definition, scopes and models;
- Information seeking behaviour;
- User studies: Methods, techniques and evaluation and User education.


| Paper No: 108 | Paper Title: Information Sources, Services and Users (Practice) I |
|---|---|
| Type: Practice | Full marks: 50; Internal Assessment: 50; Hours: 50 |

- **Study and evaluation of information sources**          **25 marks**

- **Survey of a group of users**          **15 marks**

- **Viva-voce**          **10 marks**


| Paper No: 109 | Paper Title: Information Communication Technology (Theory) |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Introduction to ICT

- Data, information and knowledge, ICT – definition, scope, application in human activities, social implication, Application of ICT in activities of library and information centres;
- Brief history of computer development, Generation of computers, Characteristics and classification of digital computers;
- Anatomy of digital computers - System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices);
- Communication devices, Transmission media (Bound links and Unbound links), Switches;
- Data Representation in Computer - Bits, bytes and word, Number system (Binary, Octal, Decimal, Hexadecimal and their conversion), Text representation codes (ASCII, EBCDIC and UNICODE), 7 bit & 8 bit ASCII and UTF-8 & UTF-16.

### Unit – 2: Logical Units of ICT: Software

- System software – Operating System, Simulators, Emulators, Translators;
- Application software, System utility software, Software packages and their domain of application;
- Operating Systems – Types and functions, Basic concepts related to MSDOS, Windows and Linux operating system;
- Open source software and open standards;
- Software and standards related to LIS domain.

### Unit – 3: Computer Programming Languages

- Definition, scope and use of programming languages, Types of programming languages – machine language, assembly language and high level language;
- High level programming languages – classification, application domain and generations;
- Program development tools – compiler, interpreter, loader, linker and locator;
- Programming process – steps, algorithm and flowcharting;
- Overview of popular high-level languages – C, C++, Java etc.


| Paper No: 110 | Paper Title: Information Communication Technology (Practice) |
|---|---|
| Type: Practice | Full marks: 50; Internal Assessment: 50; Hours: 50 |

- **Operating Systems - MSDOS, Windows OS, Linux basics**                    **20 marks**

- **Office Management Software Group**                                        **15 marks**

- **Programming language – Basic tasks and problem solving**                  **15 marks**

**B L I S**
**(Two-Semester Courseware)**

**Semester II**

| Paper No: 201 | Paper Title: Foundations of Library and Information Science II |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Legislation relating to Libraries

- Library Legislation: needs and features;
- Library Legislation in India with special reference to West-Bengal;
- Comparative study of library legislations in Indian states;
- Laws relating to information with special reference to India, including Press and Registration Act, Delivery of Books (Public Libraries) Act, Copyright Act, Intellectual Property Rights;
- Right to Information.

### Unit – 2: Profession, Public relations and Extension activities

- Occupation, Vocation and Profession, Attributes of Profession, Librarianship as a profession in India and abroad, Professional ethics and duties of Library and Information workers;
- Professional associations and their role in library development, professional development, Library and Information Science education and research: developments and trends;
- Public relations and extension activities - Definition, facets and programmes and activities;
- Community information services in India and abroad, local history collection and Area profile;
- Consultancy and marketing.

### Unit – 3: Library Survey

- Library survey – needs and advantages;
- Techniques of library and information centre survey;
- Proforma method;
- Interview method;
- Records analysis method.

| Paper No: 202 | Paper Title: Administration of Libraries and Information Centres II |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Financial and Personnel Management

- Sources of library finance and resource mobilization;
- Budgeting techniques and methods, budgetary control;
- Financial estimation and cost benefit analysis;
- Personnel management – Staff formula, Job analysis and deployment, Job evaluation and Performance appraisal;
- Personnel management - Delegation, communication, training and development.

### Unit – 2: Planning and Resource Sharing

- Definition, scope and purpose of planning;
- Types of planning, steps and procedure of planning;
- Building and space management, Library furniture;

- Library standards;
- Library Co-operation and resource sharing.

## Unit – 3: Conservation and Preservation of Library Materials

- Factors and deteriorations of documents;
- Maintenance of documents;
- Preservation and curative measures;
- Restoration of print, Non-print and electronic materials;
- Digital preservation.

| Paper No: 203 | Paper Title: Library Classification (Theory) II |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: General Theory of Library Classification

- Normative principles – introduction;
- Laws, canons, principles and postulates;
- Three planes of work;
- Fundamental categories;
- Notational techniques in different classification systems.

### Unit – 2: Application of Normative Principles and Evaluation of Classification Schemes

- Application of normative principles in DDC;
- Application of normative principles in CC;
- Evaluation of DDC;
- Evaluation of CC;
- Special classification schemes.

### Unit – 3: Modern Trends

- Switching Languages – BSO;
- Depth schedule – introduction;
- Classification of digital resources;
- Classification and Computers, Digital versions of classification schemes;
- Development and trends in library classification.

| Paper No: 204 | Paper Title: Library Classification (Practice) II |
|---|---|
| Type: Practice | Full marks: 50; Final Marks: 50; Hours: 50 |

- **Colon Classification**                                                          **50 marks**

| Paper No: 205 | Paper Title: Library Cataloguing (Theory) II |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Subject Cataloguing

- Historical and theoretical foundations;
- General principles of subject cataloguing;
- Subject heading lists and their features - Sears List of Subject Headings (SLSH);
- Subject heading lists and their features - Library of Congress Subject Headings (LCSH);
- Subject cataloguing by chain procedure.

**Unit – 2: Cataloguing – Policies and Programmes**

- Cataloguing Policies: Need, purpose and advantages;
- Organization of cataloguing department;
- Centralized and co-operative cataloguing;
- Union Catalogue – layout, compilation, available services;
- Limited and selective cataloguing.

**Unit – 3: Online Cataloguing and Trends in Cataloguing**

- Standardization of Bibliographic Description – ISBDs and Revised ISBDs;
- Content designators – Bibliographic formats (CCF/B, MARC 21, and UNIMARC) and Authority record formats (MARC 21 authority format);
- Union cataloguing activities  – WorldCat of OCLC, RLIN, RedLightGreen, Union catalogues of INFLIBNET, DELNET etc;
- Cataloguing modules of library automation packages – Requirements, Features, Authority files etc.;
- Trends in cataloguing – IME/ICC principles, FRBR, FRAD, RDA, Bibliographic relationships, Web-OPAC etc.

| | |
|---|---|
| **Paper No: 206** | Paper Title: Library Cataloguing (Practice) II |
| Type: Practice | Full marks: 50; Final Marks: 50; Hours: 50 |

- **Classified Catalogue Code, Ed.5**                                            **20 marks**

- **Content Designator based Cataloguing (CCF/B or MARC 21 Bibliographic format)**      **30 marks**

| | |
|---|---|
| **Paper No: 207** | Paper Title: Information Sources, Services and Users (Theory) II |
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

<div align="right">15 Hrs X 3 Units + 5 Hrs for Assignment</div>

**Unit – 1: Traditional Information Services and Products**

- Reference Referral, Documentation and Information Services: Definition, Need, Characteristics and Differences;
- Alerting Services – Newspaper clippings and Newsbrief services, CAS and SDI services, Abstracting and Indexing Services;
- Translation Services: Tools and Pools;
- Document Delivery Services;
- Reprographic services.

**Unit – 2: Information Systems and Centres**

- Information Systems and Networking: Meaning, Importance and Structure;
- Information Centres and Information Analysis Centres: Activities, services and products;
- Structure and Services of International Information Systems and Networks like UNISIST, AGRIS, INIS, DEVSIS, MEDLARS / MEDLINE, INFOTERRA, OCLC Inc., DIALOG, etc.;
- Structure and Services of National Information Systems and Networks like INFLIBNET, INDEST, UGC-Infonet, DELNET, BTIS and ENVIS;
- Objectives and Services of FID, ASLIB, IFLA, VINITI, NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR.

**Unit – 3: Digital Information Sources and Services**

- Conceptual foundations;
- Web as platform for information services;
- Types and characteristics of digital information sources
  - Online Information Sources: E-journals, Reference sources, Bulletin Board, FAQ, Discussion Group, Blogs, RSS etc.;
  - CD-ROM Databases: Reference, Referral and Full Text;
  - Subject Directories and Information Gateway; and
  - Institutional Repositories and Digital Library.
- Types and characteristics of digital information services
  - Web-enabled services – nature, features and advantages;
  - Services – QuestionPoint, Credo/Xrefer, VRD, IPL, Ask-a-Librarian etc.
- Trends and future.

| Paper No: 208 | Paper Title: Information Sources, Services and Users (Practice) II |
|---|---|
| Type: Practice | Full marks: 50; Internal Assessment: 50; Hours: 50 |

- **Compilation of Secondary Information Products**          **25 marks**

- **Study and evaluation of digital information sources**          **15 marks**

- **Viva-voce**          **10 marks**

| Paper No: 209 | Paper Title: Library Automation and Networking (Theory) |
|---|---|
| Type: Theory | Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50 |

15 Hrs X 3 Units + 5 Hrs for Assignment

### Unit – 1: Database Management System (DBMS)

- Concept, scope, purpose and advantages of DBMS;
- Entity, attributes and properties, Field, record and database;
- Data models – hierarchical, network and relational, Basics of RDBMS;
- Bibliographic databases, Search strategy and techniques of data retrieval, CDROM database searching;
- WINISIS as bibliographic database management system.

### Unit – 2: Computer Networks and Distributed Information System

- Computer networks – definition, scope, purpose, features and advantages, Types of network – LAN, MAN and WAN;
- Internet – origin, development, architecture, connection options; Internet in India – GIAS, ISPs and connection options; Internet addressing system – IP address and domain name system, Internet, Intranet and Extranet;
- Internet resource access tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW;
- Web retrieval tools – subject directories, search engines and meta search engines;
- Use of Internet technologies and tools in library and information services.

### Unit – 3: Automation of Library Housekeeping Operations

- Library system and subsystems, Procedural model of library automation;
- Automation of housekeeping operations – planning and implementation;
- Computerized acquisition and cataloguing subsystems, Computerized serials control subsystem, Computerized circulation and maintenance subsystems (including RFID based circulation system);

- Library automation software – generic, system and functional requirements, trends and future;
- Library automation software in India.

| | |
|---|---|
| **Paper No: 210** | Paper Title: Library Automation and Networking (Practice) |
| Type: Practice | Full marks: 50; Internal Assessment: 50; Hours: 50 |

- **DBMS – Multipurpose DBMS and Bibliographic DBMS**        **20 marks**

- **CDROM, Online Database Searching and Internet Searching and Downloading 15 marks**

- **Library Automation Software – Operating Level Tasks**        **15 marks**

## Reading Lists

Paper 101:    Foundations of Library and Information Science I
Paper 201:    Foundations of Library and Information Science II

1.  Khanna, J.K.: Library & society.  Kurukshetra: Research Publications, 1987.
2.  Ekbote, Gopal Rao: Public library system.  Hyderabad: Ekbote Brothers, 1987.
3.  Venkatappaiah, V.: Indian library legislation.  2 vols. New Delhi: Daya, 1990.
4.  Krishan Kumar: Library organization. Delhi: Vikas, 1986.
5.  Rout, R.K.: Library legislation in India.  New Delhi: Reliance, 1991.
6.  Sharma, Pandey S.K.: Library & society. 2$^{nd}$ rev. ed. New Delhi: Ess Ess Publications, 1992.
7.  Vashisth, C.P., ed.: Library movement and library development in India.  Delhi: ILA, 1994.
8.  Ranganathan, S.R.: The five laws of library science. 2$^{nd}$ ed. Bombay: Asia Publishing, 1963.
9.  Mahapatra, P.K.: Library and information science: an introduction. Calcutta: World Press, 1989.
10. Davis, D.W.: Public libraries as cultural and social centres.  New York: Scarecrow, 1975.
11. IFLA: Standards for library service. 2$^{nd}$ ed. Munich: Verlag, 1977.
12. Withers, F.N.: Standards for library service: an international survey. Paris: Unesco, 1974.
13. Martin, W.J.: Community librarianship: changing face of public libraries. London: Clive Bingley, 1989.
14. Mangla, P.B. et al. (ed.): Fifty years of librarianship in India. Delhi: ILA, 1983.
15. Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing House, 2002.

Paper 102:    Administration of Library and Information Centres I
Paper 202:    Administration of Library and Information Centres II

1.  Mittal, R.L.: Library administration: theory & practice.  5$^{th}$ ed. Delhi: Metropolitan, 1984.
2.  Narayana, G. J.: Library and information management.   New Delhi: Prentice-Hall India, 1991.
3.  Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959.
4.  Sharma, J.S.: Library organization. New Delhi: Vikas, 1978.
5.  Spiller, David: Book selection: an introduction to principles and practice.  Rev. 2$^{nd}$ ed. London: Clive Bingley, 1974.
6.  Krishan Kumar:  Library administration and management.  2$^{nd}$ ed. New Delhi: Vikas, 1987.
7.  Seetharama, S.: Guidelines for planning of libraries and information centers. Calcutta: IASLIC, 1990.
8.  Krishan Kumar:  Library manual.  New Delhi: Vani, 1985.
9.  Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice.  London: Facet Publishing, 2001.
10. Kaula, P.N.: Library building: planning and design. Delhi: Vikas, 1977.
11. Singh, M.: Library and information management: theory and practice. Delhi, 1983

| Paper 103: | Library Classification (Theory) I |
|---|---|
| Paper 203: | Library Classification (Theory) II |

1. Chan, L. M.: Cataloguing and classification. 2nd ed. New York: McGraw Hill, 1995.
2. Foskett, A.C.: The subject approach to information. 5th ed. London: Clive Bingley, 1992.
3. Krishan Kumar: Theory of classification. New Delhi: Vikas, 1980.
4. Maltby, A., ed.: Classification in the 1970s: a second look. London: Clive Bingley, 1976.
5. Maltby, A., ed.: Sayers manual of classification for librarians. Ed. 5. London: Andre Deutsch, 1975.
6. Needham, C.D.: Organising knowledge in libraries. 2nd Rev. Ed. London: Andre Deutsch, 1971.
7. Raju, A.A.N.: Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta, 1984.
8. Ranganathan, S.R.: Prolegomena to library classification. Ed. 3. Bombay: UBS, 1967.
9. Ranganathan, S.R.: Elements of library classification. Ed. 2. Bombay: UBS, 1966.
10. Ohdedar, A.K: Library classification. 2nd rev. ed. Calcutta: World Press,
11. Marcella, R. and Newton, R.: A new manual of classification. Aldershot: Gower, 1994.
12. Buchanan, B.: Theory of library classification. London: K.G. Saur, 1979.
13. Chan, L.M. and Mitchell, J.S.: Dewey decimal classification: principles and applications. Dublin: OCLC, 2003.

| Paper 104: | Library Classification (Practice) I |
|---|---|
| Paper 204: | Library Classification (Practice) II |

1. Dewey, M.: Dewey decimal classification and relative index. 3 vols. 19th ed. New York: Forest Press, 1979.
2. Ranganathan, S.R.: Colon classification. 6th rev. ed. Bombay: UBS, 1960.
3. Satija, M.P.: Manual of practical colon classification. New Delhi: Sterling, 1987.
4. Kumar, P.S.G.: Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan, 1978.
5. Comaroni, J.P.: Manual on the use of Dewey decimal classification – edition 19. New York: Forest Press, 1979.

| Paper 105: | Library Cataloguing (Theory) I |
|---|---|
| Paper 205: | Library Cataloguing (Theory) II |

1. Chan, Lois Mai: Cataloguing and classification. 2nd ed. New York: McGraw Hill, 1995.
2. Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas, 1988.
3. Needham, C.D.: Organising knowledge libraries: an introduction to classification and cataloguing. 2nd ed. London: Andre Deutsch, 1971.
4. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
5. Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: Shivlal Agarwal & Co. 1978.
6. Vishwanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.

7.  Hunter, E.J.: Computerized cataloguing. London: Clive Bingley, 1985.
8.  ALA Rules for filing Catalog Cards.  Chicago: ALA, 1968.
9.  Hunter, E.J.: and Bakewell, K.G.B.: Cataloguing. 2$^{nd}$ rev. ed. London: Clive Bingley, 1983.
10. Wynar, B. S.: Introduction to cataloguing and classification. 7$^{th}$ ed. Littleton: Libraries Unlimited, 1985.
11. Krishan Kumar: Cataloguing. New Delhi: Har Anand, 1993.
12. Bowman, J.H.: Essential Cataloguing. London: Facet, 2003.

Paper 106:     Library Cataloguing (Practice) I
Paper 206:     Library Cataloguing (Practice) II

1.  Anglo-American Cataloguing Rules. 2$^{nd}$ ed, 1988 revision. London: LA, 1988.
2.  Sears List of Subject Headings. Latest available edition. New York: Wilson.
3.  Ranganathan, S.R.: Classified catalogue code with additional rules for dictionary catalogue code. Bombay: UBS, 1964.
4.  Ranganathan, S.R.: Cataloguing practice. 2$^{nd}$ ed. Bombay: UBS, 1975.
5.  Hunter, Eric J.: Examples illustrating AACR-2 (1988) revision. London: LA, 1989.
6.  Maxwell, Margaret F.:  Handbook for AACR-2 (1988) revision.  Chicago:  ALA, 1989.
7.  Krishan Kumar: An introduction to AACR-2.  New Delhi: Vikas, 1990.
8.  Sehgal, R.L.:  Cataloguing Manual – AACR-2.  New Delhi: Ess Ess.

Paper 107:     Information Sources, Services and Users (Theory) I
Paper 108:     Information Sources, Services and Users (Practice) I
Paper 207:     Information Sources, Services and Users (Theory) II
Paper 208:     Information Sources, Services and Users (Practice) II

1.  Katz, W. A.: Introduction to reference work. 2 vols. 6$^{th}$ Ed. New York: McGraw Hill. 1992.
2.  Katz. Bill and Tarr, Andrea: Reference and information services, a reader.  N.J.: The Scarecrow Press, 1978.
3.  Krishan Kumar: Reference service.  3$^{rd}$ ed. New Delhi: Vikas, 1989.
4.  Ranganathan, S.R.:  Reference service and bibliography. Ed. 2. Bombay: UBS, 1960.
5.  Ranganathan, S.R.: Documentation and its facets. Bombay: UBS, 1963.
6.  Guha, B.: Documentation and information: services, techniques and systems.  2$^{nd}$ Ed. Calcutta: World Press, 1983.
7.  Grogan, D.: Grogan's case studies in reference work. London: Clive Bingley, 1972
8.  Grogan, D.: Practical reference work. London: Clive Bingley, 1979.
9.  Bunch, Allan:  The basics of information work.  London: Clive Bingley, 1984.
10. Kawatra, P.S.: Fundamentals of documentation with special reference to India.  New Delhi: Sterling, 1982.
11. Bose, H.: Information service: principles and practice.  New Delhi: Sterling, 1986.
12. Coblans, Herbert:  Librarianship and documentation: an international perspective.  London: Andre Deutsch, 1974.

13. Helprin, Laurence B., ed.: Towards foundation of information science. White Plains, N.Y.: Knowledge Industry, 1985.
14. Chakraborty, A.R. and Chakraborti, B.: Indexing: principles, processes and products. Calcutta: World Press, 1983.
15. Fjallbrant, N. and Malley, I.: User education in libraries. 2$^{nd}$ ed. London: Clive Bingley, 1984.
16. Chakraborti, M.L.: Bibliography: theory and practice. 3$^{rd}$ rev. ed. Calcutta: World Press, 1987.
17. Bopp, R.E. and Smith, L.C.: Reference and information services: an introduction. Littleton, Colo.: Libraries Unlimited, 1991.
18. Ross, C.S., Nilsen, K. and Dewdney, P.: Conducting the reference interview: a how-to-do manual for librarians. London: Facet Publishing, 2002.
19. Pantry, S. and Griffiths, P.: Creating a successful e-information service. London: Facet, 2002.
20. Liu, J.: The evaluation of worldwide digital reference services in libraries. Oxford: Chandos Publishing, 2007.

| | |
|---|---|
| Paper 109: | Information Communication Technology (Theory) |
| Paper 110: | Information Communication Technology (Practice) |
| Paper 209: | Library Automation and Networking (Theory) |
| Paper 210: | Library Automation and Networking (Practice) |

1. Atherton, P.: Handbook for Information Systems and Services. Paris: UNESCO, 1980.
2. Bilal Meghabghab, D.: Automating Media Centers and Small Libraries: a microcomputer-based approach. Englewood, CO: Libraries Unlimited, 1997.
3. Boss, R. W.: The Library Administrator's Automation Handbook. Medford, NJ: Information Today, 1997.
4. Breeding, M.: Providing Virtual Reference Service. Information Today 18(4); 2001; pp.42-43
5. Chowdhury, G. G and Chowdhury, S.: Introduction to Digital Library. London: Facet Publishing, 2003; pp.227-240.
6. Chowdhury, G. G.: Digital Libraries and Reference Services: Present and Future. Journal of Documentation, 58(3); 2001; pp.258-283.
7. Cohn, John M.: Planning for Integrated Systems and Technologies: A How-To-Do-It Manual for Librarians. London: Neal-Schuman, 2001.
8. Cooper, Michael D.: Design of Library Automation Systems: File Structures, Data Structures, and Tools. New York: Wiley & Sons, 1996.
9. Cortez, E. M. and Smorch, T.: Planning Second Generation Automated Library. Westport, CT: Greenwood Press, 1993.
10. Dempsey, L.: Distributed Library and Information Systems: The Significance of Z39.50. Managing Information, 1(6); 1994; pp. 41-42
11. Fisher, S. and Rowley, J.: Management Information and Library Management Systems: An Overview. The Electronic Library, 12(2); 1994; pp.149-117.
12. Furrie, Betty: Understanding MARC Bibliographic: Machine-Readable Cataloging. 2003. Available online at: http://www.loc.gov/marc

13. Guha, B.: Documentation and Information: Services Techniques and Systems. 2$^{nd}$ ed. Calcutta: World Press, 1983; pp.36-37
14. Haseltine, R.: New Perspectives on Library Management System. Program, 28(2); 1994; pp.53-61
15. INFLIBNET: Training Manual for 17$^{th}$ training course on Application of Computer to Library and Information Services. Ahemdabad: INFLIBNET, 1998; 177 p.
16. Kent, A., Lancour, H. and Daily, J.E. (ed.): Encyclopedia of Library and Information Science. New York: Marcel Dekker Inc., 1975; V. 14, pp. 33.
17. Levitan, K. B.: Information Resources as 'Goods' in the Life Cycle of Information Production. JASIS, 33(1); 1982; pp.44-54
18. Murihead, G.: The System Librarian. London: Library Association Publishing, 1994.
19. Murray, I.R.: Assessing the Effect of New Generation Library Management Systems. Program, 31(4); 1997; pp.313-327
20. Ranganathan, S.R.: Reference Service. Bombay: Asia Publishing House, 1961.
21. Rowley, J.: The Electronic Library. London: Library Association Publishing, 1998; pp.313-320
22. Sharma, C.D.: Advances in Library and Information Science. Jaipur: R.B.S.A. Publishers, 1998; V. 1
23. Simmmons, P. and Hopkinson, A. (ed.): CCF/B: The Common Communication Format for Bibliographic Information. Paris: UNESCO, 1992.
24. Swan, J.: Automating Small Libraries. Wisconsin: Highsmith Press LLC, 1996.
25. Tedd, L.A.: An Introduction to Computer-Based Library System. 3$^{rd}$ ed. Chichester, England: John Wiley & Sons, 1993.
26. Thomas, P.A.: Task Analysis of Library Operations. London: ASLIB, 1975.
27. William, Saffady: Introduction to Automation for Librarians. 2$^{nd}$ ed. Chicago: American Library Association, 1989; pp.327-50.
28. Ravichandra Rao, I.K.: Library Automation. New Delhi, Wiley Eastern Ltd., 1990.
29. Rowley, J.: The electronic library. 4$^{th}$ ed. London: Library Association, 1998.