

# **RADHA GOVIND UNIVERSITY RAMGARH, JHARKHAND**



## **Department of Library and Information Science**

**Under Faculty of Humanities and Social Sciences**

**Choice Based Credit System Curriculum for  
Bachelor of Library and Information Science**

**(Effective from Academic Session 2024-25)**

**SYLLABUS**  
**BACHELOR OF LIBRARY & INFORMATION SCIENCE**  
**(SEMESTER SYSTEM)**  
**SCHEME OF PAPERS**

<b>Paper Title</b>	<b>Internal Assessment</b>	<b>Practical Examination Marks</b>	<b>Written Examination Duration</b>	<b>Total Marks</b>
<b><u>FIRST SEMESTER</u></b>				
I. Foundations of Library & Information Science		20	80 (3hrs)	100
II. Knowledge Organization and Information Processing		20	80 (3hrs)	100
III. Library Classification (Practice)		20	80 (3hrs)	100
IV. Library Cataloguing (Practice)		20	80 (3hrs)	100
<b><u>SECOND SEMESTER</u></b>				
V. Management of Libraries and Information Centers		20	..... 80(3hours)	100
VI. Library and its Users		20	20 60(3hours)	100
VII. Information Sources and Services		20	20 60(3hours)	100
VIII. Information Technology Basics		20	20 60(3hours)	100

**BLIS 101 : FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE**

**Objectives:-**

1. To acquaint students with basic philosophy of library and information science.
2. To understand the role and evolution of library as a social institution .
3. To understand and appreciate the library and information profession.

Lectures to be delivered : 60                      Max Mark : 80  
Time allowed : 3 hrs

**INSTRUCTIONS To THE PAPER SETTER :** The Question paper will consist of 5 section : A,B,C,D and E. Section A,B,C and D will have two questions each from respective sections of the syllabus and carry 12 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 32 marks in all. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

Time Allowed : 3 hrs

Max Marks : 80

- Note :-** 1. Answer five questions in all, selecting at least one question from each section.
2. The question in section E is compulsory
  3. Question in sections A,B,C and D carry 12 marks each. The question in section E carries 32 marks in all.

### **SECTION-A**

1. Concept of library : Definition, Purpose and functions. Five laws in library science.
2. Library in society : Place of library in dissemination of information. Changing role of library in socio-economic development, education and recreation.

### **SECTION-B**

3. Types of libraries : Public, academic, special and national libraries : Definition, Purpose and functions of each type of library. Brief introduction of automated, digital, Polymedia and virtual libraries.
4. Library cooperation : Definition, types, levels. Resources sharing and networking.

### **SECTION-C**

5. Comparative librarianship : Library development in India.
6. Library Legislation : Need, purpose and factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of Books and Newspapers (Public Libraries) Act.

### **SECTION-D**

7. Library profession : Librarianship as a profession, Professional ethics. Role of Library associations : ILA, IASLIC, ALA, LA.
8. Promoters of library and information services : At national Level RRRLF, and at International Level : UNESCO, and IFLA : Their role in promotion and development of libraries.

## **RECOMMENDED READINGS**

1. Ranganathan (SR): Five laws of Library Science, Ed 2, 1957,
2. Lock (RN): Manual of library Economy : A conspectus of professional Librarianship for students and practioners. London: Clive Bingley, 1977
3. Harrison(KC): First step in librarianship: a Student's guide. Ed 5.London : Andre Deutsch, 1980.
4. Mittal(RL): Public library law : an international survey, Delhi: Metropokitan, 1971
5. India Advisory Committee for libraries : Report, 1971
6. Gates(JK) Introduction to librarianship. Latest ed.
7. Ranganathan(SR) and Neelameghan (A) : Public Library system , 19
8. Gardner (Frank M) Public library legislation: a comparative study, 1971
9. Kelly(Thomas): History of public libraries in Great Britain, 1845-1975,1977
10. Jefferson(G) : Library cooperation. Latest ed.
11. Venkatpaiah(V): Indian Library legislation, 2 Vol. Delhi : Daya, 1990
12. Butler, P. Introduction to library science.
13. Narayana, (GJ) : Library and information management.

## **BLIS 102: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING**

- Objective:** -
1. To acquaint students with the theory of library classification, its Problems and role in the organization of library materials.
  2. To Study the principles and theory of library cataloguing and indexing.

Lectures to be delivered : 60

Max Marks : 80

Time allowed : 3 hrs

**INSTRUCTIONS TO THE PAPER SETTER :** The question paper will consist of 5 sections: A,B,C,D and E. Section A,B,C and D will have two questions each from respective sections of the syllabus and carry 12 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 32 marks in all. Question should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

## **INSTRUCTION TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed : 3 hrs

Max Marks : 80

**Note:** - 1. Answer five questions in all, selecting at least one question from each section.

The question in section E is compulsory.

Question in section A,B,C and D carry 12 marks each. The question in section E carries 32 marks in all.

### **SECTION-A**

1. Concept of library Classification: Definition need and purpose.
2. Theory of subjects: Basic, compound, and complex subjects.
3. Models of classification scheme: Enumerative and Faceted: Their merits and demerits.
4. Notation : Need, purpose types and qualities.

### **SECTION-B**

5. Classification Schemes : Introduction to major schemes of classification : Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC) and Colon Classification(CC) LC,BC.
6. Classification Theory: Canons/principles of Sayers, Bliss and Ranganathan.
7. Development and trends in classification : Role of Computers.
8. Concept of call number : Class number, book number, collection number.

### **SECTION-C**

9. Concept of library catalogue : Definition ,need, purpose and functions.
10. Forms and types of catalogue. Dictionary, Classified, Alphabetic-classified Catalogue; Card, Microfiche, Computerized and online(OPAC) Catalogues.
11. Filing of Entries: Arrangement of entries of Dictionary and Classified catalogue.
12. Descriptive cataloguing: Current trends in Standardization, description, and Exchange ( ISBD, MARC, CCF)

### **SECTION-D**

13. Standard Codes of cataloguing : AACR and CCC
14. Normative principles of Cataloguing: Canons of Cataloguing
15. Subject Cataloguing and Indexing: Principles of subject cataloguing. Subject headings Lists and their features (Sears List of Subject heading and Library of Congress List of Subject Headings)
16. Development and trends: Development and recent trends in cataloguing

## **RECOMMENDED READINGS**

1. Dewey decimal classification. 19<sup>th</sup> ed. 3vols.
2. Foskett,(AC): Subject approach to information
3. Hunter,(EJ) and Bakewell, (KGB): Advanced cataloguing.
4. Krishan Kumar: Theory of cataloguing.
5. Ranganthan, (SR):Classified catalogue code. 5<sup>th</sup> ed.
6. Ranganthan, (SR):Colon classification. 6<sup>th</sup> revised edition.
7. Ranganthan, (SR):Prolegomena to library classification
8. Sayers,(MCB): Manual of library classification for librarians and bibliographers
9. Sear's List of Subject Headings.

### **BLIS 103: LIBRARY CLASSIFICATION : PRACTICE**

**Objective:** The aim of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification, Ed 6 ( reprint with amendments) and Dewey Decimal Classification, Ed 19

Lectures to be delivered :60  
Time allowed : 3 hrs

Max Marks : 80

**INSTRUCTIONS TO THE PAPER SETTER:** The question Paper should be made out in three parts. Section –A should include titles to be classified according to Colon classification. Ed 6 (Reprinted with amendments). Section B should include titles to be classified according to Dewey Decimal Classification, Ed 19. Section C should include titles to be classified according to both CC and DDC. Whatever a title warrants use of Chronological Device, the period should be indicated by the paper-setter. Titles should be expressive. Wherever necessary, annotations may be added to clarify the subject of document. No titles warranting use of classic Device should be given for classification. Colon Classification Ed .6 (Reprinted with amendments) and Dewey decimal classification Ed. 19 will be provided to the candidates for use in the examination hall. The candidates will also be provided a standard dictionary for use in the examination hall. In no case, questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

### **INSTRUCTION TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Maximum Marks: 80

- Note:** 1. Section A and B carry 20 marks each. Section C carries 40 marks. All sections are compulsory.
2. Copies of colon classification, Ed 6 (Reprinted with amendments) and Dewey decimal classification, Ed 19 and dictionary are available for use.

**SECTION-A**  
**COLON CLASSIFICATION**

Classify any five of the following ten titles.

20 Marks

**SECTION –B**

**DEWEY DECIMAL CLASSIFICATION**

**20 Marks**

Classify any five of the following ten titles.

**SECTION –C**

**COLON CLASSIFICATION AND DEWEY DECIMAL CLASSIFICATION**

Classify any five of the following ten titles both by CC and DDC marks.

40 Marks

**TEACHING AIDS**

1. Colon classification, Ed 6 (Reprinted with amendments), 1963.
2. Dewey Decimal Classification .3 V. Ed 19. 1979
3. Dictionary/Encyclopedia.

**LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

**The following books are to be provided to the candidates:**

1. Ranganathan (SR): Colon classification. Ed 6 (Reprinted with amendments), 1963. One each for each candidate.
2. Dewey Decimal Classification. 3V. Ed 19.1979. One set to each candidate.
3. Language Dictionary -2 copies.

**Note:** The above books are to be collected by the Superintendent, Examination Centre from the University Library, Correspondence Course Library and / or Workshop of the Department.

**BLIS 104 : LIBRARY CATALOGUING : PRACTICE**

**The following types of documents shall be catalogued according to both CCC and AACR II:**

1. Single personal author, joint author.
2. Pseudonym: Single and joint.
3. Works under editorial direction and of mixed responsibility.
4. Corporate author: Government, Institution and Conference.
5. Ordinary Composite book.
6. Multi-volumes.

**The following types of documents shall be catalogued according to AACR II only :**

1. Uniform Titles.
2. Microforms.
3. Periodicals.

**Note:** (i) Complicated cases of personal names, (ii) Complicated corporate. Authorship, (iii) Complex titles in periodicals, (iv) Complexities in descriptive cataloguing, (v) Uniform titles, are excluded.

**Cataloguing of Artificial composite book, Pseudo-series according to AACR II and CCC are excluded.**

Lectures to be delivered : 65

Maximum Marks :80

Time Allowed : 3 hrs.

**INSTRUCTION TO THE PAPER SETTER:** Separate titles should be given for cataloguing by CCC and AACR. The question paper should consist of two sections. Section-A should include four titles to be catalogue according to CCC. Section B should include six titles covering uniform titles and microforms to be catalogued according to AACR II. Supplemented by Sears List of Subject Headings. Candidates should be asked to catalogue fully any five titles in all, selecting two titles from Section A and three titles from Section B. Titles having complicated personal names and complicated corporate authorship, complex periodicals and those having complexities in descriptive cataloguing, uniform titles should be excluded. Cataloguing of Artificial composite book, Pseudo-series according to CCC are excluded. Cataloguing of special material except microforms should also be excluded according to AACR II. In no case, question should be asked outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTION TO BE GIVEN IN THE QUESTION PAPER**

**Time allowed: 3 Hours**

**Max Marks: 80**

**Note:**

1. All question carry equal marks.
2. Catalogue fully five titles in all, selecting two titles from Part-I and three titles from Part-II
3. All catalogue entries for each title should be completed before attempting the next title.
4. Four entries according to AACR:
  - (a) Follow Unit Card Systems for added entries.
  - (b) For subject headings, use Sears List of Subject Headings, Ed 12.
5. Copies of Colon Classification, Ed 6 (Reprinted with amendments) and Dewey Decimal Classification, Edition 19 and Sears List of Subject Headings, Ed 12 are available for use.



**SECTION A : CLASSIFIED CATALOGUE CODE**  
**SECTION B : ANGLO-AMERICAN CATALOGUING RULES**

**LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

**The following books are to be provided to the candidates:**

1. Colon classification. Ed. 6 (reprinted with amendments), 1963-10 copies.
2. Dewey Decimal Classification, 3V. Ed 19. - 10 Copies.
3. Sears List of Subject Headings. Ed. 12. - 13 Copies.
4. Language dictionary. - 2 Copies.

**Note :** The above books are to be collected by the Superintendent Examination Center from the Vinoba Bhave University Library, Hazaribag/Workshop of the department/ Correspondence Courses Library.

**TEXT BOOKS :**

1. Ranganathan (SR) : Classified catalogue code with additional rules for Dictionary catalogue code. Ed. 5, 1954. Reprinted 1991.
2. Anglo-American cataloguing Rules. Ed. 2. 1978.
3. Sears List of Subject Heading Ed. 12. 1982.

**SECOND SEMESTER**

**BLIS 201: MANAGEMENT OF LIBRARIES AND INFORMATION**

**CENTER**

**Objectives:** The aim of this paper is to give student an idea of the principles of management and government of library and also acquaint them with management techniques, functions activities and routines of various sections /departments in a library/information center.

Lectures to be delivered 60

Time allowed: 3hrs.

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 5 sections: A, B, C, D and E, Sections A,B,C, and D will have two questions each from respective sections of the syllabus and carry 12 marks each. Section E will consist of 8 short answer type questions which will cover the evenly spread over the entire range of syllabus. In no case, questions should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

## **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hrs

- Note:** 1. Answer five questions in all, selecting at least one question from each section.  
The question in section E is Compulsory.  
2. Question in sections A, B, C and D carry 12 marks each. The question in sections E Carries 32 marks in all.

### **SECTION-A**

1. Concept of the Management: Principles and functions of scientific management and their applications to libraries and information center .Levels of management.
2. Library organization: Policy making bodies of library: library authority and library committee. Organizational structure in libraries.
3. Library Finance: Sources of finance, Budgeting procedure and accounts.
4. Human Resource Management: Policy and staffing (selection, recruitment training and development, appraisal), Classification of library personnel, staff manual, outsourcing.

### **SECTION-B**

1. Collection Development and Access Management: Need , purpose, Principles and factors. Collection Development policy. Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC). Acquisition of non- print/multimedia materials.
2. Management of technical section and services.
3. Storage and maintenance Section: Planning and policies, Open vs. Closed access, Stacking arrangement, Stack maintenance ,building, stock rectifications and stock verification

### **SECTION-C**

4. Periodical Section : Acquisition, methods of recording with special reference to Kardex.
5. Circulation Section: Membership/Registration, Charging and discharging systems, Library rules.
6. Reference and information Section :Organization of reference and Information Section. User Orientation.

## **SECTION-D**

Library Building: planning, responsibilities; standards and norms for planning.  
Furniture and equipment. Criteria for selection and qualities public Relations and  
Extension Services. Definition, need, objectives and methods.  
Library Statistics: Need purpose and types.  
Annual report: purpose and contents.

## **RECOMMENDED READINGS**

Evans, (GE)	: Management techniques for librarians.
Lock (RN)	: Brown's manual of library economy: Latest ed.
Lock (RN),Ed.	: Manual of library economy : conspectus of professional librarianship for students and practitioners. London: Clive Bingley. Latest ed.
Mittal (RL)	:Library Administration : Theory and practice. Latest ed.
Narayana(GJ)	:Library and information management.
Ranganathan(SR)	:Library administration. Latest ed.
Wheeler(JL) and Goldhar	: Practical administration of public Libraries. Latest ed.
Wilson(LR) and Tubers, MF	: University library. Latest ed.

## **BLIS 202 : LIBRARY AND USERS**

### **PART- I ( THEORY)**

**Lectures to be Delivered : 60**

**Max. Marks : 60**

**Time allowed : 3 Hrs.**

**INSTRUCTIONS TO THE PAPER SETTER :** The question paper will consist of 5 sections : A, B, C, D, and E. Sections A,B,C, and D will have two questions each from respective sections of the syllabus and carry 9 marks each. Section E will consists of 8 short answer type question which will cover the entire syllabus uniformly and will carry 24 marks in all. Questions should be evenly spread over the entire range of syllabus. In no case, questions should be asked from outside of the syllabus. The question paper should be set strictly according to the Instructions mentioned above.

## **INSTRUCTION TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hrs.

Max Marks : 60

**Note:** 1. Answer five question in all , selecting at least one question from each section  
The question in section E is compulsory.

2. Questions in sections A,B,C and D carry 9 marks each. The question in section E carries 24 marks in all.

### **SECTION-A**

1. Changing dimensions, role and status of libraries.
2. Library surveys: Need, purpose and uses.
3. Library surveys: Planning surveys, collecting information, processing and analysis of data interpretation and presentation (Only basics to be covered)
4. Techniques and tools of library surveys.

### **SECTION-B**

5. Information : Definition and its nature
6. Categories of information users
7. Information needs of users
8. Information seeking behavior

### **SECTION-C**

9. Evaluation of library sources and services : Books, periodicals, catalogues
10. Effectiveness: cost-benefit/cost-effectiveness studies
11. User studies : Methods and techniques
12. Evaluation of user studies

### **SECTION-D**

13. User education : concept, goals and objectives, Levels
14. User education : Techniques and methods
15. Evaluation of user educational programmes
16. Information literacy: Definition, need, Purpose, programmes.

### **Part II: (PRACTICAL) (20 marks)**

1. Survey of library & Information centers – 10 marks
2. Survey of different categories of users. – 10 marks

## **RECOMMENDED READINGS**

1. Line, Maurice (B). :Library Surveys, London: Clive Bingley, 1982
2. Lancaster, (F. W) :The measurement and evaluation of Library Services.
3. Lancaster, (F. W) :If you want to evaluate your Library
4. Prasher,(R.G) :Information and its communication
5. Laloo, (BikikaTraining) : Information need, Information seeking behaviors and users. Delhi : Esst.,2002
6. Jordan, (Peter) :The academic Library & its users .Gower,1998
7. Bavakutty.(Metc). :Information and its communication Ludhiana Medallian,2003
8. Nicholas, (David) : Assessing information needs: Tools, techniques& concepts for the internet age. . London :Aslib.
9. Sehgal, (R.L) :User education in computer based libraries. Delhi :EssEss, 2002.
10. Martin,(Allan) and :Information and IT Literacy enabling Learning Rader, (Hanne lore) in the 21<sup>st</sup> century .London : Facet, 2003
11. Girja kumar : Philosophy of user Education. Delhi : Vikash,1983
12. Betty, (M). :Cost analysis of library functions.
13. Stevenson's, (M.B):User education programmes.
14. Peter , Fox : Library user education.
15. Ward, (M.L) :Reader and library User, London : Library Association. 1977.
16. Satyanarayana : User education in academic libraries

## **BLIS 203 : INFORMATION SOURCES AND SERVICES**

**Objectives:** The aim of this Paper is to impart knowledge regarding basic reference and information sources to the students and to give them practice in the use of these in answering queries of users.

### **PART I (THEORY)**

Lectures to be delivered	: 60	Max. Marks: 60
Time allowed:	3 hrs.	

**INSTRUCTIONS TO THE PAPER SETTER :** The question paper will consist of 5 sections: A,B,C,D, and E. Sections A,B,C, and D will have two questions each from respective sections of the syllabus and carry 9 marks each. Section E will consist of 8 short answer type question which will cover the entire syllabus uniformly and will carry 24 marks in all. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed : 3 hrs

Max Marks : 60

**Note: 1. Answer five questions in all , selecting at least one question from each section. The question in section E is compulsory.**

**2. Questions in section A,B,C and D carry 9 marks each . The question in section E carries 24 marks in all.**

**SECTION-A**

1. Reference and information sources
2. Documentary sources of information print and non – print : categories : primary, secondary and Tertiary
3. Human and institutional sources. The Internet/Web as a source of information.

**SECTION-B**

4. Evaluation of information and Reference sources: Different types of Reference sources. Criteria for evaluation of reference sources.
5. Introduction. To Encyclopedia, dictionaries, geographical and Biographical sources of information. Sources of current information, news, digests, union catalogues, indexing and abstracting services.
6. Bibliographical, sources: Function, types, uses, evaluation criteria.

**SECTION-C**

7. Reference and Information Services: concept, definition, need and trends .Basics of digital and virtual reference services.(Ask Jeeves, Question point)
8. Need, Purpose, techniques and evaluation of CAS and SDI services.
9. Bibliography, referral, document delivery and translation services

## **SECTION-D**

10. Introduction to Documentation and Information Centers. Information Systems and Networks
11. Services and products of Documentation and Information Centers, and Information systems and networks at national level:  
NISCAIR, DESIDOC, NASSDOC, INFLIBNET, DELNET
12. Services and products of Documentation Information Centers, Information systems and Network at international level: OCLC, Knight Rider.

### **PART –II (PRACTICAL) (20 marks)**

1. Mentioning one reference /information source each for 10 ready reference questions – 10 marks
2. Study and evaluation of select information sources – 5 marks
3. Compilation of current awareness lists/bibliography -5 marks

**Note: List of reference sources for evaluation and practical work attached (Appendix)**

### **RECOMMENDED READINGS**

1. Chakarabarty, reference service
2. Girjakumar & Krishankumar : Bibliography
3. Katz, (WA): Introduction to reference work. 7<sup>th</sup> ed. New York : McGraw-Hill, 1996. 2vols.
4. Krishnan Kumar: Reference Service
5. Sheehy, (EP): Guide to reference books.
6. Ranganathan, (SR): Reference Service
7. Satija, (MP) and Sewa Singh : Sandharab and Soochna Sarot . Patiala: University Publication Bureau, 1996 [in Punjabi]
8. Shores, (L) Basic reference Sources
9. Welford, (AJ), Ed. Guide to reference material. London: LA. 3vols.

## **BLIS 204 : INFORMATION TECHNOLOGY: BASICS**

### **PART-I (THEORY)**

Lectures to be delivered: 60

Max Marks: 60

Time allowed: 3hrs.

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 5 section :A,B,C,D, and E. Sections A,B,C, and D will have two questions each from respective sections of the syllabus and carry 9 marks each. Section E will Consist of 8 short answer type question which will cover the entire syllabus uniformly and will carry 24 marks in all. Questions should be evenly spread over the entire range of syllabus. In no case, Question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed : 3 hrs.

Max Marks : 60

**Note: 1.** Answer five questions in all, selecting at least one question from each section.  
The question in section E is Compulsory

2. Questions in sections A,B,C and D carry 9 marks each. The question in section E carries 24 marks in all.

#### **SECTION –A**

1. Introduction to computers : Generations of computers, salient features of computer
2. Types of computers: Supercomputers, mainframes, personal computers, note book computers.
3. Computer Hardware: Input & Output devices.
4. Software: System software and application software (Basics Only)

#### **SECTION –B**

5. Windows Operating Systems Definition and function. (Basics features.)
6. Algorithms and flowcharts.
7. Programming language: Types and functions.
8. Word- Processing Software : MS-Word : Creating, editing, and formatting a document



### **SECTION-C**

9. Library Automation: Need and purpose.
10. Application of ICT in different areas in libraries.
11. Online information services
12. Information Retrieval: search engines Boolean operators.

### **SECTION-D**

13. Library Software : Essential features
14. Study of features of select library packages: WINISIS, LIBSYS, SOUL, KOHA

## **PART II : PRACTICAL (20 MARKS)**

- |   |          |
|---|----------|
| 1. Use of : Windows Operating systems                       | -8 Marks |
| 2. Word processing and preparing PPT                        | -8 Marks |
| 3. At least one library software package/Database searching | -8 Marks |

### **RECOMMENDED READINGS**

1. Devarajan, (G). Information technology in libraries. Delhi: Esst. 1990
2. RavichandraRao, (IK) : Library Automation. New Delhi: Wiley Eastern.
3. Rowley, (J.) The electronic Library. 4<sup>th</sup> ed. London: LA, 1998.
4. Satyanarayanam, (NR): A manual of computerization in libraries.

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## **TEACHING METHODS**

Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/demonstration, observation, tutorials and seminars.

## **TEACHING AIDS**

Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, use of Projectors and computers for demonstration. Besides, specific requirements of reference books for papers II, III, IV, and VII.

## **ACTIVITIES OF STUDENTS**

Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

### **Statistical Sources :**

## **APPENDIX – I**

### **Dictionaries:**

1. The Oxford English Dictionary. Second edition. Oxford, N.Y.: the Clarendon press, 1993, 20 vols.
2. Webster's Third New International Dictionary of the English language, Chicago: Encyclopedia Britannica Inc., 1961. 3 vols.
3. Funk and Wagnall's Standard Dictionary of the English language, New York: Funk & Wagnall's company 1964.
4. Roget's International Thesaurus. Ed3. 1968.
5. Raghuvira's Comprehensive English-Hindi dictionary of governmental and educational words and phrases, Nagpur : Lokesh Chandra International Academy of Indian Culture, 1955.

## **ENCYCLOPAEDIAS**

### **General**

1. The New Encyclopedia Britannica, Chicago: Encyclopedia Britannica Inc. Latest Ed.
2. Encyclopedia Americana. New York : Grolier Inc. 30 Vol.
3. World book encyclopedia Chicago : World book- 22 Vols. Annual revision multimedia version 1955.

## **Subject**

4. International Encyclopedia of Social Science, N.Y.; The McMillan and The free press, 1968. 18 vols.
5. McGraw- Hill Encyclopedia of science and Technology N.Y.; McGraw-Hill.
6. Encyclopedia of library and information services 3<sup>rd</sup> ed. Chicago : American Library Association, 1993.

## **Biographical Dictionaries:**

1. Webster's biographical dictionary. Springfield, Mass., G and C Merriam,. 1995.
2. The International who's who. London: Europe.
3. Dictionary of national biography, edited by S.P. Sen. Calcutta, Institute of Historical studies, 1972-74, 4 vols.
4. India who's who new Delhi (India) : INFA Publications
5. Dictionary of American biography, N.Y: Charles Scribner's, 1928,37 vols.

## **Gazetteers/Geographical Dictionaries:**

1. Columbia Lippincott gazetteer of the world, N.Y.; Columbia University Press, 1952.
2. The Gazetteer of India, New Delhi : publication Division, Ministry of Information and Broadcasting, Govt. of India, 1978.
3. Times atlas of the world, Comprehensive 9<sup>th</sup>ed. London : Tomes Books 1992, Reprinted 1994.

## **Year Books:**

1. The Europe World year book., London : Europe Publications,1926
2. The Statesman's year book, New York: at. Martin's press,1864
3. India : A reference annual, New Delhi : Publication Division, ministry of Information and Broadcasting, Govt. of India,1953
4. The bower annul of library and book trade information N.Y.; R.R. Bower,1955-
5. Whitaker's almanac. London : Whitaker, 1869
6. Commonwealth University Year book. The Association of commonwealth universities,1914
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