

## Academic Bulletin 2004-05

Library and Information Science Programme (BLIS)  
Dr Zakir Husain Library, Jamia Millia Islamia, New Delhi -110 025



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### 1. The University:

Jamia Millia Islamia was founded in 1920, declared a deemed university in 1963 and a Central University in 1988 by an Act of Parliament. The objectives of Jamia are to disseminate advanced knowledge; and to provide instructional, research and extension facilities in various branches of learning. The Jamia is always striving for innovations in education leading to restructuring of courses, new methods of teaching & learning; and integrated development of personality; and is consistently upholding its principles of national integration, secularism and international understanding. The national ethos of the Jamia is reflected in the diversity in student's population and teaching community, transcending regional, lingual, religious and even national boundaries.

With six faculties covering more than 32 departments, centres & schools, the university offers a wide range of about 40 programmes/courses of study. For details the students may refer to the latest prospectus of the faculties. The library & information science is covered in the prospectus of the faculty of social sciences.

### 2. Dr Zakir Husain Library:

Dr Zakir Husain Library is the Central Library of the University Library System, which includes the Faculty and Centre libraries. The library has a collection about 3.00 lac books & bound volumes of periodicals, about 3000 manuscripts, 200 microforms, 17 special collections, and subscribes to 440 journals. The library has fully computerized its most actively used collection, which is searched through OPAC. Circulation counter is computerized, using barcode scanners. The facilities of library are open to all regular students of the Jamia. The University Library also offers an academic programme leading to the Bachelor's Degree in Library and Information Science.



The library resources cover all the major subjects including librarianship, information science, IT/computing & management. In addition to developing its collection of printed documents, the library is providing a growing range of databases available in electronic form on the Campus Network and from remote hosts via World Wide-Web. The library provides Internet and electronic database services for the registered users.

### 3. The Bachelor of Library and Information Science (BLIS) Programme:

One of the important challenges facing society for decades is how to organize, control and access information. The technology development has also made information available in greater quantities and increasingly diverse forms. Books, journals, newspapers and non-book materials have joined electronic publishing, multimedia and the internet to provide multiple choice of sources for both individuals and organizations. In the rapidly changing environment it is the job of library and information science profession to ensure that the information gets to the right user in the right place at the right time.

Dr Zakir Husain Library has been offering an academic programme leading to the Bachelor degree in Library and Information Science to meet the needs of the Library and Information Science profession since 1985. The programme is intensive in nature and thereby demands students who are highly motivated and dedicated to learning. Although classes are held and students are taught, but the students will find an emphasis on self-instruction and participative learning in many parts of the programme. These challenges bring opportunities so that the students get both intellectual satisfaction in assimilating a broad spectrum of a very new discipline for them and the best start in the career as a library & information science professional.

There are opportunities for library & information science professionals to work in organizations of every kind. They work in school, college, university, medical, public & special libraries. They are now becoming indispensable in finance, industry, voluntary sector & everywhere the information is needed.

About 500 students have so far obtained their degrees of Bachelor of Library & Information Science (BLIS) under this programme. Most of them are well-placed in reputed libraries of Delhi and other states, like Haryana, UP, Bihar, Rajasthan. The notable amongst them are British Council Library, University of Delhi, JNU, IGNOU, National Open School, Tata Institute of Social Sciences etc. Some of our students pursued their higher studies in Library & Information Science in reputed institutions like DRTC, NISCAIR, University of Delhi, A.M.U etc. The programme has an edge as it also caters to the needs of the in-service library staff who cannot afford full-time study leave from their departments.

#### 4. Department of Library and Information Science:

The department, which is under the administrative control of the Dr Zakir Husain Library, has a strong commitment to practice-led teaching and practice-supported learning on this post-graduate degree programme that it offers. This means that not only are the students taught the established fundamentals of the course as envisaged in the curriculum, they are also exposed to the advanced techniques in the field of librarianship, and encouraged to explore issues critical to the future practices in the profession. The department's BLIS programme attracts students not only from Delhi but from all over the country, namely, Bihar, Haryana, Himachal Pradesh, Manipur, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttranchal, West Bengal, etc. All along the students have found the studying and learning together an enriching and rewarding experience.

#### 5. IT/Computing Facilities:

The department provides computing, internet & library software training facilities in Dr Zakir Husain Library, and also in collaboration with the Department of Mathematics & its Computer Lab. There is a provision of 20-networked PCs with the requisite softwares in the lab. Efforts are being made to provide exclusive networked open access computing lab facilities at the department also.



The students are facilitated with a basic knowledge of the application of computers, to work with various tools and techniques used in information processing & retrieval and to enable the students to get hands-on-experience on various library softwares currently used in libraries/information centres.

#### 6. Teaching Staff:

- Dr Gayas Makhdumi, M.Lib.Sc, M.Phil, Ph.D.(University of London)  
University Librarian and Head
- Dr Mohd Murtaza Ali Ansari, M.A(Eco.), M.Lib.Sc.(Alig.), Ph.D.(Lib.Sc)  
Assttiant Librarian & Course coordinator
- Mr Shehbaz Husain Naqvi, M.Lib.& I.Sc (Alig.) Lecturer

#### Visiting Faculty

- Prof S. B.Ghosh, Department of Library and Information Science, IGNOU  
A.I.Sc, Ph.D.
- Dr Shailender Kumar, Chairman, Department of Library and Information Science, Delhi University  
M.Lib. & I.Sc, Ph.D. (Lib. Sc.)

- Mr S. Ansari, Ex–Univ. Librarian, JMI  
M.A., M.Lib. Sc. (Delhi Univ.)
- Mr Khalid K. Faruqi, Archivist, Dr. Zakir Husain Library, JMI  
M.A., M.Lib. Sc.(Alig.)
- Mr Hasan Jamal Abidi, Deputy Librarian, Dr. Zakir Husain Library, JMI  
M.A., M.Lib. Sc. (Alig.)

#### 7. Teaching, Learning and Assessment:

A variety of teaching/learning methods are used for the programme. These include lectures, seminars, extension lectures, practical sessions, orientation and student group work. Students find the real life dimension that gives to their studies an invaluable insight. One month practical training in different reputed libraries of Delhi during winter vacation is made compulsory for exposure to the different library–working environment. The training report is also required to be submitted for fulfillment of the requirement of Paper –V followed by viva–voce. This enables students to improve their presentation and communication skills.

The scholars in the specialized fields are also invited to deliver lectures on interdisciplinary subjects/topics. The department will further promote its links to share the experiences of the practitioner in a range of library & information centers to give visiting lectures & seminars on many of the modules/units offered on the BLIS programme. Students find & will continue to find this "real–life" dimension that such visiting speakers give to their studies an invaluable insight. Like all professional courses in Jamia the medium of instruction and examination in Library & Information Science education is English.

#### 8. Training Report:

One month practical training in different reputed libraries of Delhi during winter vacation is made compulsory for exposure to the different library–working environment. The training report is also required to be submitted for fulfillment of the requirement of Paper– V followed by viva–voce. This helps students to improve their presentation and communication skills.

The report carries 10 marks. The viva–voce also carries 10 marks and is generally based on the report will be held at the end of the written examination as per notified scheduled.

A format for report is given below:

Title page  
Acknowledgement  
Preface  
Table of content  
Introduction  
Various sections in the library  
Discussion & observations  
Work experience in the assigned sections  
Conclusion  
Suggestion

Report specification:

Size: A4  
Font Name: Times New Roman  
Font Size: 12 (For running text), 14 for headings

Title Page Format

A report  
on  
the practical training  
in [Name of the Assigned Library]

By  
[Name of student]

Roll No. \_\_\_\_\_

Academic Session \_\_\_\_\_

Submitted in the partial fulfillment for the award of Bachelor of Library & Information  
Science

Dr Zakir Husain Library  
Jamia Millia Islamia  
New Delhi-110 025

The students will be required to submit one typed hard-bound copy of their report to the Department in accordance with notified date for submission/within one month of the training whichever is earlier.

#### 9. Library Visits:

Visits to reputed libraries of Delhi are an essential part of the course. This helps students to have an overview of the functioning & nature of various types of libraries, viz., academic, special and public libraries. The visits are organized during Oct. & Feb. under supervision of a tutor.

#### 10. Scholarships:

§ The merit scholarship (*Mirza Mehmood Beg Scholarship*) of Rs 600/= per year is available to the student who has secured the highest marks in qualifying exams for admission other than B.A. (Hons.) or M.A. in Urdu, Hindi, Arabic and Persian.

§ Merit scholarships to SC/ST/OBC students constituted by Govt. Of NCT of Delhi are also available for students who have obtained 60 % or more in case of SC/ST students and 70 % or more marks in case of OBC student at Senior Secondary Examination/graduate level.

Application forms for this scholarship are available from SC/ST Cell, Registrar Office, JMI.

#### 11. Admission :

The programme is aimed at candidates with little or no previous experience in library & information work and who wish to pursue a career in this field besides a job to support their study. The programme is also aimed at candidates who have experience in library information work, and who wish to study for a degree & develop their knowledge & skills. The eligibility requirement provides relaxation for such candidates.

The eligibility requirements are B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. from a recognized university with not less than 50% marks in aggregate or B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. with 45% marks in aggregate with five years work experience in University, College, Centre or State Library.

Since these rules are subject to revision from time to time, the student are advised to refer to the current

Prospectus of the Faculty of Social Sciences & other documents for admission details. The specific eligibility requirements of the course can also be obtained from the concerned office of the Dr Zakir Husain Library, or the University Librarian & Head, DLIS, JMI.

All candidates are required to appear at the entrance test in accordance with the admission schedule as notified in the Prospectus, Faculty of Social Sciences. The applicants who qualify the written test are called for the interview. The admission is made on the basis of merit determined by the aggregate of marks in written test and interview. The syllabus of the entrance test is based on graduate level objective type general knowledge questions, precis-writing and essay-writing.

As an evening course, the classes are held on Monday-Friday from 5.30 p.m. to 8.15 p.m. and on Saturday from 2:00 p.m. to 5:30 p.m. The timings of Saturdays are subject to change from time to time.

The provision for the reservation of seats is as per the university norms, as follows:

§ 15% of seats are reserved for scheduled castes and 7.5% for scheduled tribes. If sufficient number of candidates are not available to fill-up the seats reserved for scheduled tribes, these may be filled up by suitable candidates from scheduled castes and vice-versa.

§ 3 % seats are reserved for persons with disabilities in accordance with the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation Act, 1995).

§ 25 % of seats are reserved for internal students of Jamia, who have passed the qualifying examination from the Jamia provided they fulfill the minimum requirements for the course and qualify the prescribed Entrance Test, unless otherwise specified. However, students permitted to appear in various examinations of Jamia as Private Candidates, shall not be entitled for consideration under this Category.

## 12. Attendance:

The students are required to attend not less than 75 % of the aggregate of classes in order to be eligible to appear in the examination. The students will have to give an undertaking at the time of admission to complete at least 75% of attendance failing which University will be at liberty to debar them from examination, as per rule. Attendance of the students shall be counted from the date of admission in the respective classes.

A student must pay his/her fees and obtain his/her admission slip from the office of the Faculty/Department. This must be presented to the office in order to get the name included in the attendance registers. If a student does not register his/her name in all the classes within 30 days of depositing the fee, his/her admission will be cancelled. No requests for re-admission shall be entertained. The admission will not be completed unless a candidate has an Identity Card issued by the Proctor's office. In case a student does not have Identity Card issued and his/her name entered in the Proctor's office register within a month of admission, his/her admission is liable to be cancelled.

If a student is found to be continuously absent from the class without information for a period of 30 days or more his/her name shall be struck off the rolls. The statement of attendance is displayed on the Notice Board of the department from time-to-time. Students are advised to keep themselves acquainted with regard to the position of their attendance.

### 13. Examination:

A candidate shall be declared to pass the examination if he/she has obtained at least 40% marks in each paper including computer practicals. The candidate has to clear at least six papers out of eight in order to get compartmental examination.

A candidate shall be required to undergo practical training during the winter vacation for one month in a library specified for the purpose by the University Librarian & Head. On completion of practical training, a candidate shall be required to write a report on the work done by him / her which shall be evaluated followed by viva-voce. The candidate shall be declared pass if he/she has obtained at least 40% marks in the report and viva-voce together.

A candidate, who is declared passed and has obtained the required percentage of marks, is placed in the following division:

i) 75% of marks or more: Distinction in the papers in which the student has obtained 75% of marks or more

ii) 60% of marks or more but less than 75% marks: First Division

iii) 50% of marks or more but less than 60% marks: Second Division

iv) 40% of marks or more but less than 50% marks: Third Division

A candidate detained due to shortage of attendance will no longer remain the student of the department. In such case, the student will have to seek fresh admission and required to go through entire process of admission.

### 14. Academic Calendar:

The calendar conforms to the university's academic calendar & is outlined below, subject to confirmation from the tutor.

Admission Process	24 <sup>th</sup> April, 2004
Commencement of teaching	1 <sup>st</sup> August, 2004
Library Visits	Oct. 2004 & Feb. 2005
Practical training	Winter vacation (Dec.2004)
Annual Day	15 <sup>th</sup> March, 2005
Conclusion of teaching	20 <sup>th</sup> March, 2005
Preparatory leave	21 <sup>st</sup> March to 15 <sup>th</sup> April, 2005
Annual Examination	16 <sup>th</sup> April, 2005

The Academic Calendar is subject to change. Students are advised to refer to the current prospectus for updated information.

### 15. Curriculum:

Curriculum of the Bachelor of Library & Information Science programme was revised in the light of UGC Model Curriculum and implemented w.e.f. the academic session 2002-03. The curriculum is unit-based and comprises of the following eight (8) papers:

Paper-I: Foundation of Library and Information Science

-II: Knowledge Organization, Information Processing & Retrieval

-III: Library Classification (Practice)

-IV: Library Cataloguing (Practice)

-V: Information Sources and Services

-VI: Information Technology: Basics

-VII: Management of Library and Information Centres

-VIII: Information, Communication and Society

The objectives of each paper, composition of its units and the details of its contents recommended reading lists are given on the following pages. Students are welcome to give their feedback.

Paper-I: Foundation of Library and Information Science

*Objectives*

1. To acquaint students with the basic philosophy of Library & Information Science.
2. To understand the role and evolution of Library as a social institution.
3. To familiarize the basic concepts of Library & Information Science.
4. To create awareness about legal, political & ethical aspects of information & its use.
5. To understand and appreciate the Library and Information Profession.

Note: The paper is divided into five units. The question paper will have ten questions (two questions from each unit). The examinee will be required to attempt five questions, at least one from each unit.

Max.Marks 100

Time : 3 Hrs

Unit-1 : Library as a Social Institution

Social and historical foundation of Library

Different types of Libraries-their distinguishing features and functions

Role of Library in formal and informal education; Publicity & extension activities.

Unit-2 : Laws of Library and Information Science

Five Laws of Library Science

Implications of Five Laws in Library & Information Activities

Unit-3 : Library Development

Development of Libraries with special reference to India, RRRLF

Development of Libraries in USA & UK



National Library in India
Unit-4 : Laws relating to Library and Information Centres
Library legislation-need and essential features
Library legislation in India
Delivery of Books (Public Libraries) Act
Unit-5 : Library and Information Profession
Attributes of a profession
Librarianship as a profession
Professional ethics
Professional associations, National and International and their role:ILA, IASLIC, IFLA
RECOMMENDED READINGS:
1. Agarwal (UK) Library Legislation in India. Jaipur: RBSA Pub., 1999.
2. Devarajan (G) & Rajan (A) Ed. Role of Libraries in Education. New Delhi: Beason Books,1994
3. Girja Kumar. Library Development in India. New Delhi: Vikas Pub. House, New Delhi,1993.
4. Khanna (JK). Advances in Librarianship. New Delhi: Ess Ess Pub., 1997.
5. Khanna (JK).. Library & Society. Ed.2. New Delhi: Ess Ess Publication, 1994
6. Krishan Kumar. Library Organisation. New Delhi: Vikas Pub. House, 1993.
7. Kumar (P) Ed.. Role of Libraries in National Development (Papers of 42 <sup>nd</sup> AIL Conference). New Delhi: ILA, 1996.
8. Kumar & Leena Shah. Public Library Acts in India. New Delhi: Ess Ess Pub., 2000
9. Ranganathan Five Laws of Library Science. Ed.2. Bangalore: SRE for Library (SR). Science, 1989.
10. ----- Library Manual. Bangalore: SRE for Library Science, 1989.
11. ----- Library Legislation; Handbook to Madras Library Act. Madras Madras Library Association, 1953.
12. Rath (M) Rath (P). Sociology of Librarianship. Delhi: Pratibha Prakashan, 1993.
13. Rout (RK) Ed. Library Legislation in India: Problem & Prospects. New Delhi: Reliance Publication House, 1986.
14. Rubin. Foundation of Library & Information Science. N.York: Neel (Richard E). Schuman 1998.
15. Venkatappaiah. Model Library Legislation. New Delhi: Concept, 1994.
Paper-II: Knowledge Organisation, Information Processing & Retrieval (Theory)
<i>Objectives</i>
1. To introduce the structure and attributes of Universe of Knowledge.
2. To develop skills in subject analysis and proficiency in using standard schemes of classification and subject cataloguing
3. To understand the principles and practices of document description including electronic documents.
4. To develop capability in retrieving information by applying different search techniques.
Note: The paper is divided into two section consisting four units. The question paper will have ten questions,( at least two questions from each unit). The examinee will be required to attempt five

questions, at least one from each unit.

Max. Marks: 100

Time : 3 Hrs

#### SECTION - A

Unit-1: Universe of Knowledge

Knowledge as a field of study

Modes of formation of subjects

Different types of subjects

Universe of subjects as mapped in DDC & CC

Unit-2: Methods of Knowledge Organization

Library classification, Need and Purpose

Normative principles of classification and their application

Notation: Features and Functions

Species of Library classification

DDC, CC : Their features.

#### SECTION - B

Unit-3: Bibliographic Description

Catalogue-purpose, structure and types, Unit Card

Physical forms including OPAC

Normative Principles of Cataloguing

Bibliographic description, standardization and exchange

Standard cataloguing Codes : AACR- II, CCC

MARC/CCF

Unit-4 : Subject Cataloguing and Indexing

Principles of Subject cataloguing

Subject heading lists and their features

Indexing: Pre-coordinate and Post-coordinate

Vocabulary Control, Thesaurus

Search Strategy and Technique

#### RECOMMENDED READINGS

UNIT- 1 & 2

1. Hussain (S). Library Classification: Facets & Analysis, New Delhi, Tata McGraw Hill, 1993.

2. Krishan Kumar Theory of Classification, Ed.5, New Delhi, Vikas Pub. House, 1998

3. Neelameghan (A). Basic Subject: *Lib. Science with a slant to documentation: V.10*, Bangalore, S.R.E. for Library Science, 1973.

4. Raju ( AAN) & Rao (NL). Universe of Knowledge: Its development & structure, New Delhi, Ess Ess Publication, 1997.

5. Ranganathan (SR) Colon Classification Ed.6. Bangalore : S.R.E. for Library Science, 1990.

6. ----- Prolegomena to Library Classification. Bangalore: S.R.E. for Library Science, 1971.

7. ----- Descriptive Account of CC. Bombay: Asia pub., 1967.

8. Sayers (W C B). Manual of classification for libraries. Rev. by Anthon Moltby, Ed 5. London. Andre Devtnch, 1975.

9. ----- Introduction to Library Classification, Rev. by Author Moltby, Ed 9. London. Grafton. 1958.

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| 10. Sehgal (RL). Classification: Theory & Practice, New Delhi, Ess Ess Pub, 1997.  |
| 11. Dhayani (Pushpa) Theory of Library Classification. Delhi: Vishwa Prakashan,2000.   |
| UNIT- 3 & 4  |
| 1. American Association. AACR2. Ottawa :Canadian Library Association, 1989.  |
| 2. Chakraborty (B) Indexing: Principles, process & products. Calcutta: World Press, 1990.  |
| 3. Elles ( D ). New Horizons in I.R. London: Library Association,1998.   |
| 4. Ghosh (SB) & Satpathi (JN) Ed. Indexing Systems. Calcutta, IASLIC, 1998.  |
| 5. Girja(K) & Krishan(K). Theory of Cataloguing. New Delhi: Vikas Pub. House, 1993.  |
| 6. Krishan Kumar. Introduction to AACR2. New Delhi: Vikas Pub. House, 1993.  |
| 7. Parameshwaran (M) AACR: A Comparative Study. New Delhi: Ess Ess, 1989.  |
| 8. Piggot (Mary) Cataloguer's way through AACR2. London: Library Association, 1990.  |
| 9. Mann (Margaret). Introduction to cataloguing & the classification of books. Ed 2.Chicago: ALA. 1943.                          |
| 10. Ranganathan (SR). C.C.C. with additional rules for Dictionary Cataloguing Code. Bangalore: S.R.E. for Library Science, 1989. |
| 11. Sears (M E). Sears' List of Sub-heading, Ed.1 7. New York: H.W. Wilson, 1998.  |
| 12. Vishwanathan(C G). Cataloguing : Theory & Practice. 6 <sup>th</sup> ed. New Delhi: Ess. Ess Pub, 2000.                       |

Paper-III : Library Classification (Practice)

*Objectives*

1. To familiarize with the process of classification.
2. To familiarize with various provisions of DDC & CC.
3. To familiarize with assigning Class Numbers.

Note: The paper has 2 units. The examinee will be required to attempt Eight titles out of 12 titles from each unit. In addition to this, the examinee will be required to attempt two titles out of 5 titles with DDC & CC both.

Max. Marks: 100

Time : 3 Hrs

Distribution of marks:

Dewey Decimal Classification 40 Marks

Colon Classification 40 Marks

DDC & CC 20 Marks

Unit-1: Classification of Documents using DDC (19<sup>th</sup> Edition)

Classification of documents representing simple subject

Classification of documents representing compound subject

Classification of documents representing complex subject

Classification of documents having standards subdivisions & tables

Unit-2 : Classification of Documents using CC (6<sup>th</sup> Edition)

Classification of documents representing Simple subjects

Classification of documents representing Compound subjects

Classification of documents representing Complex subjects

Classification of documents having Common Isolates and other devices

Assigning Book Number using Ranganathan's formula

RECOMMENDED READINGS

1. Dewey( Melvil). Dewey Decimal Classification with relative index. Ed.19. New York: Forest Press, 1996.
2. Navalani (K) & Practical guide to Colon Classification. New Delhi: Oxford & Gidwani (NN) IBH,1981.
3. Pandey S.K Sharma. Practical Approach to DDC. New Delhi: Ess Ess Pub.,2000.
4. Ranganathan (SR). CC. Ed.6. Bangalore: S.R.E. for Library Science, 1990.
5. ----- Descriptive Account of CC. Bombay: Asia pub., 1967.
6. Satija (MP). Beyond Classification Book Number. New Delhi: Ess Ess Pub., 1992.
7. Satija (MP). CC : A practical introduction Ed 7. New Delhi: Ess Ess Pub., 2000.

#### PAPER-IV : Library Cataloguing (Practice)

##### *Objectives*

1. To familiarize with the process of cataloguing
2. To familiarize with the various provisions of AACR-II and CCC
3. To familiarize with the process of preparing entries according to AACR-II and CCC

Note: The paper is divided into four units. The question paper will have ten titles, and the examinee will be required to attempt five titles in all, at least one from each unit.

Max. Marks: 100

Time : 3 Hrs

#### Unit-1 : Anglo-American Cataloguing Rules (AACR-II)

##### Preliminaries

Single Personal Author

Shared Responsibility

Editorial Works

#### Unit-2 : Anglo-American Cataloguing Rules (AACR-II)

Uniform Titles

Pseudonyms

Corporate Bodies-Government, Institution and Conference

Serials and Multi-volumes

Non-Print Media

#### Unit-3 : Classified Catalogue Code (CCC)

Preliminaries to Classified Catalogue Code

Class Index Entry and Tracing

Personal authors

Pseudonyms

#### Unit-4 : Classified Catalogue Code (CCC)

Composite Books

Series

Multi-volumes Publications

Corporate Bodies - Government, Institution and Conference

Periodical Publications - Simple

#### RECOMMENDED READINGS

1. American Association. AACR2. Ottawa: Canadian Library Association,1989.

2. Krishan Kumar. Introduction to AACR2. New Delhi: Vikas Pub. House 1993.	
3. ----- An introduction to Cataloguing Practice. 3 <sup>rd</sup> Rev. ed. New Delhi: Vikas Pub., 1986.	
4. Ranganathan (SR). C.C.C. with additional rules for Dictionary Cataloguing Code.	
5. ----- Colon Classification. Ed.6. Bangalore: S.R.E. for Library Science, 1990.	
6. ----- Cataloguing Practice. 2 <sup>nd</sup> ed. Bangalore: S.R.E. for Library Science, 1989.	
7. Sears (ME). Sears List of Sub-heading, Ed.17. New York: H.W. Wilson, 1998.	
8. Verma (AK) Classified Catalogue Code: Entries and procedure. New Delhi: Criterion Pub., 1988.	
<b>Paper-V: Information Sources and Services (Theory)</b>	
<i>Objectives</i>	
1. To acquaint with the different categories of Reference and Information sources.	
2. To develop evaluative and practical skills in dealing with information sources.	
3. To acquire communication skills relevant for providing Reference and Information services.	
4. To develop competence in enhancing information handling skills of users.	
Note: The paper is divided into five units. The question paper will have ten questions (two questions from each unit). The examinee will be required to attempt five questions, at least one from each unit.	
Max. Marks: 80	Time : 3 Hrs
<b>Unit-1: Information Sources</b>	
Definition & Types: Document Sources, Non-document sources: (e.g. Human, Institutional), Electronic sources : Characteristics and Utility	
<b>Unit-2 : Kinds of Documentary Information Sources</b>	
<i>Primary Sources:</i> Periodicals, Conference proceedings, Patents, Standards, Theses, Research reports, Trade Literature, etc.	
<i>Secondary Sources:</i> Dictionaries, Encyclopedias, Biographical, Geographical, Indexes & Abstracts, Current Events Sources, Almanacs, Year Book, etc.	
<i>Tertiary Sources:</i> Bibliography of Bibliographies, Union Catalogues, Directory, etc.	
<b>Unit-3 : Evaluation of Documentary Information Sources*</b>	
<b>Unit-4 : Reference and Information Services</b>	
Reference and Information Services: Need and Purpose. Types; Ready Reference Service and Long Range Service, Reference Interview CAS & SDI, Need, Techniques and Evaluation Supportive Information Services. Document Delivery and Translation Services	
<b>Unit-5: User Education</b>	
Goals and Objectives, Levels, Techniques and Methods	
PRACTICAL TRAINING in any assigned library for one month;	
Training report & Viva Voce.	Max. Marks: 20
<b>Distribution of Marks: :</b>	
Training Report: 10 Marks	
Viva-Voce : 10 Marks	
* Selected sources ( <a href="#">Annexure</a> )	

## RECOMMENDED READINGS

1. Atherton(Pauline) Handbook for information systems and services., Paris, UNESCO,1977.
2. Davinson (Donald) Reference Service. London, Clive Bingley, 1980.
3. Devarajan (G). Library Information User & Use Studies. New Delhi: Beacon Books, 1995.
4. Fjallbrant (Nancy) & Malley (Ian) User education in libraries. Ed.2. London, Clive Bingley, 1984
5. Foskett (D. J.). Information Services in Libraries. New Delhi: Akashdeep, 1990.
6. Girja Kumar & Krishna Kumar. Philosophy of User Education. New Delhi: Vikas Pub House, 1983.
7. Grogan (Denis Joseph) Science and technology: An introduction to the literature. Ed 4. London, Clive Bingley, 1975.
8. Grogan (Denis Joseph) Practical reference work.Ed.2.London:Library Association,1992.
9. Guha (B) Documentation and information: services, techniques and systems. Ed.2. Calcutta, World Press, 1983.
10. Krishan Kumar. Reference Service. Ed.5. New Delhi: Vikas Pub. House, 1998.
11. Ranganathan (SR). Reference Service. Bangalore: S.R.E. for Library Science, 1989.
12. Rowley (J E) and Turner (C M D). Dissemination of information. London, Andre Deutsch, 1978.
12. Sharma (JS) & Grover (DR). Reference Services & Sources of Information. New Delhi: Ess Ess Pub,1997.
13. Walford's Guide to reference materials. 3V. London: Facet Publishing,  
Vol. 1 – Science and Technology.Ed.8,1999.  
Vol. 2 – Social and historical sciences, philosophy and religion.Ed.8,2000.  
Vol. 3 – Generalia,language and literature,arts.Ed.7,1988.
14. Katz (William A) Introduction to reference work.Vol.1 –Basic information sources.Ed.7. New York : Mcgraw Hill,1997.

## Paper–VI: Information Technology: Basics (Theory)

*Objectives*

1. To acquaints the students with basic concepts of computers and networks
2. To understand the various aspects of Library automation.
3. To develop skills in using computer and communication technologies.

Note: The paper is divided into five units. The question paper will have ten questions (two questions from each unit). The examinee will be required to attempt five questions, at least one question from each unit.

Max. Marks: 70

Time : 3 Hrs

## Unit–1 : Information Technology

Defination,need,scope and objectives

Components of Information Technology

Impact of IT on library services

## Unit–2: Computer Basics (Hardware)

Component of Computer Systems

Generation of Computers
Classification of Computers
Storage Media: Floppy, Hard disc, Optical storage, CD-ROM
Unit-3 : Software
Operating Systems: MS-DOS, Windows, UNIX
Application Softwares: Word Processing, Spread Sheets, Graphics
Database and DBMS
CDS/ISIS
Unit-4 : Library Automation
Need & Purpose
Automation - In house operations acquisition, cataloguing, circulation, serials control
Library Application Software Packages, features of any one application software
Barcode Technology
Unit-5 : Networks, Data Communications & Internet
Networks & its uses
Networks types
Network topologies
Data communications
Internet: Development, Basic features, & Impact on Libraries
<u>PRACTICE</u>
Max. Marks: 30
Time : 3 Hrs
Unit-I
7 Marks
Use of Operating Systems: MS-DOS/Windows
Word Processors, MS Word
Spread Sheets: MS Excel
Graphics: Power Point
Unit-II
8 Marks
Database creation and Retrieval Using CDS/ISIS
Unit-III
8 Marks
Use of a Library Software Package
Unit-IV
7 Marks
Internet Searching
RECOMMENDED READINGS
1. Amba(S) & Raghavan ( KS). CDS/ISIS : A Primer. New Delhi: Ess Ess. Pub.,2000.
2. Brophy (Peter). The Library in the 21 <sup>st</sup> Century: New Services for Information Age. London: Library Association, 2001.
3. Buxton (Andrew) & Hopkinson (Alan). CDS/ISIS Handbook. London: Library Association, 1994

4. Dyson. UNIX Complete. New Delhi : BPB Pub.,2001
5. Jain ( VK ) Computer for beginners.New Delhi : Pustak Mahal ,2001
6. Kochar (RS) & Sudarshan (KN). Library Automation. New Delhi: Asia Pub. House, 1997.
7. Nair (RR). INTERNET for Library & Inf. Services. New Delhi: Ess Ess Pub., 1999.
8. O`Leary MS-OFFICE 2000,Breif Edition New Delhi : Tata McGraw,2001.
6. Rowley (Jannifer) Computers for Libraries. 3<sup>rd</sup> ed. London: Library Association, 1983
7. Saxena (S). First Course in Computer. New Delhi: Vikas Pub. House,2000.
8. Sinha ( PK ) Computer Fundamentals. New Delhi : BPB Pub.,2002
9. Sybex WINDOWS 2000 Complete. New Delhi : BPB Pub.2001.
10. Sybex Understanding Bar Codes. New Delhi : BPB Pub.,2001
11. Thomas Network : Concepts and Architecture . New Delhi : BPB Pub.,2001
- Vasantha (N) & Mudhal (MV). Software packages for library automation. New Delhi .Ess Ess Pub. 2000.

#### Paper-VII : Management of Library and Information Centres

##### *Objectives*

1. To understands the current trends and practices in management.
2. To understand various techniques and principles of human relations problem solving.
3. To study the Methods for minimizing common managerial pitfalls.
4. To introduce a variety of Leadership and Management styles.
5. Use of practical management techniques to achieve the organizational effectives and efficiency.

Note: The paper is divided into five units. The question paper will have ten questions (two questions from each unit). The examinee will be required to attempt five questions, at least one from each unit.

Max. Marks: 100

Time : 3 Hrs

#### Unit-1 : Management

Concept, definition and scope

Principles of management

Scientific Management: Functions and Principles

#### Unit-2 : Library Human Resource Management

Library Organizational Structure

Library Authority, Library Committee, Delegation

Job Description and Analysis; Job evaluation

Performance Appraisal

#### Unit-3 : Library Finance and Budgeting

Sources of Finance

Budgeting Techniques and Methods-PPBS, Zero Based Budgeting etc.

Budget preparation of different types of Library

#### Unit-4 : Library Statistics and Reporting

Types of Reports, Annual Report-Compilation, Contents and Style

Library Statistics, etc.

#### Unit-5 : Library House Keeping



Different Sections of Library & Information Center and their functions	
Collection Development and Management Policies, Procedures	
Stock Verification–Policies and Procedures	
Evaluation and weeding	
RECOMMENDED READINGS	
1. Application of Management Techniques to Library and Information Systems, 12 <sup>th</sup> IASLIC Conference, Roorkee, 1979.	
2. Goswami (BP). Motivational Factors in Library Management. Varanasi:R.K. Pub. 1996.	
3. Jordan (P). Staff Management in Library & Information Work. Bombay: Jaico, 1996.	
4. Mittal (RL). Library Administration: Theory & Practice. 5 <sup>th</sup> ed. New Delhi: Metropolitan, 1984.	
5. Mookherjee (Subodh Kumar) & Sengupta (Beneyendra) .Library Organisation and Library Administration, Calcutta, World Press, 1972.	
6. Ranganathan (SR). Library Administration, Ed.2. Bombay: Asia Pub. 1959.	
7. Panwar (BS) & Vyas (SD) Library Management. Delhi: R.R. Publishing Corp., 1986.	
8. Singh(M). Library and Information Management: Theory and Practice. Delhi, IBT, 1983.	
9. Singh (RSP). Fundamentals of Library Administration and Management. Delhi, Prabhat, 1990.	
10. Steuart (Robert) & Eastilick (John T) Libraries Management. 2 <sup>nd</sup> ed. Colorado, Libraries Unlimited, 1991.	
11. Chakrabarti (B) & Mahapatra (PK) Library Collection: Selection and preservation. Calcutta: World Press,1991.	
12. Krishan Kumar Library Administration and Management. New Delhi: Vikas Pub.,1987.	
Paper–VIII : Information, Communication and Society	
<i>Objectives</i>	
1. To acquaint with the basic concept of information and its communication .	
2. To understand the role of information in the national development.	
3. To study the different information systems and networks provided by the organizations.	
Note: The paper is divided into five units. The question paper will have ten questions (two questions from each unit). The examinee will be required to attempt five questions, at least one from each unit.	
Max. Marks: 100	Time : 3 Hrs
Unit–1 : Information: Nature, Property and Scope	
Comparative Study of Data, Information and Knowledge	
Data: Definition, Types, Nature, Properties and Scope	
Information: Definition, Types, Nature, Properties and Scope	
Knowledge: Definition, Generation and Utilization	
Unit–2 : Information Generation and Communication	
Generation of Information: Models and Forms	
Communication Process and Media	

Unit-3 : Information and Society
Information & Society; Social Implications of Information
Information as an Economic Resource
Information Policies: National Library and Information Policy of India
Unit-4: Role of Information in National Development
Role in R & D
Planning and Policy making
Decision making management
Unit-5 : Study of Information Systems and Networks
National Information Library Systems and Networks,INFLIBNET,NISSAT,NIC, etc.
International Information System: AGRIS, INIS, MEDLARS
Resource Sharing Networks; OCLC and DELNET
RECOMMENDED READINGS
1. Barua (B P). National Policy on Library and Information Systems and services for India. Bombay: Popular Prakashan, 1992.
2. Cawkell (A E). Ed. Evolution of an Information Society. London: Aslib, 1987.
3. Dutt (Alistairs). Information Society Studies. New York: Rout-Ledge, 2000.
4. Eisenschitz (Tamara S).Information transfer policy: Issues of control and access. London: Library Association, 1993.
5. Feather (John). Information society Ed 2. London: Library Association, 2000.
6. Gupta (B.L) Knowledge Communication and Libraries. Jaipur: Print Well, 1987.
7. Kumar (PSG). Fundamentals of Information Science. Delhi: S. Chand, 1998.
8. Mc-Garry (K J) & Burell (T W). Information: An introductory Analysis. London, Clive Bingley, 1993.
9. Mc-Garry (K J) Communication, Knowledge and Librarian. London: Clive Bingley, 1975
10. Mc-Garry (K.J) Changing Context of Information. London: Clive Bingley, 1981.
11. Martin William (J) Information Society. London: ASLIB, 1988.
12. Murthy (S S). Ed. Bibliographic database and networks (Proceeding of the International Conference N. Delhi, 1989). New Delhi: McGraw Hill,1990.
13. Neelameghan (A) Introduction, communication and society. Library Science with a start to documentation. 17 (1), 1980 1-5 pp.
14. Prasher (R.G) Information and its Communication. New Delhi: Medallion Press, 1991.
15. Rowley (J.E) and Turner (C.M.D.) Dissemination of information. London: Andre Deutsch, 1976.
16. Raddon(Rosemary). Information Dynamics. London: Grover, 1996
17. Rubin (Richard E). Foundation of Library & Inf. Science. N.York: Neel Schuman, 1998.
18 Sweeney (G P). Ed. Information and the transformation of society: Papers from the First Joint International Conference. Amsterdam. North Holland, 1982.
19. Vachari (J). Modern Communication & Inf. Systems. New Delhi: Kanishka Pub. 1990.
Annexure to Unit-3, Paper-V: Information Sources & Services)
1. Bibliographical Sources:
INB, BNB, Cumulative Book Index, Indian Books-in-Print, Books-in-Print (Bowker), British Books-in-Print,

National Bibliography of Indian Literature (B.S. Kesavan/Sahitya Akademi, New Delhi), International Bibliography of Social Science (UNESCO).

## 2. Encyclopedias:

Encyclopaedia Britannica, Encyclopaedia Americana Encyclopaedia of Library & Information Science, Encyclopaedia of Indian Literature, International Encyclopaedia of Social Sciences, McGraHill Encyclopaedia of Science and Technology, Hindi Vishwakosh, Jama Urdu Encyclopedia (NCPUL)

## 3. Dictionaries:

Oxford English Dictionary, Websters Third New International Dictionary, Rogets International Thesarus, English-Urdu Dictionary( Kalimuddin Ahmad, Bureau for Promotion of Urdu, Govt. of India)

## 4. Geographical Sources:

Gazatteer of India, Fodor's India, Columbia Lippincoff Gazatteer of the World, Times Atlas of the World, National Atlas of India. 2 Vol.

## 5. Biographical Sources:

India Who's Who, International Who's Who Dictionary of National Biography (India), Cambridge Biographical Dictionary, Dictionary of Scientific Biography, Who's Who of Indian Martyres ed. By P.N. Chopra, Who's Who of Indian Writers. Sahitya Akademy.

## 6. Reference Sources for Current Events:

Asian News Digest, Keesing's Record of the World Events. Facts on File, Asian Recorder.

## 7. Yearbooks:

Europa World Yearbook, Statesman's Yearbook, India: A reference annual. Manorama Yearbooks

## 8. Directories:

Universities Handbook of India, Commonwealth Universities Yearbook, World of Learning. Kothari Industrial Directory of India, Directory of Scientific Research Institution of India. 6 Vol.

## 9. Statistical Sources:

Statistical Abstracts of India, Census of India, General Report, UNESCO , Statistical Yearbook, U.N. Statistical Yearbook

## 10. Handbooks:

Rulers and Governments of the World. 3 Vol. Bhartiya Sahitya Kosh by Nagendra Singh, Swamy's Handbook for Central Government Servants

## 11. Almanac

Indian Ephemeris and Nautical Almanac. Delhi, Controller of Publication.

## 12. Index and Abstracts

Current Contents (all series), Guide to Indian Periodical Literature, Sociological Abstracts, International Political science Abstracts.