

UNIVERSITY OF MUMBAI



Department of Library and Information Science

Prospectus, Revised Syllabus and List of books

for the

*Bachelor of Library and Information Science
(Credit Based Semesterised System 2012-2013)*

Price Rs. 200/-

Department of Library and Information Science
Jawaharlal Nehru Library
University of Mumbai, Vidyanagari,
Santacruz (East), Mumbai – 400 098

BACHELOR'S DEGREE IN LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc)

General Information

The University Department of Library & Information Science was established in 1943 at the Fort Campus of the University to provide training leading to a Diploma in Librarianship. In 1964 the Diploma course was converted into full time degree course of B.Lib.Sc. Later in 1965 it developed into a full-fledged Department, providing instruction leading to B.Lib.Sc. course. In 1967 Master of Library Science course was introduced. The Department was shifted from the Fort Campus to the Jawaharlal Nehru Library at Vidyanagari Campus in 1984. The B.Lib.Sc. course was first revised in 1978 so as to strengthen the professional contents and include the modern techniques of Documentation and Information Studies. A project report was also added as a component so as to introduce an element of research in the course. Practicals in Indexing and Abstracting were also added. The course was further revised in 1995-96 and partly in 2000, 2005 and 2006. In 1995-96, project work was replaced by practicals in Computer. New topics in tune with the current developments in the field were introduced. From the academic year 1997-98 the nomenclature of the bachelor's degree was changed to Bachelor of Library & Information Science. From the year 1998-99 the nomenclature of the Master's degree was changed to Master of Library & Information Science. The nomenclature of Dept. was also changed to the Department of Library and Information Science. There was a provision for Ph.D programme in Lib. Sc. and the programme was initiated from the year 1995-96. From the academic year 2012-2013, the Department proposes to introduce Credit Based Semester System for the B. L. I. Sc. Course which will subsequently be introduced at the M. L. I. Sc. level too. A separate computer Laboratory is set up in the Department so as to provide hands on experience to the students on computer applications. The Department functions as a unit with University Library and is housed in 'C' wing of J. N. Library building.

The Department has made substantial contribution in the field of Library & Information Science by producing eminent professionals who are occupying key positions in Universities, Government Departments, Public Sector Undertakings and industrial establishments in India and abroad. This forms a strong and resourceful network of Alumni. The department makes constant efforts for suitable job placements of students through its Job Watch Service.

Procedure for Application

Students desirous of joining the course must apply in the prescribed form (attached) along with the enclosures mentioned there in; to the Head, Department of Library & Information Science, University of Mumbai, J. N. Library, Vidyanagari, Mumbai - 400 098.

Details relating to the course are as under: -

Duration: One Academic Year of Two Semesters.

Date of Commencement of the Course: Second/ Third week of July.

Date of Examination: Normally Third / Fourth week of November and March.

Number of Admissions: 40

Last date for submitting Applications: 30th June every year.

Medium of Instruction: English.

Fees *

Sr. No.	Fees	Fees (In Rupees)
1.	Tuition Fees*	3,000.00
2.	Practical Fees*	1,000.00
3.	Library Fees*	380.00
4.	Admission Processing Fees*	200.00
5.	Examination Fees*	675.00
	Other Fees	
6.	Gymkhana Fees*	125.00
7.	Sports & Cultural Fees*	30.00
8.	'E' Charges*	20.00
9.	Group Insurance Fees*	37.00
10.	Disaster Relief Fund*	10.00
11.	Students Welfare Fund*	50.00
12.	Vice-Chancellor's Fund*	20.00
13.	Identity Card Fees*	50.00
	Total Fees	5597.00
	Refundable Deposits**	
14.	Caution Money**	100.00
15.	Library Deposit**	300.00
16.	Computer Lab. Deposit**	400.00
	Total Refundable Deposits**	800.00

* The various fees are subject to change from time to time as per the directives of the university authorities.

** These fees are refundable on completion of the course after producing the original fee receipt. Refund of deposit, if not collected within two years of date of receipt, will lapse automatically.

The fees for the Reserved Category students will be collected as per the Government rules.

Result Awaited Applicants:

Those who have appeared for the final year Bachelor's Degree Examination of University of Mumbai, and whose results are not likely to be declared before the last date of application, may also apply. Their admission, however, will be finalised on their passing the qualifying examination in the required merit. In case the result of the qualifying examination is not declared till the date of the interview, the admission of the students will be provisional.

Hostel Accommodation:

The Hostel Accommodation for boys and girls is available as per the allotted quota at the Vidyanagari Campus of the University. As the number of seats assigned to the students of this course is very limited, intending applicants are required to intimate, to the Head of the Department in a separate letter along with their application form. The hostel accommodation will be decided only after their admissions are finalised, subject to the decision of the university authorities in this matter.

The grant of admission to the course does not guarantee the hostel accommodation. The particulars regarding rules and regulations governing the hostel accommodation and various hostel services and charges can be obtained from the Wardens of respective hostels.

ELIGIBILITY

0.5217: A candidate desirous of taking admission to the Bachelor's Degree in Library & Information Science shall have passed a Degree Examination of the University of Mumbai or of a University recognized by this University.

A graduate of other University seeking admission to the Department shall apply to the Registrar of this University for a Certificate of Eligibility/Migration Certificate. No graduate of other University shall be admitted to the Department except on the production of a Certificate of Eligibility, signed by the Registrar of this University.

The Registrar may issue a Provisional Certificate of Eligibility if he is satisfied that the applicant is prima facie eligible for admission to this University. Such provisional certificate shall enable the candidate to get admission to the Department at his own risk, on the condition that he obtains a final certificate of Eligibility and Migration before the close of the academic term in which the student is provisionally admitted to the University. Application forms of candidates from other University will not be accepted if they are not accompanied by Provisional Certificate of Eligibility.

Similarly a Transfer Certificate will have to be produced by the candidate wherever necessary.

If a student fails to obtain the Final Certificate of Eligibility/Migration Certificate /Transference Certificate before the close of the academic term in which he/she is provisionally admitted to the University, his/her admission to the Department and his/her attendance at lectures during the term are liable to be cancelled.

Particulars of the Course

The BLISc course is a full time, one year course, requiring full day attendance. It is not offered through IDOL.

R.4328. The Examination for the Bachelor's Degree in Library & Information Science shall consist of –

Part A : Written Examination.

Part B : Practical Examination, Term Paper.

Candidates shall appear for semesterised pattern

Also (i) he/she shall have kept two terms in one and the same academic year for the degree course in Library & Information Science conducted by the University of Mumbai, (ii) shall have completed the prescribed course of practical work in Library to the satisfaction of the Head of the Department. In order to go through the course satisfactorily, the student shall have attended at least three-fourths of the total number of periods and practicals assigned to the theory and practical course.

Part A : Written Examination :

R. 4329. Candidates shall be examined in the following subjects :

1. Foundations of Library & Information Science.
2. Library Management.
3. Library Classification.
4. Library Cataloguing.
5. Reference & Information Sources and Services.
6. Computer Applications to Library Work.

The candidates appearing for the B.L.I.Sc. Examination shall be allowed the option to answer only the theory papers in the examination in Marathi by indicating so in the

application form for the examination and that the medium of instruction will remain English for both theory and practicals.

Part B : Practical Examination :

R. 4330. The practical examination shall consist of the following: -

1. Classification.
2. Cataloguing.
3. Abstracting and Indexing.
4. Reference Sources
5. Information Sources
6. Term Paper
7. Computer (Internal).

The details of the Papers and Practicals along with the reading lists are in the syllabus. Since tools involved in Practical Examination are available in English, the Practical Examination will be conducted in English. The term paper also will have to be submitted in English.

Standards for Passing the Examination :

R. 4331. To pass the examination, a student must obtain minimum of 35 percent of marks in each of the written papers and a minimum of 40 percent in all papers taken together and minimum of 40 percent of the marks in each head of practical examination and minimum of 50 percent of the marks in all the heads of the practical examination taken together. The marks will be converted into equivalent credits.

A student obtaining an aggregate of 70 per cent or more marks in the written and practical examinations taken together will be declared to have passed in the **FIRST CLASS WITH DISTINCTION**. A student obtaining 60 per cent of the aggregate of marks or more in the written and practical examination taken together but less than 70 per cent marks will be declared to have passed in the **FIRST CLASS** and a student obtaining 50 per cent of the aggregate of marks in the written and practical examination taken together, or more but less than 60 per cent will be declared to have passed in the **SECOND CLASS**.

R. 4332. In case the student passes in practical examination, and obtains an aggregate of 50% marks, but fails in written examination, his/her aggregate marks in the practical examination will be carried over to the subsequent not more than three consecutive examinations held by the University thereafter, but he/she shall not be deemed eligible for

the award of Second Class or First Class or Distinction. The candidate will have to appear for all the theory papers (i.e. Part A) together in one attempt.

In case the student passes in the written examination and obtains an aggregate of 40% marks, but fails in the practical examination, his/her aggregate marks in the written examination will be carried over to the subsequent not more than three consecutive examinations held by the University thereafter, but he/she shall not be deemed eligible for the award of Second Class or First Class or Distinction. The candidate will have to appear for the entire practical examination (i.e. Part B) together in one attempt

Class Improvement :

Students who have passed BLISc. Examination of this University and who wish to improve their class and/or percentage are permitted to appear again for the same examination with the same subjects without being required to keep any terms.

In case the student wants to improve his class and /or percentage in the examination, he/she shall appear for complete written and practical examination including computer classroom tests and the term paper together in one and the same attempt.

In case the student has failed in the examination, due to his failure in Computer (Internal), but wishes to pass, then he/she shall have to appear for all the Computer (Internal) to be conducted during the academic year and also appear for the complete written examination and practical examination and term paper together at one and the same attempt. In such case he/she need not keep fresh terms. However he/she will have to pay fees equivalent to second term for the additional practical work required. This provision shall be applicable for the subsequent consecutive not more than three examinations conducted by the Department and University together.

The amended Regulation 1891 relating to the Bachelor of Library and Information Science is made effective from the academic year 2000-2001.

Scholarships and Prizes:

I. The Matushri Saubhagyavati Parvatibai Priolkar Prize consisting of books shall be awarded annually to the candidate who passes the examination for the degree of Bachelor of Library & Information Science with the highest number of marks on the aggregate at the examination.

II. Dadabhai Naoroji Memorial Prize consisting of cash, shall be awarded annually to the candidate who passes the examination for the degree of Bachelor of Library & Information Science with highest number of marks on the aggregate at the examination.

III. The Sumati Madiman Prize consisting of cash shall be awarded every year to the candidate who secures the highest number of marks in the subject of 'Library Classification' from amongst the successful candidates at the B.L.I.Sc. Degree examination of this University. The Prize consists of Rs. 1700/- in cash, approximately.

IV. The Professor D. N. Marshall Felicitation Scholarship shall be awarded annually to a candidate who is prosecuting studies for the degree of Bachelor of Library & Information Science from among the applicants on the recommendation of the Head of the Department.

Applications for the above Scholarship shall be invited in the beginning of each academic year by a circular placed on the Notice Board of University Department of Library and Information Science, from candidates who have joined that year in the Department for the course of B.L.I.Sc. Degree. The scholarship shall be awarded by the Management Council on the recommendation of the Head of the Department of Library and Information Science, who will take into consideration the academic career, character and the financial position of the candidate concerned.

The amount of the scholarship equivalent to tuition fee shall be payable half yearly in arrears on a bill to be drawn by the Head of the Department of Library and Information Science, who shall certify over his signature thereon that the scholar is regular in attendance in the Department, that his conduct is good and that his progress in studies is satisfactory.

Should the scholar discontinue the studies or be unfavorably reported on by the Head of the Department, it shall be in the discretion of the Management Council to stop payment of the Scholarship or to declare the Scholarship forfeited.

Notes: (To be read carefully by the students before filling in the application form)

1. Attested Xerox copies of certificates/testimonials must be attached to this application in support of the statement regarding academic qualifications, etc.

2. Students who have passed their qualifying examination, on the basis of which they seek admission to this course, from other than University of Mumbai are required to produce from the Registrar, University of Mumbai, a Provisional Eligibility Certificate, and attach it to the application form while applying for admission to the course.

3. Students belonging to S.C./S.T./D.T./N.T./S.B.C./O.B.C. should attach the certificate to that effect given by competent authorities.
4. Candidates claiming the admission to the course from the category of Deputed Candidates should forward their application through proper channel. It is also necessary to submit along with the application their letter of recommendation to the effect that the candidate will be granted leave and other facilities essential for regular and full attendance and successful completion of the course. Applications without such endorsement and recommendation will not be considered as belonging to this category.
5. Incomplete applications may not be considered.
6. In view of the limited number of seats, applicants from among the applications received will be called for personal interview before the Admission Committee of the Department. Information furnished by the applicants in the form will be verified and suitability of applicants for the Course will be judged at the time of interview. In view of the job requirements like good academic career, the candidates fulfilling these requirements will be given preference.
7. The final admission list will be notified on the Notice-Board of the Department. The decision of the Admission Committee in this behalf will be final and no further correspondence with regard to admissions will be entertained.
8. Foreign students/candidates shall send their prescribed applications through their respective Consulate General's Office in India. Their applications for admission will be considered subject to validity of the documents.
9. Due to the professional nature of the course, it is necessary for students admitted, to attend the classes and do the class work regularly. The admissions of those who do not pay the fees do not join the course and do not attend the classes within the stipulated time after grant of admissions are liable to be cancelled.

In case of cancellation of admission, the refund will be made as per the University rules.

10. Library facilities are available at the Jawaharlal Nehru Library of University of Mumbai. Books for home reading also will be made available from the Lending Section of the Library against the payment of requisite Library Deposit.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Jawaharlal Nehru Library, University of Mumbai, Vidyanagari,

Santacruz (East), Mumbai - 400 098

Programme : Bachelor of Library and Information Science
Semesters : I and II
Duration : One year Full Time
Number of Courses(Theory) : Six in each Semester
Number of Practicals : Six in each Semester
No. of Credits per Semester : 24
Total No. of Credits : 48

Bachelor of Library and Information Science							
	Theory Courses (Part A)			Practicals (Part B)			Total of A + B
	No. of Courses	No. of Credits	Totals	No. of Practicals	No. of Credits	Total	
Semester I	6	3	18	6	1	6	24
Semester II	6	3	18	6	1	6	24
	Grand total of Sem. I and Sem. II						48

Evaluation of Students

Theory Courses : Total Marks 100 per course
Internal Assessment : 40 Marks
End Semester Theory Examination : 60 Marks
End Semester Practicals Examination : 100 Marks
Total End Semester T + P Examination : 700 Marks

B. L. I. Sc. (Semester Pattern)
One year Course
Revised Syllabus (w. e. f. 2012-2013)
Semester – I

Part A : Theory

Code No.	Courses	Ext.	Int.	Total Marks
PABLI101	Foundations of Library and Information Science	60	40	100
PABLI102	Library Management	60	40	100
PABLI103	Library Classification	60	40	100
PABLI104	Library Cataloguing	60	40	100
PABLI105	Reference and Information Sources and Services	60	40	100
PABLI106	Computer Application to Library Work	60	40	100
	Grand Total of Marks			600

Part B : Practicals

Code No.	Courses	Marks
P101	Classification	20
P102	Cataloguing	20
P103	Reference Sources	15
P104	Information Sources	15
P105	Abstracting	10
P106	Computer (Internal)	20
	Grand Total of Marks	100

Semester – II

Part A : Theory

Code No.	Courses	Ext.	Int.	Total Marks
PABLI201	Foundations of Library and Information Science	60	40	100
PABLI202	Library Management	60	40	100
PABLI203	Library Classification	60	40	100
PABLI204	Library Cataloguing	60	40	100
PABLI205	Reference and Information Sources and Services	60	40	100
PABLI206	Computer Application to Library Work	60	40	100
	Grand Total of Marks			600

Part B : Practicals

Code No.	Courses	Marks
P201	Classification	20
P202	Cataloguing	20
P203	Reference Sources	15
P204	Information Sources	15
P205	Indexing	10
P206	Computer (Internal)	20
	Grand Total of Marks	100

Pattern of Examination

A. Theory Examination (60 : 40)

1. Semester End Exam – 60 marks

- There shall be 6 questions, out of which 1 will be short note question, each of 15 marks
- Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks

- Attendance & Participation in Class 10 marks
- One Class Room Test 10 marks
- Two classroom Assignments 20 marks

(Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practicals Examination

Practical examination will be conducted in each semester in the Department of Library and Information Science and practical nos. (1-5) will be centrally assessed by examiners from among the panel of examiners appointed by the university.

Syllabus

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Part A - Theory Courses

36 Credits
(Sem I + Sem II)

PABLI 101– Foundations of Library and Information Science

Objectives:

1. To understand purpose, role and importance of libraries in society
2. To know about various types of libraries, their nature, objectives and services
3. To be familiar with the library scenario in general and the Indian scenario in particular
4. To study the role of professional library associations

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Library and Society : role, functions.	
Module II	Types of Libraries: A. Public, National, Academic and Special i. Academic Libraries – School, College and University libraries, their objectives, features, functions, UNICEF’s norms for children’s libraries ii. Public Libraries - their objectives, features, functions, public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act, IFLA Standards for public libraries. iii. The National Libraries - their objectives, features, functions, National Library of India, Library of Congress, The British Library iv. Research, Special and Corporate Libraries - their objectives, features, functions. B) Archives, museums and records management	
Module III	Information and Information Science: i) Information – characteristic, nature, value and use ii) Information Science – definition, scope and objectives	
Module IV	Dr. S.R.Ranganathan : his contribution to Library Science, Five Laws of Library Science and their relevance to current library practice.	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Historical overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Bakhsh Oriental Public Library, Asiatic Society Library, Bhandarkar Oriental Research Institute, Baroda Public Library System, contribution of UNESCO to libraries and library profession, reports of committees and commissions in India.	
Module VI	Library co-operation, resource sharing, library networking	
Module VII	Professional Associations in Library and Information Science : Indian and International – ILA, IASLIC, IATLIS, ALA, SLA, CILIP, Aslib, IFLA, professional ethics.	
Module VIII	Factors affecting library development : i) Social, cultural (including literacy, publishing, book trade) ii) Legal (including copyright, intellectual property rights) iii) Technological development.	

Select Reading List (Applicable for Sem I and Sem II)

1. Atkinson, F.: Librarianship: An Introduction to the profession. London, Clive Bingley, 1974.
2. Ashworth, W. : Special librarianship. London, Clive Bingley, 1979.
3. Beenham, R & Harrison, C. : The Basics of librarianship. London, Clive Bingley, 1985.
4. Bhatt, R. K. : UNESCO : Development of libraries & Documentation Centers in Developing Countries. New Delhi, KK, 2004.
5. Coblans, H. : Librarianship and documentation. London, Andre Deutsch, 1974.
6. Gupta, O.P. : Library & information services in University & College Libraries in India. New Delhi, Reliance, 1998.
7. Johnson, Elmer D. & Harris, Michael H. : History of libraries in the Western World. Scarecrow, New Jersey, 1976.
8. Kaul, H.K. (Ed.) : National library services : ICONLIS 2004. Calcutta, The National Library, 2004.

9. Line, M.B. : Academic library management. London, LA, 1990.
10. Line, Maurice (Ed.) : Librarianship and information work worldwide 2000. London, Bowker, 2000.
11. Lynch, Beverly P.(Ed.) : The Academic Library in transition :planning for the 1990s. New York, Neal-Schuman, 1990.
12. Majumdar, Uma. : India's National Library. Calcutta, The National Library, 1987.
13. Marshall, D.N. : History of libraries. New Delhi, Oxford, 1983.
14. Patel, Jashu & Kumar, Krishan : Libraries & librarianship in India. London, Greenwood,2001.
15. Raju, A. A. N. : Documentary heritage of Indian libraries. New Delhi, Ess Ess Publications, 2003.
16. Ranganathan, S.R. : Five laws of Library Science. Bombay, Asia, 1963.
17. Sardana, J.L. (Ed.) : Libraries & information studies in retrospect and prospect : essays in honor of Professor B. R. Kalia, Vols. 1 & 2. New Delhi, Concept, 1990.
18. Strauss,.L.J. : Scientific and technical libraries – their organization and administration. New York, John Wiley, 1964.
19. Taher, Mohammed & Davis, Donald Gordon : Librarianship and library science in India : an outline of historical perspectives. New Delhi, Concept, 1994.
20. Venkatappaiah, V. & Madhusudan, M. : Public library legislation in the new millennium. New Delhi, Bookwell, 2006.
21. Verma, Sahib Singh : Library & literacy movement for national development in India. New Delhi, Concept, 2003.
22. Ward, Patricia L. (Ed.) : Continuing professional education for the information society. Munchen, K.G.Saur, 2002.
23. Wherry, Timothy Lee : Intellectual property : everything the digital age librarian needs to know. Chicago, ALA, 2008

PABLI 102- Library Management

Objectives :

1. To be familiar with library procedures.
2. To understand the principles of management and their application in library work.
3. To monitor and evaluate library performance

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Schools of Management; an overview (classical, neoclassical, scientific, systems), functions and principles of management.	
Module II	Planning and Management : mission and objectives of library management, POSTCORB, functions of library committee.	
Module III	Acquisition: policies , types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance	
Module IV	Serials Management: policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e- journals, records maintenance.	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Technical Processing : policies, classifying, cataloguing, physical processing, records maintenance.	
Module VI	Storage and Maintenance : policies; storage requirements, stack maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance.	
Module VII	Library Services : i) Circulation Services : policies, methods and procedures, bar coding, Inter-library loan, records maintenance ii) Extension Services : policies, branches, outreach methods - extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other extra-mural activities. iii) Marketing of library services: need, policies, methods, annual reports, publicity, public relations, library promotion programmes, library guides	
Module VIII	Financial Management : policies ; resources mobilisation, budget, budgeting methods, accounting, monitoring and evaluation.	

Select Reading List (Applicable for Sem I and Sem II)

1. Chapman, Liz : Managing acquisitions in library and information services. London, Library Association, 2001.
2. Corbett, E. V. : Fundamentals of library organization and administration : a practical guide. London, Library Association, 1978.
3. Evans, G. E. : Management techniques for librarians, 2nd ed. New York, Academic Press, 1983.
4. Garter, Edward D. (ed.) : Advances in library administration and organization. Amsterdam, Elsevier, 2005.
5. Godden, Irene P.,(ed.) : Library technical services : operation and management, 2nd ed., San Diego, Academic Press, 1984.
6. Gupta, S. R. : Stock verification in libraries : problems and solutions. Delhi, Ken Publication, 1990.
7. Harvey, Ross : Preservation in libraries : a reader. London, Bowker Saur, 1993.
8. Hubbard, William J. : Stock management : a practical guide to shelving and maintaining library collections. Chicago, A.L.A., 1981.
9. Jones, Noragh & Jordan, Peter: Staff management in library and information work , 2nd ed., Aldershot, Gower Pub., 1987.
10. Krishna Kumar: Library administration and management. New Delhi, Vikas Pub. House, 1987.
11. Mahapatra, Piyush Kanti : Collection management in libraries. New Delhi, Ess Ess Pub, 1999.
12. Morrow,C.C. : The Preservation challenge, a guide to conserving library materials. New York, Knowledge Industry Publication, 1983.
13. Mookerjee, Subodh Kumar & Sengupta, Benoyendra : Library organization and library administration. Calcutta, World Press Pvt. Ltd., 1977.
14. Mukherjee, A. K. : Book selection : Principles, practices and tools. Calcutta, World Press Pvt. Ltd., 1974.
15. Narayana, G. J. : Library and information management. New Delhi, Prentice Hall of India, 1991.

16. Prajapati, C. L. : Conservation of documents : problems and solutions. New Delhi, Mittal Publications,2005.
17. Prasher, R. G. : Developing library collection. New Delhi, Medallion Press, 1993.
18. Saffady, William : Introduction to automation for libraries, 3rd ed., Chicago, A.L.A., 1994.
19. Spiller, David : Book selection, 4th ed. London, Clive Bingley,1986.
20. Stueart, R. D. & Eastlick, J. T. : Library management, 2nd ed. Littleton (Colorado), Libraries Unlimited, 1981.
21. Wehrich, Hein & Koontz, Harold : Management : a global perspective, 10th ed. New York, McGraw Hill, 1993.

PABLI 103- Library Classification

Objectives :

1. To understand the role of library classification in knowledge organisation.
2. To understand the elements of library classification.
3. To get familiar with the select schemes of classification.
4. To analyse, apply and evaluate DDC Scheme.

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Knowledge Organisation: origin, history of classification, Universe of Knowledge, book classification, knowledge classification vis-a-vis book classification.	
Module II	Library Classification: need, purpose, modes of formation of subjects, literary warrant.	
Module III	General Principles and Theory: general theory, rules of division, APUPA arrangement	
Module IV	Types and features of Classification Schemes: i) Enumerative, faceted, analytico-synthetic. ii) Notation – need, functions, characteristics, notational systems, hospitality. iii) Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number. iv) Introduction to D. D. C. Scheme	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Library Classification Schemes: i) D.D.C. – a detailed study (latest edition) ii) U.D.C., C.C., Library of Congress classification scheme– an introductory study iii) Comparison of D.D.C., U.D.C. and C.C.	
Module VI	Special Classification Schemes: need, purpose, select examples like patents, computer science.	
Module VII	Canons of Classification, principles of helpful sequence, Organisations and Institutions in Classification: CRG, ISKO, B.S.O.	
Module VIII	Current developments / trends in classification.	

Select Reading List (Applicable for Sem I and Sem II)

1. Batley, Sue : Classification in theory and practice. Oxford, Chandos, 2005.
2. Bavakutty, M. : Canons of library classification. Trivendrum, Kerela Library Association, 1981.
3. Bowman, J.H. : Essential Dewey. London, Facet, 2005.
4. Broughton, Vanda : Essential classification. London, Facet, 2004.
5. Foskett, A.C. : The Universal Decimal Classification : the history and present status. London, Clive Bingley, 1973.
6. Hunter, Eric J. : Classification made simple, 2nd Ed. Aldershot, Ashgate, 2002.
7. Hussain, Shabhat : Library classification. New Delhi, Tata McGraw Hill, 1973.
8. Kaula, P.N. : Treatise on Colon Classification. New Delhi, Sterling, 1985.
9. Langridge, D. : Approach to classification. London, Clive Bingley, 1973.
10. Mallby, A. (Ed.) : Sayer's manual of classification for librarians, London, Andre Deutsch, 1975.
11. Marcella, Rita and Newton, Robert : A New manual of classification. Hampshire, Gower, 1994.

12. Mills, J. : Modern outline of library classification. Bombay, Asia, 1962.
13. Phillips, W. H. : Primer of Book Classification, London, LA, 1953.
14. Ranganathan, S.R. : Descriptive account of colon classification. Bombay, Asia, 1967.
15. Ranganathan, S. R. : Prolegomena of library classification. 3rd ed. (Reprint). New Delhi, Ess Ess, 2006.
16. Satija, M.P. : The Theory and practice of Dewey Decimal Classification scheme. Oxford, Chandos, 2007.
17. Scott, Mona L. : Dewey Decimal Classification, 21st Edition : a study manual and number building guide. Connecticut, Libraries Unlimited, 1998.
18. Sengupta, B. and Ohdedar, A.K. : Library classification. Calcutta, World Press, 1977.
19. Srivastava, Anand P. : Theory of knowledge classification. New Delhi, Learning Laboratory, 1992.
20. Vickery, B. C. : Classification and indexing in science, 3rd Ed. London, Butterworths, 1975.

PABLI 104- Library Cataloguing

Objectives:

1. To understand the role of cataloguing in retrieving library material.
2. To understand the fundamentals of cataloguing and catalogue construction.
3. To highlight the need for standardisation in cataloguing and subject approach to documents.

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Library Catalogue: definitions, need, purpose.	
Module II	Document Description : types of entries- main, added, analytical, reference, parts of an entry, rules for filing, authority files.	
Module III	Catalogue : physical forms including OPAC and inner forms	
Module IV	Subject Cataloguing: subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings.	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Catalogue codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions.	
Module VI	Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709.	
Module VII	Practical aspects of cataloguing: i) Selective and simplified cataloguing ii) Centralised and co-operative cataloguing, use of bibliographical utilities like OCLC, Cataloguing in Publication	
Module VIII	Cataloguing in the Internet and digital era, metadata, web OPAC.	

Select Reading List (Applicable for Sem I and Sem II)

1. AACR, 2nd revised with 2005 updates. Chicago, A.L.A., 2005.
2. Aswal, R. S. : MARC 21 : cataloguing format for 21st century. New Delhi, Ess Ess Publication, 2004.
3. Boll, John J. : Introduction to cataloguing, Vol 1. Descriptive Cataloguing. New York, McGraw Hill, c1970.
4. Bowman, J. H. : Essential cataloguing, London, Facet Publishing, 2003.
5. Carter, R. C. (Ed.) : Managing cataloguing and the organization of information. Mumbai, Jaico, 2005.
6. Girija Kumar : Theory of cataloguing, 5th rev. ed. New Delhi, Vikas Publishing House, 1986.
7. Gorman, G. E. & Dorner, Daniel (Eds.) : Metadata applications and management. London, Facet Publishing, 2003.
8. Haynes, David : Metadata for information management and retrieval. London, Facet Publishing, 2004.
9. Horner, John : Cataloguing. London, Association of Assistant Librarians, 1970.
10. Hunter, E. J. : Cataloguing : a guide book. London, Clive Bingley, 1974.
11. Hunter, E. J. & Bakewell, K. G. B. : Cataloguing, 2nd rev. ed. London, Clive Bingley, 1983.

12. Krishna Kumar : Introduction to cataloguing practice, 3rd rev. ed. New Delhi, Vikas Publishing House, 1986.
13. Kumar, P. S. G. & Mohammad, Riaz : Cataloguing : theory and practice. New Delhi, S. Chand & Co., 1999.
14. Needham, C. D. : Organising knowledge in libraries: an introduction to information retrieval, 2nd rev. ed. London, Andre Deutsch, 1971.
15. Piggott, M. : Topography of cataloguing. London, Library Association, 1988
16. Ranganathan, S. R. : Library catalogue: fundamentals and procedure. London, G. Blunt & Sons, 1950.
17. Sengupta, B. : Cataloguing : its theory and practice. Calcutta, World Press, 1970.
18. Sharp, H. A. : Cataloguing : textbook for use in libraries, 5th ed. London, Grafton & Co., 1964.
19. Vishwanathan, C. G. : Cataloguing : theory and practice, 5th rev. ed. Lucknow, Print House, 1983.

PABLI 105 - Reference & Information Sources and Services

Objectives:

1. To understand the basic concept of reference and information service and its organisation.
2. To be familiar with different categories of reference and information sources with examples.
3. To develop skills of critical evaluation of reference sources.
4. To understand different methods of processing information.
5. To be familiar with the services of the information centres at national and international level.

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Reference & Information Service: Concept, definition, need & scope	
Module II	Reference & Information Sources: types, criteria for selection and Evaluation(authority, scope, treatment, arrangement, special features, and utility) different physical formats (print, non-print, internet, electronic reference sources)	
Module III	Reference & Information Services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, short and long range reference service, pro active and responsive services, referral service, user education, information literacy, web based services and FAQs, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview	
Module IV	Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Categories of Reference and Information Sources: News digest, Indexes, Biographical Sources, Statistical Sources, Geographical Sources & In-house information Products(Bibliographies, state-of the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs)	
Module VI	Information Processing: Need, identification and design, different methods of processing, indexing, abstracting, types of indexes – pre and post co-ordinate indexing, chain indexing, POPSI, PRECIS, key word indexing, types of abstracts – informative, indicative, statistical, special purpose, consolidation and repackaging, translation services, Reference Librarian : role, functions , qualities.	
Module VII	Information Dissemination: Need, identification and design, indicative and substantive form, generalised and customised services, CAS and SDI services, on line and CD-ROM based services, document delivery services.	
Module VIII	Documentation and Information Centres (OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, national and sectoral information centres), Information Systems(INIS, AGRIS, MEDLARS, P I S,India), Commercial Information Vendors(Knight Rider, EBSCO, Emerald)	

Select Reading List (Applicable for Sem I and Sem II)

1. Bopp, Richard E & Smith, Linda C. : Reference and information services : an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Borko, Harold & Bernier, Charles L : Abstracting concepts & methods. New York, Academic Press, 1975.
3. Bradford, S.C. : Documentation. London, Crosby Lockwood, 1953.
4. Cassell, Hay Ann & Hiremath, Uma : Reference and information services in the 21st century : an introduction. London, Facet Publishing, 2006.
5. Chakraborty, A.R. : Indexing : principles, processes and products. Calcutta, World Press, 1984.
6. Chakraborty, A.K. : Introduction to documentation science. Hyderabad, Andhra Pradesh Library Association, 1980.
7. Chakraborti, A. K. : Reference service. Hyderabad, Andhra Pradesh Public Library Association, 1983.
8. Chowdhary, G.G. & Chowdhary, S. : Searching CD ROM and Online Information Sources. London, LA, 2001.
9. Cleveland, D.B. & Cleveland, A.D. : Introduction to indexing & abstracting, 3rd Edn., Colorado, Libraries Unlimited, 2001.
10. Craven, Jenny (ed.) : Web accessibility : practical advice for the library and information professional. London, Facet Publishing, 2008.
11. Gorman, G.E. (Ed.) : Information service in an electronic environment. London, LA, 2002.
12. Guha, B. : Documentation & information services : techniques and systems. Calcutta, World Press, 1999.
13. Hutchins, Margaret : Introduction to reference work. Chicago, A.L.A., 1944.
14. Katz, Bill : Opportunities for reference service. New York, Haworth Press, 1991.
15. Katz, Bill, (ed.) : New technologies and reference services. New York, Haworth Press, 2000.
16. Katz, W. A. : Introduction to Reference Work. Vol 1 & 2. New York, McGraw Hill, 1978.

17. Knight, G. N. : Indexing – the Art of. London, George Allen & Unwin, 1979.
18. Korfhag, R. R. : Information storage and retrieval. New York, John Wiley, 2006
19. Krishna Kumar : Reference service, 5th rev. ed. New Delhi, Vikas Publishing House, 2002.
20. Lancaster, I. W. & Warner, Amy : Intelligent technologies in library and information service applications. Medifsd, American Society for Information Science, 2001.
21. Lankes, R. David and others (eds). Virtual reference desk: creating a reference future. London, Facet Publishing, 2006.
22. Low, K. : The Roles of reference librarians : today and tomorrow. New York, Howarth Press, 1996.
23. Mukherjee, A. K. : Reference work and its tools, 3rd. ed. Calcutta, World Press, 1975.
24. Neelameghan, A. & Prasad, K.N. (Eds.) : Information systems, networks and services in India : developments and trends, Vol. 1 & 2. Chennai, Ranganathan Centre for Information Studies, 1990.
25. Ranganathan, S.R. : Documentation : genesis and development, (SRELS Series; 3). Delhi, Vikas, 1973.
26. Ranganathan, S. R. : Reference service, 2nd ed. Bombay, Asia Publishing House, 1961.
27. Rowley, J.E. : Abstracting and indexing, 2nd Ed. London, Clive Bingley, 1988.
28. Rowley, J.E. & Turner, C.M.D. : The Dissemination of information. London, Andre Deusche, 1978.
29. Sengupta, B. : Indian reference and information sources. Calcutta, World Press, 1981.
30. Sengupta, B. & others : Documentation & information retrieval. Calcutta, World Press, 1977.
31. Seetharama, S. : Information consolidation and repackaging. New Delhi, Ess,Ess, 1997.
32. Shera, Jesse H. : Documentation & the organisation of knowledge. London, Crosby Lockwood, 1966.
33. Vickery, B.C. & Vickery, A. : Information science : theory and practice. London, Butterworths, 1987.

PABLI 106– Computer Application to Library Work

Objectives:

1. To understand the fundamentals of Computer and Information Technology.
2. To get familiar with applications of Computers and Information Technology
In libraries.

3 Credits	<u>Semester I</u>	45hours 60 marks
Module I	Introduction to Computers: <ul style="list-style-type: none">i) Essential components of computer system, overview of historical developments.ii) Data representation and storage – binary system, character codes, barcodes, records and files.	
Module II	Hardware: Memory – core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, ipod, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.	
Module III	Software Concepts: <ul style="list-style-type: none">i) System Software – operating systems e.g. Windows, Unix, Linux, programming languages, compilers, interpreters.ii) Application Software – features of word processing software, spreadsheet, database management systems, MS Access, SQL, desktop publishing.	
Module IV	Computer applications to Library and Information Work: <ul style="list-style-type: none">i) In house operations – acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems.ii) Information Services : search through CD-ROM, Internet, online databases and e-journals, retrieval from electronic archival material, introduction to library software, familiarising with WINISIS, SOUL	

3 Credits	<u>Semester II</u>	45hours 60 marks
Module V	Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite.	
Module VI	Networks and Networking: i) Network topology ii) Networking – LAN, MAN, WAN, Intranet, Internet. iii) Networks in India with special reference to library networks– INFLIBNET, UGC-INFONET, DELNET, ERNET.	
Module VII	Managerial aspects of Computerisation: Maintenance of hardware, software security, ergonomics.	
Module VIII	Digital Library: Concept, definition, emerging trends.	

Select Reading List (Applicable for Sem I and Sem II)

1. Aswal, R.S. : CDS/ISIS for windows. New Delhi, Ess Ess, 2003.
2. Collier, M. : Telecommunication for information management and transfer. Aldershot, Gower, 1988.
3. Cooper, Michael D. : Design of library automation systems : file structures, data structures and tools. New York, Wiley, 1996.
4. Dolby, J.L. : Computerised library catalogues : their growth, cost and utility, Cambridge, MIT press, 1989.
5. Devraja, G. & Rehelamma, A.V. (Eds.) : Library computerization in India. New Delhi, Ess Ess, 1980.
6. Godden, Irene P. (Ed.) : Library technical services : operations & management. Orlando, Academic Press, 1994.
7. Haravu, L.J. : Library automation : design, principles and practice. New Delhi, Allied, 2004.
8. Harbour, R.T. : Managing library automation. London, Aslib, 1994.
9. Hunter, E.J. : Computerised cataloguing. London, Clive Bingley, 1985.

10. Kashyap, M.M. : Database system : design and development. New Delhi, Sterling, 1993.
11. Kaul, H.K. : Library networks : an Indian experience. New Delhi, Virgo, 1992.
12. Kochtanek, Thomas R. & Mathews, Joseph R. : Library information systems. Westport, Libraries Unlimited, 2004.
13. Rajaraman, V. : Introduction to information technology. New Delhi, Prentice-Hall, 2003.
14. Ravichandra, Rao I.K. : Library automation. New Delhi, Wiley, 1990.
15. Rowley, J.E. : Computers for libraries, 2nd Ed. London, Clive Bingley, 1980.
16. Saffady, William : Introduction to automation for librarians. Chicago, ALA, 1994.
17. Stallings, William : Computer organization and architecture : designing for performance, 6th Ed.. New Delhi, Prentice-Hall, 2003.
18. Tedd, Lucy A. : An Introduction to computer based library systems, 2nd Ed. Chichester, Wiley, 1985.
19. Turban, E., Rainer, R.K. & Potter, R.E. : Introduction to information technology. New York, Wiley, 2003.

Practicals (Part B)

**12 Credits
(Sem I + Sem II)**

Semester – I

**Part B : Practical
Credits : 6**

Code No.	Courses	Marks
P101	Classification	20
P102	Cataloguing	20
P103	Reference Sources	15
P104	Information Sources	15
P105	Abstracting	10
P106	Computer (Internal)	20
	Grand Total of Marks	100

No:- _____

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FORM OF APPLICATION FOR ADMISSION TO THE
DEGREE IN BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.L.I.Sc.)
(For Office Use)

Register Entry No. _____ Date:- _____

Provisional Eligibility attached / not attached

Eligibility Case No. _____

To,
The Head,
Dept. of Lib. and Inf. Science,
University of Mumbai, Vidyanagari,
Mumbai – 400 098.

Sir,

I wish to apply for admission to the B.L.I.Sc. Course. I enclose herewith the necessary copies of certificates/testimonials. The following statements made by me are correct.

Yours faithfully,

Signature

Date:-

Name in full, beginning with Surname (IN BLOCK LETTERS PLEASE)

Shri/Smt./Kum. _____

Date of Birth (In words and in figure) _____

Age:-

Years:-

Months:-

LocalAddress:- _____

_____ Tel.No. _____

PermanentAddress:- _____

_____ Tel.No./Mobile No. _____

E-mail:- _____

Qualifications: _____

Additional Qualification:- _____

Other Information:-

Do you belong to SC/ST/DT/NT/VJNT/OBC ? Yes/No. If yes, give details of sub caste and attach a certificate to that effect. _____

1. Do you intend to pursue any other course of this University / institute simultaneously?

Yes / No

If yes, give details: _____

2. Give particulars of your present occupation, viz, designation, Name of the Institution you are working for : _____

3. State the nature and length of your experience in detail: _____

4. Are you deputed by your establishment for this course? If yes, please attach a certificate to that effect.

In the event of my obtaining admission to the course, I hereby undertake to attend the course regularly and to observe all rules of discipline.

Signature

Enclosures: - 1)
2)
3)
4)

ACADEMIC RECORD:-

Name of the Exam	Year of Passing	No. of Attempts	Total Marks	Class	Percentage	University/ Institution Authority	
1. S.S.C.							
2. H.S.C.							
3. Bachelor of _____							
4. Any other (Pl. Specify and give details) _____ _____							
5. Category (Please tick)	<input type="checkbox"/> OPEN <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> DT <input type="checkbox"/> NT						