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# UNIVERSITY OF MUMBAI



## **Revised Syllabus for the Bachelor of Library and Information Science**

**Programme - Bachelor of Library and  
Information Science  
(Semester I & II)**

**Course - Bachelor of Library and  
Information Science**

(As per Credit Based Semester and Grading System with effect from  
the academic year 2012–2013)

*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	Fundamentals 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
	<b>Grand Total of Marks</b>	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
	<b>Grand Total of Marks</b>	100

**Semester – II**

**Part A : Theory**

Code No.	Courses	Ext.	Int.	Total Marks
PABLI201	Fundamentals 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
	<b>Grand Total of Marks</b>	600		

## **Part B :Practicals**

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

## **Pattern of Examination**

### **A. Theory Examination (60 : 40)**

#### **1. Semester End Exam – 60 marks**

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

#### **2. Internal Assessment – 40 marks**

- a. Attendance & Participation in Class 10 marks
- b. One Class Room Test 10 marks
- c. 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 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
<b>Module I</b>	Library and Society : role, functions.	
<b>Module II</b>	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	
<b>Module III</b>	Information and Information Science: i) Information – characteristic, nature, value and use ii) Information Science – definition, scope and objectives	
<b>Module IV</b>	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
<b>Module V</b>	Historical overview of library development: growth of libraries in India with special reference to SaraswatiMahal Library, KhudaBakhsh 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.	
<b>Module VI</b>	Library co-operation, resource sharing, library networking	
<b>Module VII</b>	Professional Associations in Library and Information Science : Indian and International – ILA, IASLIC, IATLIS, ALA, SLA, CILIP, Aslib, IFLA, professional ethics.	
<b>Module VIII</b>	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 &DocumentationCenters 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, EssEss 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

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

<b>3 Credits</b>	<b><u>Semester II</u></b>	<b>45hours 60 marks</b>
<b>Module V</b>	Technical Processing : policies, classifying, cataloguing, physical processing, records maintenance.	
<b>Module VI</b>	Storage and Maintenance : policies; storage requirements, stack maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance.	
<b>Module VII</b>	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	
<b>Module VIII</b>	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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 , 2<sup>nd</sup> ed., Aldershot, Gower Pub., 1987.
10. Krishna Kumar: Library administration and management. New Delhi, Vikas Pub. House, 1987.
11. Mahapatra, PiyushKanti : Collection management in libraries. New Delhi, EssEss 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, 3<sup>rd</sup> ed., Chicago, A.L.A., 1994.
19. Spiller, David : Book selection, 4<sup>th</sup> ed. London, Clive Bingley,1986.
20. Stueart, R. D. &Eastlick, J. T. : Library management, 2<sup>nd</sup> ed. Littleton (Colorado), Libraries Unlimited, 1981.
21. Wehrich, Hein & Koontz, Harold : Management : a global perspective, 10<sup>th</sup> 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.

<b>3 Credits</b>	<b><u>Semester I</u></b>	<b>45hours 60 marks</b>
<b>Module I</b>	Knowledge Organisation: origin, history of classification, Universe of Knowledge, book classification, knowledge classification vis-a-vis book classification.	
<b>Module II</b>	Library Classification: need, purpose, modes of formation of subjects, literary warrant.	
<b>Module III</b>	General Principles and Theory: general theory, rules of division, APUPA arrangement	
<b>Module IV</b>	Types and features of Classification Schemes: <ol style="list-style-type: none"> <li>i) Enumerative, faceted, analytico-synthetic.</li> <li>ii) Notation – need, functions, characteristics, notational systems, hospitality.</li> <li>iii) Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number.</li> <li>iv) Introduction to D. D. C. Scheme</li> </ol>	

<b>3 Credits</b>	<b><u>Semester II</u></b>	<b>45hours 60 marks</b>
<b>Module V</b>	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.	
<b>Module VI</b>	Special Classification Schemes: need, purpose, select examples like patents, computer science.	
<b>Module VII</b>	Canons of Classification, principles of helpful sequence, Organisations and Institutions in Classification: CRG, ISKO, B.S.O.	
<b>Module VIII</b>	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, 2<sup>nd</sup> 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. 3<sup>rd</sup> ed. (Reprint). New Delhi, EssEss, 2006.
16. Satija, M.P. : The Theory and practice of Dewey Decimal Classification scheme. Oxford, Chandos, 2007.
17. Scott, Mona L. : Dewey Decimal Classification, 21<sup>st</sup> 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, 3<sup>rd</sup> 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.

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

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

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

1. AACR, 2<sup>nd</sup> revised with 2005 updates. Chicago, A.L.A., 2005.
2. Aswal, R. S. : MARC 21 : cataloguing format for 21<sup>st</sup> century. New Delhi, EssEss 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, 5<sup>th</sup> 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, 2<sup>nd</sup> rev. ed. London, Clive Bingley, 1983.

12. Krishna Kumar : Introduction to cataloguing practice, 3<sup>rd</sup> 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, 2<sup>nd</sup> 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, 5<sup>th</sup> ed. London, Grafton & Co., 1964.
19. Vishwanathan, C. G. : Cataloguing : theory and practice, 5<sup>th</sup> 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.

<b>3 Credits</b>	<b><u>Semester I</u></b>	<b>45hours 60 marks</b>
<b>Module I</b>	Reference & information Service: Concept, definition, need & scope	
<b>Module II</b>	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)	
<b>Module III</b>	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	
<b>Module IV</b>	Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts	

<b>3 Credits</b>	<b><u>Semester II</u></b>	<b>45hours 60 marks</b>
<b>Module V</b>	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)	
<b>Module VI</b>	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.	
<b>Module VII</b>	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.	
<b>Module VIII</b>	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, 3<sup>rd</sup> 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 21<sup>st</sup> 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, 3<sup>rd</sup> 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, 5<sup>th</sup> 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, 3<sup>rd</sup>. 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, 2<sup>nd</sup> ed. Bombay, Asia Publishing House, 1961.
27. Rowley, J.E. : Abstracting and indexing, 2<sup>nd</sup> 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.

<b>3 Credits</b>	<b><u>Semester I</u></b>	<b>45hours 60 marks</b>
<b>Module I</b>	<p>Introduction to Computers:</p> <p>i) Essential components of computer system, overview of historical developments.</p> <p>ii) Data representation and storage – binary system, character codes, barcodes, records and files.</p>	
<b>Module II</b>	<p>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.</p>	
<b>Module III</b>	<p>Software Concepts:</p> <p>i) System Software – operating systems e.g. Windows, Unix, Linux, programming languages, compilers, interpreters.</p> <p>ii) Application Software – features of word processing software, spreadsheet, database management systems, MS Access, SQL, desktop publishing.</p>	
<b>Module IV</b>	<p>Computer applications to Library and Information Work:</p> <p>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.</p> <p>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</p>	

<b>3 Credits</b>	<b><u>Semester II</u></b>	<b>45hours 60 marks</b>
<b>Module V</b>	Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite.	
<b>Module VI</b>	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.	
<b>Module VII</b>	Managerial aspects of Computerisation: Maintenance of hardware, software security, ergonomics.	
<b>Module VIII</b>	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, EssEss, 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, EssEss, 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, 2<sup>nd</sup> 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, 6<sup>th</sup> Ed.. New Delhi, Prentice-Hall, 2003.
18. Tedd, Lucy A. : An Introduction to computer based library systems, 2<sup>nd</sup> 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**

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

**Semester – II**

**Part B : Practicals**

**Credits : 6**

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

No. of Credits for Theory Courses (Part A)                    36  
    (Semester I + Semester II )

No. of Credits for Practicals (Part B)                            12  
    (Semester I + Semester II )

**GRAND TOTAL OF CREDITS**                    48