

Department of Library and Information Science
Aligarh Muslim University, Aligarh
Syllabus

Bachelor of Library & Information Science
(B.Lib.I.Sc. 1st-Semester)

(2018-2019)

Paper No.	Course No.	Course Title	Credits	Sessional Marks	Exam. Marks	Total Marks
I	BLS-7001	Fundamentals of Library & Information Science	4 Credits	25	75	100
II	BLS-7002	Library Classification (Theory)	4 Credits	25	75	100
III	BLS-7003	Library Cataloguing (Theory)	4 Credits	25	75	100
IV	BLS-7004	Library Classification Practice by CC and Elementary DDC	4 Credits	25	75	100
V	BLS-7005	Library Cataloguing Practice-I	4 Credits	25	75	100
VI	BLS-7006	Management of Libraries and Information Centres	4 Credits	25	75	100
			24 Credits			Total Marks = 600

First Semester

Paper-I
BLS-7001

Credits: 4
Marks :100

Fundamentals of Library and Information Science

UNIT-I

- Library : Concept, Definition, Objectives, Importance and Functions
- Librarianship as a profession, Professional Ethics
- Five Laws of Library Science and their implications
- Development of Libraries with special reference to India: an overview

UNIT-II

- Library Legislation: Need and Essential Features
- Library Acts in India with Special Reference to : Tamil Nadu, Maharashtra, West Bengal, and Uttar Pradesh.
- Salient Features and Functions of different types of Library Systems:
 - Academic Libraries
 - Public Libraries
 - National Libraries
 - Special Libraries
- Resource Sharing in Libraries

UNIT-III

- Library Committees and Policies in India Since Independence
- Recommendation of National Knowledge Commission (NKC) with regard to Libraries
- Role of UGC in the Development of College & University Libraries in India
- Role of UNESCO and RRRLF in the development of Libraries
- Role of National and International Library Associations: ILA, IASLIC, CILIP, ALA, IFLA, ASLIB
- Information Literacy : Concept, Objectives and Methods

Reading List:

1. Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi : Ess Ess Publication.
2. Krishan Kumar (1987). *Library Organisation*. New Delhi : Vikas Publishing
3. Dhiman, Anil K. & Yashoda Rani (2005). *Learn Library and Society*. New Delhi: Ess Ess Publication.
4. Ranganathan, S. R. (1988). *Five laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Sharma, Pandey S. K. (1987). *Libraries and Society*. New Delhi: Ess Ess Publication.
6. Khanna, J. K. (1994). *Library and Society*. Kurukshetra : Research Publications.

7. Venkatappaiah, V. (1990). *Indian Library Legislation: Union Library Bills and Acts*
8. Venkatappaiah, V. (1994). *Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories*. New Delhi: Concept Publishing Company.
9. Ranganathan, S. R. (1953). *Library legislation: handbook to Madras library act*. Madras : Madras Library Association.
10. Sadhu, S. N. & Saraf, B. N. (1967). *Library legislation in India: a historical and comparative study*. New Delhi: Sagar Publication.
11. Isaac, K. A. (2004). *Library legislation in India: a critical and comparative study of state library acts*. New Delhi: Ess Ess Publication
12. Sujatha, G. (2000). *Resource Sharing & Networking of University Libraries*. New Delhi : Ess Ess Publication.
13. Dhiman, Anil K. & Yashoda Rani (2007). *Resource sharing and library & Information Networks* .New Delhi: Ess Ess Publication.
14. Kaul, H. K. (1992). *Library Networks: an Indian experience*. New Delhi : Virgo
15. Sehgal, R.L. (1996). *An introduction to library Networks*. New Delhi: Ess Ess Publication.
16. Lal, C, ed. (2008). *Information Literacy in the Digital Age*. New Delhi: Ess Ess Publication.
17. Welsh, Teresa S. & Wright, Melissa S. (2010). *Information Literacy in the Digital Age: an evidence-based approach*. Oxford: Chandos Publishing.
18. Grassian, Esther S. & Kaplowitz, Joan R. (2013). *Information Literacy Instruction: theory and practice*. New Delhi: Ess Ess Publication.
19. Agarwal, Vibhuti (2002). *Information Networking Concepts in Library*. New Delhi: Rajat Publications.

Paper-II
BLS-7002

Credits: 4
Marks :100

Library Classification (Theory)

UNIT-I

- Library Classification : Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC.: An Overview

UNIT-II

- Normative Principles of Classification
- Work of classification in three planes: Canons and their applications in standard schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System : Canons and devices

UNIT-III

- Facet Sequence: Concept and Principles
- Postulational Steps in practical Classification
- Book Number and collection Number
- Library Classification: Trends

Reading List:

1. Ranganathan, S. R. (1962). *Elements of library classification*. Bombay: Asia Publishing
2. Mills, J. (1960). *Modern outline of library classification*. London : Chapman and Hall
3. Bavakutty, M. (1981). *Canons of library classification*. Trivandrum : Kerala library Association
4. Ranganathan, S. R. & Gopinath, M. A.(1989). *Prolegomena to Library Classification* v.1Banglore : Sarada Ranganathan Endowment for Library Science
5. Sayers, W.C. Berwick (1955). *Introduction to Library Classification: Theoretical, Historical and Practical with*. London : Grafton and Company
6. Ohdedar, A. K. & Sengupta, B. (1977). *Library Classification*. Calcutta: The World Press.
7. Langridge, Derek (1973). *Approach to Classification: for Students of librarianship*. London: Clive Bingley.
8. Langridge, D. W. (1976). *Classification and Indexing in the Humanities*. London: Butterworth.
9. Dutta, D.N. (1978). *Library Classification: a manual*. Calcutta : The World Press
10. Husain, Shabhat (2004). *Library Classification: Facets and Analyses*. Delhi: B.R. Publishing Corporation.
11. Parkhi, R.S. (1972). *Library Classification: evolution of a dynamic theory*. Delhi: Vikas Publishing House.
12. Krishan Kumar (1979). *Theory of Classification*. New Delhi: Vikas Publishing House.

Paper-III

BLS-7003

Credits: 4

Marks :100

Library Cataloguing (Theory)

UNIT-I

- Library Catalogue: Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical forms of Library Catalogue
- Types and functions of Cataloguing : Dictionary, Classified
- Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II: Historical Development

UNIT-II

- Subject Cataloguing: Concept, Principles. Chain procedure, List of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT-III

- Indic names: Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate authors and Pseudonyms.
- Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files
- Filing : Rules and Alphabetization

Reading List:

1. Girja Kumar & Krishan Kumar (1975). *Theory of cataloguing*. New Delhi: Vikas Publishing House.
2. Quigg, P. J. (1966). *Theory of Cataloguing: An Examination Guidebook*. Bombay: Asia Publishing.
3. Sharma, Pandey S. K. (1986). *Cataloguing Theory*. New Delhi: Ess Ess Publication.
4. Viswanathan, C. G. (1983). *Cataloguing: Theory and Practice*. Lucknow : Print House.
5. Shera, Jesse H. & Egam, Margret E. (1956). *Classified Catalog: basic principles and practices*. Chicago: American Library Association.
6. Sharp, Henry A.(1950). *Cataloguing: A Textbook for use in libraries*. Bombay: Allied Publishers.
7. Hunter, Eric J., ed. (1973). *Examples illustrating Anglo- American Cataloguing Rules*. London: Library Association.
8. Taylor, Arlene G. (2004). *Wynar's Introduction to Cataloging and Classification*. Westport: Libraries Unlimited.
9. Sengupta, B (1974). *Cataloguing: Its theory & practice*. Calcutta: World Press.
10. Jolley, L. (1964). *Principles of cataloguing*. London: Crosby Lockwood.
11. Mann, Margaret (1959). *Introduction to cataloguing and classification of books*. Katharine L. Sharp
12. Norris, Dorothy M. (1952). *Primer of cataloguing*. London : Association of Assistant Librarians
13. Job, M.M.(1989). *Theory and practice of Cataloguing*. New Delhi: Metropolitan.
14. Gernert, Leigh (2003). *A Textbook of Cataloguing*. New Delhi: Dominant Publishers and Distributors.
15. Krishan Kumar (2001). *An Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.
16. Needham, C. D.(1964). *Organizing Knowledge in Libraries: an introduction to Classification and Cataloguing*. London: Grafton and company.

17. Maxwell, Robert L.(2009). *Maxwell's handbook for AACR2: explaining and illustrating the Anglo-American Cataloguing Rules through the 2003 update*. New Delhi: Indiana Publishing house.
18. Dhiman, Anil Kumar (2004). *Cataloguing of Non Book Materials*. New Delhi: Ess Ess.
19. Sinha, Kamla (2009). *Digital Information Preservation and online Cataloguing*. Delhi : Vista International Publishing House.
20. Piggott, Mary (1988). *Topography of Cataloguing: Showing the Most imp. Landmarks, Communications*. London: Library Association.
21. Sharma, C. K. & Agrawal, Rachna (1983). *Modern Trends in Cataloguing*. Agra: The Library Publications.

Paper-IV
BLS-7004

Credits: 4
Marks :100

Library Classification Practice by CC and Elementary DDC

Section –‘A’ Practical classification of simple and complex titles by Colon classification (Ed. 6 reprint)

with the help of the prescribed rules and the following tables and techniques:

- Main Classes
- Common Isolates: Anteriorising and Posteriorising
- Time isolates
- Space isolates
- Language isolates
- Phase, Intra-facet and Intra-array relations
- Schedules of special isolates
- Devices : Subject, Geographical, chronological, Super-imposition and Alphabetical
- Parallel Schedule Device

This section of Question Paper will be divided into two parts as follows:-

Note : Six Titles are to be classified by CC (6th Ed.) and ONE class number will be given for digit by digit interpretation.

Section- ‘B’ Dewey Decimal Classification 22nd & 23rd edition

Practical Classification of simple titles involving use and application of following tables and techniques:

- Three Summaries
- Standard Sub-Divisions (Table-I)
- Area Table (Table-2)

Structure of the Question paper:

This section of Question Paper will be divided into two parts as follows:-

Note : Four Titles are to be classified by DDC and ONE class number will be given for digit by digit interpretation.

Reading List:

1. Ranganathan, S.R. (1960). *Colon Classification*. Bombay: Asia Publishing.
2. Sehgal, R.L. (1994). *Classification: Theory and Practice*. New Delhi: Ess Ess Publication.
3. Satija, M.P. (2011). *A Guide to the Theory and Practice of Colon Classification*. New Delhi: Ess Ess Publication.
4. Satija, M.P. (1995). *Manual of Practical Classification*. New Delhi: Sterling Publisher.
5. Raju, A.A.N. (2001). *Colon Classification Theory and Practice: a Self Institutional Manual*. New Delhi: Ess Ess Publication.
6. Satija, M.P. (1989). *Colon Classification: a Practical Introduction*. New Delhi: Ess Ess Publication
7. Dewey, Melvil (2003). *Dewey Decimal Classification and Relative Index [22nd]*. Ohio: OCLC.
8. Mitchell, Joan S. ed. (2011). *Dewey Decimal Classification and Relative Index [23rd]* Ohio : OCLC.

Paper-V
BLS-7005

Credits: 4
Marks: 100

Library Cataloguing Practice-I

Descriptive and Classified Cataloguing of Printed Monographs using AACR-2 using Sear's List of Subject Heading and CCC (5th ed.) using Chain Procedure for Subject Cataloguing of :

- Single Personal Author
 - Joint Personal Author
 - Pseudonymous works
 - Simple Personal Name entries in Hindi and Urdu by AACR-2.
- The practical class record of the items catalogued and entries made will be maintained by each student.
 - The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper

Section -A: Shall have THREE titles of documents in English language to be catalogued by AACR-2 & CCC.

Question No:1 shall be compulsory. The candidates shall be required to catalogue the title either according to CCC or AACR-2.

Question No:2 will consist of title to be catalogued by AACR-2.

Question No:3 will consist of title to be catalogued by CCC.

Section –B: Shall have TWO titles dealing with personal name headings, one in Hindi and the other in Urdu. The examinees will be required to catalogue only ONE title either in Hindi or Urdu language according to AACR-2

Reading List:

1. Verma, A. K. (1986). *AACR-2 : Entries and Procedure*. Delhi: Vishwa-Kala Prakashan
2. Krishan Kumar (1987). *Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.
3. Bakewell, K. G. B. (1974). *A manual of cataloguing practice*. Oxford: Pergamon Press.
4. Aswal, R. S. (2005). *AACR2R with MARC21: cataloging practice for 21st century*. New Delhi: Ess Ess Publication.
5. Ranganathan, S. R. & Bhattacharyya, G. (1990). *Cataloguing practice*. Bangalore: Sarada Ranganatha Endowment for Library Science.
6. Sehgal, R. L. (1996). *Cataloguing Practice AACR-II*. New Delhi: Ess Ess Publication.
7. Maxwell, Robert L. (2009). *Maxwell's handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update*. New Delhi : Indiana Publishing House.
8. Fritz, Deborah A.(2009). *Cataloging with AACR2 & MARC21 for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials*. New Delhi : Pentagon Press.
9. Winkler, Paul W., ed. & Gorman, Michael, ed (1978). *Anglo- American Cataloguing Rules*. London: Library Association.
10. American Library Association & Library of Congress (1967). *Anglo-American cataloguing rules*. Chicago: American Library Association.
11. Hunter, Eric J. (1989). *Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. London: Clive Bingley.
12. Miller, Joseph ed. (2010). *Sears List of Subject Heading*. New York : H.W. Wilson Company.
13. American Library Association & Others (1978). *Anglo-American Cataloguing Rules*. London: The Library Association.

**Paper-VI
BLS-7006**

**Credits: 4
Marks :100**

Management of Library and Information Centres

UNIT-I

- Management: Definition, scope, Functions and Principles
- Human Resource Management: Job analysis and description.
- Job evaluation, Staff formula, Recruitment procedures, Motivation, Training and Development, Performance Appraisal
- Organizational Structure: Centralized and Decentralized

UNIT-II

- Collection Development: Policies and Procedures, Book selection tools
- Functions Records and Management of:
 - Acquisition section
 - Technical section
 - Circulation section
 - Periodicals section
 - Maintenance section

UNIT-III

- System analysis, Design of Library system and TQM
- Library Statistics
- Budgeting: Techniques and Methods
- Annual Report: Compilation, Contents and Style
- Stock Verification- Policies and Procedures, weeding out

Reading List:

1. Evans, G. Edward (1976). *Management techniques for librarians*. New York: Academic Press.
2. Dutta, D. N. (1978). *Manual of library management*. Calcutta: The World Press.
3. Setty, K. Umapathy(1976). *Problems in library management*. New Delhi: Vikas Publishing.
4. Holroyd, Gileon ed.(1977). *Studies in library management*. London: Clive Blingley.
5. Pandey, Raghunath & Pillai, M.N.V.(2011). *Library Management: new concepts and practices*. New Delhi: Jnanada Prakashan.
6. Subbarao, V. Sashikala (1999). *Library Management through Automation and Networking*. Bombay: Allied Publishers.
7. Mittal, R. L. (2005). *Library Administration: theory and practice*. New Delhi: Metropolitan Book.
8. Dhiman, Anil K. & Yashoda Rani (2005). *Learn Library Management*. New Delhi: Ess Ess Publication.
9. Krishan Kumar (1987). *Library administration and management*. New Delhi: Vikas Publishing.
10. Bavakutty, M. & Abdul Majeed, K.C.(2005). *Methods for Measuring Quality of Libraries*. New Delhi: Ess Ess Publication.
11. Dhiman, Anil Kumar & Yashoda Rani (2004). *Library Management: a manual for effective Management*. New Delhi: Ess Ess.
12. Krishnamurthy, R.(1997). *Library management*. New Delhi : Commonwealth.
13. Panwar, B. S. & Vyas, S. D.(1986). *Library management*. Delhi: B.R. Publishing Corporation.
14. Stueart, R. D. & E.J. Taylor (1977). *Library management*. Littleton, Colo : Libraries Unlimited.

15. Johnson, Peggy (2011). *Fundamentals of Collection Development and Management*. New Delhi: Ess Ess Publication.
16. Srivastav, Ajay K. & Saraf, Sanjiv (2006). *Collection Development in Academic Libraries*. New Delhi : Shree Publishing.
17. Mount, Ellis ed. (1984). *Collection Development in Sci-Tech Libraries*. New York: Hawarth Press.
18. DeCenzo, David A. & Robbins, Stephens P.(1988). *Personnel/Human Resource Management*. New Delhi: Prentice Hall.
19. Singh, R. K. (2008). *Human Resource Management in Libraries*. New Delhi: Shree Publishing.
20. Mahapatra, P.K. (2002). *Human Resource Management in Libraries*. New Delhi: Ess Ess Publication.



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Aligarh Muslim University, Aligarh
Syllabus**

**Bachelor of Library & Information Science
(B.Lib.I.Sc. IInd Semester)**

(2018-2019)

IInd Semester

Paper No.	Course No.	Course Title	Credits	Sessional Marks	Exam. Marks	Total Marks
I	BLS-8001	Information Processing and Retrieval	4 Credits	25	75	100
II	BLS-8002	IT Applications in Libraries (Theory)	4 Credits	25	75	100
III	BLS-8003	Information Sources and Services	4 Credits	25	75	100
IV	BLS-8004	Library Classification (Practice) by DDC & Elementary UDC	4 Credits	25	75	100
V	BLS-8005	Library Cataloguing Practice-II	4 Credits	25	75	100
VI	BLS-8006	Information Technology (Practice)	2 Credits	15	35	50
VII	BLS-80V1	Educational Tour and Viva-Voce	2 Credits	----	50	50
			24 Credits			Total Marks = 600

Second Semester

Paper-I
BLS-8001

Credits: 4
Marks:100

Information Processing and Retrieval

UNIT – I

- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes
- Keyword indexing

UNIT - II

- Pre and Post Co-ordinate Indexing
- Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services : National and International

UNIT – III

- Abstracting: Types and Guidelines
- Abstracting Services : National and International
- Search Strategies, Feedback and Refining
- Information Users : Categories
- User Studies: Methods, Techniques and Evaluation

Reading List:

1. Brown, A.G. (1982). *An Introduction to Subject Indexing*. London: Clive Bingly.
2. Mohammad, Riaz (1989). *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic Publishers.
3. Kemp, D.A. (1979). *Current Awareness Services*. Clive Bingly: London.
4. Chakraborty, A.R. and Chakraborty, B. (1984). *Indexing: Principles, Process and Products*. Calcutta: The World Press.
5. Sharma, C.K. (1988). *Documentation Information Science and Automation in Libraries*. Agra: Y.K. Publishers.
6. Sengupta, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.
7. Rajan, T.N. (1981). *Indexing Systems: Concepts, Models and Techniques*. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). *Documentation and its Facts*. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). *Documentation in Action*. New York: Reinhold Publishing.

10. Guha, B. (1983). *Documentation and Information: Services, Techniques and Systems*. Calcutta: World Press.
11. Prasher, R.G. (1989). *Index and Indexing Systems*. New Delhi: Medallion Press.

Paper-II
BLS-8002

Credits: 4
Marks :100

IT Applications in Libraries (Theory)

UNIT-I

- Library Automation: Planning and Implementation
- Automation of in- house Operations : Acquisition, Cataloguing, Circulation, Serials Control
- OPAC & Web OPAC, Report generation
- Retro Conversion: Concept, Issues and Solutions
- Barcoding : Concept and Applications

UNIT-II

- Library Automation Softwares
- General Features of SOUL, Alice for Windows
- Digital Library: Definition, Purpose, Scope
- Data Warehousing, Data Mining
- Meta Data : Concept and Types
- Web 2.0 and Web 3.0

UNIT-III

- Networks and Networking: Types, Topologies, Examples
- National Knowledge Networks (NKN), OCLC, ERNET
- Internet Security : Concept, Issues and Solutions
- Cyber Laws with Special reference to India

Reading List:

1. Jackson, P. (2010), *Web 2.0 knowledge technologies and the enterprise*. Smarter, Lighter and Cheaper. Oxford: Chandos.
2. Sahoo, K.C. (2004) *Information Management with IT application*. Ludhiana: Medallion Press.
3. Chhabra, S.S. (1994). *Periodical Literature on Library Automation*. Chandigarh: Abhishek Publishing House.
4. Meron, S. (2003). *Protection of Intellectual Property in Cyber Space*. Delhi: Author Press.
5. Javidi, B. (2005) *Optical and Digital Techniques for Information Security*, New York: Springer.

6. Purser, S. (2004). *A Practical guide to managing Information Security*. Boston: Artech House.
7. Pace, A.K. (2009). *The Ultimate Digital Library: Where the New Information Players meet*. New Delhi: Indiana Publishing House.
8. Suraj, V.K. (2005) *Multimedia Information Collection in Digital Libraries*. Delhi: Isha Books.
9. Willer, M. and Dunsire, G. (2013). *Bibliographic information Organization in the Semantic Web*. Oxford: Chandos Publishing.
10. Nair, R.R. (2002). *Internet for Information Services*. New Delhi: Ess Ess Publications.
11. Leon, A. and Leon, M. (2004). *Introduction to Information Systems*. Chennai: Vijay Nicole.
12. Chowdhury, C.G. and Chowdhary (2007). *Organizing Information from the shelf to the web*. London: Facet Publishing.
13. Sehgal, R.L. (1998). *Handbook of Library software packages*. New Delhi: Ess Ess Publications.

**Paper-III
BLS-8003**

**Credits: 4
Marks :100**

Information Sources and Services

UNIT-I

- Reference and Information Sources and Services: Concept, Definition and Trends
- Reference Interview and Search Techniques
- Documentary and Non Documentary Sources types
- Information Sources: Criteria for Evaluation
- Definition, Purpose, Scope of the Following Types of Reference Sources (with evaluation of at least two representative sources in each category)
 - Background sources
 - Current sources

UNIT-II

- Definition, Purpose, Scope of the following types of Reference Sources (with evaluation of at least two representative sources in each category)
 - Bibliographical Sources
 - Language sources
 - Biographical sources
 - Educational sources
 - Geographical sources

UNIT-III

- Objective types of questions based on the above mentioned information sources will be set.

Reading List:

1. Cheney, F.N. (1971). *Fundamental Reference Sources*. Chicago: ALA
2. Foskett, D.J. (1967). *Information Service in Libraries*. London: Crosby Loakwood.
3. Singh, S. (1986). *Reference Service in Academic Libraries in India*. New Delhi: Ess Ess Publications.
4. Kohl, D.F. (1942). *Reference Services and Library Instruction: A Handbook for Library Management*.
5. Dhiman, A.K. and Rani, Y. (2005). *Information and Reference Sources and Services*. New Delhi: Ess Ess Publications.
6. Ranganathan, S.R. (1940). *Reference Service, Bangalore: Sarada Ranganathan Endowment for Library Science*.
7. Shores, L. (1954). *Basic Reference Sources: An Introduction to materials & Methods*. Chicago: ALA.
8. Katz, W.A. (1982). *Introduction to reference work (Vol.1): Basic Information Sources*. New York. Mc Graw Hill.
9. Katz, W.A. (1982). *Introduction to reference work (Vol.2): reference Services & Reference Processes*. New York: Mc Graw Hill.
10. Cassell, K.A. and Hiremath, U. (2013). *Reference and Information Services: An Introduction*. New Delhi: DBS Imprints.

Paper-IV
BLS-8004

Credits: 4
Marks :100

Library Classification (Practice) by DDC & Elementary UDC

Section 'A' Dewey Decimal Classification 22nd & 23rd edition

Practical Classification of complex titles involving use and application of following tables and techniques:

-
- Sub-Divisions of Individual Literatures (Table – 3)
- Sub-Divisions of Individual Languages (Table – 4)
- Racial, Ethnic and national Sub-Divisions (Table – 5)
- Languages (Table – 6)
- Add to instructions:
 - ... 'Add from tables
 - ... 'Add from schedules'
 - ... 'Add from both tables and schedules'
- Manual
- Relative Index

NOTE:- In this section, **TEN** titles are to be classified by Dewey Decimal Classification (22nd /23rd Edition) and **TWO** class numbers will be given for digit by digit interpretation.

Section- 'B' Universal Decimal Classification (Abridged Edition) 2003

Practical classification of Simple titles involving the use of -

- Main Tables
- Common and special Auxiliaries

Structure of the Question paper:

The Question Paper will be divided into two parts as follows:-

Note : In this section, Five Titles are to be classified by UDC (3rd Abridged Ed.) and ONE class number will be given for digit by digit interpretation.

Reading List:

1. Dewey, Melvil (2003). *Dewey Decimal Classification and Relative Index [22nd]*. Ohio: OCLC.
2. Mitchell, Joan S. ed. (2011). *Dewey Decimal Classification and Relative Index [23rd]* Ohio : OCLC.
3. Satija, M.P. (2004). *Exercises in the 22nd edition of the Dewey Decimal Classification*. New Delhi : Ess Ess Publication.
4. Satija, M. P.& Comaromi, John P.(1987). *Introduction to the practice of Dewey Decimal Classification*. New Delhi: Sterling Publisher.
5. British standard institution, (2006). *UDC: Universal Decimal Classification*. London: British Standard Institution.

Paper-V
BLS-8005

Credits: 4
Marks: 100

Library Cataloguing Practice-II

- Descriptive Cataloguing of Printed Monographs using AACR- 2 using Sear's List of Subject Headings for Subject Cataloguing of :
 - Corporate Authors
 - Multi Volume
 - Composite works
- The practical class record of the items catalogued and entries made will be maintained by each student.
- The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Structure of Question Paper : The question paper will comprise of **FOUR** titles of English language documents to be catalogued by AACR-2

Reading List:

1. Noorul Hasan Khan, Nath, K. and Sardana, J.L. (1984). *Cataloguing Practice*. New Delhi: Gitanjali publishing.
2. Ranganathan, S.R and Bhattacharya, G. (1990). *Cataloguing Practice*. Bangalore: Sarda Ranganathan Endowment for library science.
3. Sharma, C.D. (1973). *Classified catalogue code: in theory and practice*. Delhi: Metropolitan book.
4. Krishan Kumar (1983). *Introduction to cataloguing practice*. New Delhi: Vikas.
5. Bakewell, K.G.B. (1974). *A manual of cataloguing practice*. Oxford: Pergamon Press.
6. Viswanathan, C.G. (1983). *Cataloguing: theory and practice*. Lucknow: Print house.
7. Sengupta, B. (1974). *Cataloguing: Its theory and practice*. Calcutta: World press.

**Paper-VI
BLS-8006**

**Credits: 2
Marks :50**

Information Technology (Practice)

(50 Marks)

Practical classes will be arranged to train the students on the following areas:

1. HTML
2. Data base computation: SOUL & Alice for Windows
3. Online Searching of Databases
4. WINISIS