

**JADAVPUR UNIVERSITY  
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE  
SYLLABUS FOR LIS PROGRAMMES UNDER CBCS WITH  
EFFECT FROM THE ACADEMIC YEAR 2018-2019**

**BoS Approved : 29<sup>th</sup> January 2018  
Faculty Council Approved : 2018**

**Abbreviations:**

**C=core**

**E=Elective**

**F= Foundation**

**L=Lecture**

**T=Tutorial**

**P= Practical / Project / Practice**

**IA=Internal Assessment**

**Note:**

*The instructor reserves the right to make changes to this syllabus as necessary.*

### Bachelor of Library & Information Science Programme (One Year)

Course code	Course Title	C/E/F	Credits				Marks	
			L	T	P	C	Exam	IA
<b>1<sup>st</sup> Year 1<sup>st</sup> Semester</b>								
BL-01	Foundations of Library & Information Science	C	4	0	0	4	50	00
BL-02	Knowledge Organization-I	C	2	0	1	3	50	25
BL-03	Library Classification (Practice) -I	C	0	0	2	2	50	25
BL-04	Resource Description (Practice) - I	C	0	0	2	2	50	25
BL-05	Information Sources	C	2	0	1	3	50	25
BL-06	Information Services	C	2	0	1	3	50	25
BL-07	Computer Fundamentals & Library Automation (Theory)	C	2	0	1	3	50	25
BL-F1	Communicative English	F	1	0	1	NC	00	50
	Sub Total		12	0	8	20	350	150
<b>1<sup>st</sup> Year 1<sup>st</sup> Semester Total</b>			<b>Credit=20</b>				<b>Marks=500</b>	
<b>1<sup>st</sup> Year 2<sup>nd</sup> Semester</b>								
BL-08	Management of Libraries & Information Centres	C	4	0	0	4	50	00
BL-09	Knowledge Organization-II	C	2	0	1	3	50	25
BL-10	Library Classification (Practice)-II	C	0	0	2	2	50	25
BL-11	Resource Description (Practice) -II	C	0	0	2	2	00	75
BL-12	Digital Information Sources (Practice)	C		0	2	2	00	75
BL-13	Indexing Systems	C	2	0	1	3	50	25
BL-14	Computer Fundamentals & Library Automation (Practice)	C	0	0	2	2	00	75
BL-15	Library Preservation & Conservation	C	0	0	1	1	00	25
BL-16	Field Work	C	0	0	3	3	00	50
BL-17	Seminar, Aptitude & Personality Test	C	0	0	2	2	00	50
BL-F2	General Knowledge/Awareness	F	2	0	0	NC	00	50
	Sub Total		08	0	16	24	200	400
<b>1<sup>st</sup> Year 2<sup>nd</sup> Semester Total</b>			<b>Credit=24</b>				<b>Marks=600</b>	
<b>Course Total</b>			<b>Credit=44</b>				<b>Marks=1100</b>	

## 1<sup>st</sup> Year 1<sup>st</sup> Semester

**Paper Code: BL-01**

**Paper Name: FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE**

- Library as a Social Institution. Social and historical foundation of libraries. Types of libraries and their characteristics and functions. Role of libraries in promoting reading habits and information literacy. Five laws of library science.
- Library movements and development of libraries in modern India. Library Legislation.
- Resource sharing and networking. Library Consortia.
- Laws relating to bibliographic control. Press & Registration of Books Act, D. B. Act. Intellectual Property Rights. Patents, Copyright. Right to Information. Censorship. Data protection
- Library and Information Profession. Attributes of a profession. Librarianship as a profession. Professional ethics. Professional associations and their role in development of the profession. International and national associations and organizations.
- Public Relations and Extension Activities. Definition and activities. Publicity and extension, outreach activities. Community Information Service
- National Policies and Programmes (NAPLIS). UAP, UBC
- Library Promotional Agencies , e.g., RRRLF

### **Suggested Readings:**

Baker, D. (2011). *Libraries and society: Role, social responsibility and future challenges*. Oxford: Chandos Publishing.

Chakraborty, B. (1993). *Library and information society*. Calcutta: World Press.

Feather, J. (1998). *The Information society*. London: Library Association.

Foskett, D. J. (1984). *Pathways for communication: Books and libraries in the information age*. London: Clive Bingley.

Khanna, J. K. (2003). *Library and society*. New Delhi: Ess Ess Publications.

Kumar, P.S.G. (2003). *Foundations of library and information science*. New Delhi: B. R. Publishing.

Kumar, S. & Sah, L. (2000). *Public library act in India*. New Delhi: Ess Ess Publications.

Ranganathan, S. R. (1989). *The Five laws of library science*. New Delhi: UBSPD.

Rubin, R. (2010). *Foundations of library and information science*. New York: Neal-Schuman Publishers.

**Paper Code: BL-02**

**Paper Name: KNOWLEDGE ORGANIZATION – I**

- Meaning, purpose and functions of classification. Knowledge classification and Book classification. Classification schemes and their components. Notation: qualities, types and role in classification.
- Universe of Knowledge. Definition, attributes and structure of knowledge. Subjects – their types and modes of formation. Isolates and Auxiliaries - common and special. Facets and Facet Analysis, Speciators and their kinds, Indicator digits.
- Basic Concepts and Genesis of Cataloguing. Library catalogue – Historical and theoretical foundations. Objectives and functions of library catalogue.
- Forms of Catalogue. Physical forms-book, sheaf, card and machine readable forms. Inner forms-dictionary, classified and alphabetico-classed. Entries-formats, kinds and function. Filing rules.
- Library Catalogue Codes-definition, need, components. History of catalogue code. Simplified and selective cataloguing. Cooperative cataloguing. CIP. Union catalogue.
- Project on Classified Catalogue Code (CCC)

**Suggested Readings:**

Broughton, V. (2004). *Essential classification*. London: Facet Publishing.

Dhyani, P. (1998). *Library classification: Theory and principles*. New Delhi: Vishwa Prakashan.

Girija Kumar & Krishan Kumar. (2004). *Theory of cataloguing*. New Delhi: Vikas Publishing House.

Husain, Sabahat. (2004). *Library classification: Facets and analysis*. Delhi: B. R. Publishing.

Krishan Kumar. (1988). *Theory of classification* (4<sup>th</sup> rev. ed.). New Delhi: Vikas Publishing House

Ohdedar, A. K. (1994). *Book classification*. Calcutta: Bengal Library Association.

Ranganathan, S. R. (1967). *Prolegomena to library classification* ( 3<sup>rd</sup> ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Ranganathan, S. R., & Neelameghan, A. (1964). *Classified Catalogue Code, with additional rules for dictionary catalogue code* (5<sup>th</sup> ed.). London: Asia Publishing House.

Taylor, A. G. (2007). *Introduction to cataloguing and classification* (10<sup>th</sup> ed.). New Delhi: Atlantic.

Viswanathan, C. G. (2008). *Cataloguing theory and practice*. New Delhi: Ess Ess.

**Paper Code: BL-03**

**Paper Name: LIBRARY CLASSIFICATION (PRACTICE) – I**

- Classification of documents representing simple subjects by DDC
- Classification of documents requiring use of tables by DDC
- Classification of documents requiring ‘add’ notation by DDC
- Assignment of book numbers by using Cutter- Sanborn table

**Suggested Readings:**

Dewey, M. (2011). *Dewey decimal classification and relative index* ( 23rd ed.). Dublin,Ohio: OCLC.

**Paper Code: BL-04**

**Paper Name: RESOURC DESCRIPTION (PRACTICE) –I**

Cataloguing of printed books and serials (Continuing resources) using AACR2 (R)

- Single authorship. Shared responsibility. Mixed responsibility. Pseudonyms.
- Corporate body.

- Uniform titles.
- Continuing resources.
- Analysis.
- References.

### **Suggested Readings:**

American Library Association et al. (1978). *Anglo-American cataloguing rules* (2<sup>nd</sup> ed., 1988 rev.). Chicago: ALA.

Hunter, E.J. (1989). *Examples illustrating AACR 2:1988 revision*. London: Library Association, 1989.

Maxwell, R. L. & Maxwell, M. F. (2004). *Maxwell's handbook for AACR2R*. Chicago: American Library Association.

Sears, M. E. (2010). *Sears List of Subject Headings* (20th ed.). New York: H. W. Wilson.

Taylor, A. G. (2000). *Wynar's Introduction to cataloging and classification* (9th ed.). Englewood, Colo. : Libraries Unlimited.

### **Paper Code: BL-05**

#### **Paper Name: INFORMATION SOURCES**

- Documents and its different categories. Paper based documentary sources: primary, secondary and tertiary. Non- paper based documentary sources : micro publications, films, digital information sources, e-journals, ETD's. Non-Documentary Sources. Human sources . Institutional sources.
- Definition and need of reference, documentation and information services. On-line and Off-line information services. Reference books- Meaning - Differences with traditional book. Categories of reference books, Indian reference sources. Evaluation of reference and information sources. Information query and search strategy, query negotiation.
- Information service to generalist users: short range and long range. Information service to specialist users- Documentation list, CAS, SDI, indexing and abstracting services. Bibliographic Information Services. Referral service. Translation services. Document Delivery Service.

- Information systems and centers. National and international information systems and centers on different disciplines e.g., UNESCO, IFLA, OCLC, NASSDOC, DESIDOC, SENDOC, NISCAIR, NICNET, ERNET, DELNET, INFLIBNET, AGRIS , INIS, MEDLARS and others.
- Project on Printed reference tools:
  - i. Each student is required to submit a project report on study of references and information sources using a prescribed format for evaluation.
  - ii. Answering specific reference questions. Each student is required to answer reference questions from printed reference tools.

### **Suggested Readings:**

Bopp, R. E., & Smith, L. C. (1995). *Reference and information services: An introduction*. Englewood, Colo.: Libraries Unlimited.

Cassell, K. A., & Hiremath, U. (2013). *Reference and information services: An Introduction* (3rd ed.). London: Facet Publishing.

Gorman, G. E. (2001). *Information services in an electronic environment*. Lanham, MD: Scarecrow Press.

Jahoda, G. & Braunagl, J.S. (1980). *The librarian and reference queries: A systematic approach*. New York: Academic Press.

Katz, B. (2002). *Introduction to reference work*. Boston: McGraw-Hill.

Krishan Kumar (1996). *Reference service*. New Delhi: Vikas Publishing House.

Lester, R., (Ed.). (2005-2007). *The new Walford guide to reference resources*. 2 vols. (Vol. 1 – Science, Technology and Medicine, Vol. 2 – Social Sciences). London: Facet Publishing.

Parker, C. C. & Turly, R. V. (1986). *Information sources in science and technology*. London: Butterworth.

Ranganathan, S. R. (2006). *Reference service*. Bangalore: Sarada Ranganathan Endowment for Library Science.

Ross, C.S., Nilsen, K., & Dewdney, P. (2002). *Conducting the reference interview: a how-to-do manual for librarians*. London: Facet Publishing.



Sheehy, E. P. (Ed.) (1986). *Guide to reference books* (10<sup>th</sup> ed.). Chicago: American Library Association.

**Paper Code: BL-06**

**Paper Name: Information Services**

- Documentation –its origin and development. Documentation work and Documentation service.
- Information users .Characteristics of users. User studies- behavior study , use study and information flow study. User’s need- different approaches. User survey - different methods . Users education- Objectives - Types of programmes.
- Bibliometrics and related concepts.
- Standards relating to information wok. Standardization agencies – Bibliographical references – e.g., APA style, ISBN and ISSN –ISBD – Terminology –Indian & International standards
- Project on Study of the subject:

Each student is required to carry out a brief study of subject in prescribed proforma on which the secondary information products / services will have to be prepared and submitted for evaluation.

**Suggested Readings:**

Chatterjee, A. (1983). *Elements of documentation*. Calcutta: The Author.

Grogan, D. (1987). *Science and technology: An introduction to the literature* (4<sup>th</sup> ed.). London: Clive Bingley.

Guha, B. (1983). *Documentation and information: services, techniques and systems*. Calcutta: World Press.

Ranaganathan, S. R. (Ed.).(1963). *Documentation and its facets*. Bombay: Asia Publishing.

**Paper Code: BL-07**

**Paper Name: COMPUTER FUNDAMENTALS & LIBRARY AUTOMATION (THEORY)**

- Computers -History, generations, characteristics and classification. Physical components of a digital computer and peripheral devices. Numbering system and their conversion, Binary arithmetic. Text representation codes - ASCII, EBCDIC and UNICODE. Software - types and functions. Operating system - WINDOWS and LINUX. Open Source Software and Open standards. Computer programming languages. Computer security.
- File organization and DBMS - Concepts, scope, purpose and advantages of DBMS. File organization and File utilities. Database models. Bibliographic databases. Search strategy and techniques of data retrieval. CD-ROM and Online databases searching.
- Computer Networks - Concepts. Data transmission media and modes. Data transmission services. Networks - Types and topologies. Internet - Origin and its development. ISPs and connection options. Internet addressing system. Network protocols. Internet resource access tools - Telnet, WWW, etc. Web retrieval tools: subject directories, search engines and meta search engines. Internet services and their impact on the library. Intranet, Extranet.
- Library Automation – Planning – System selection and implementation. Impact of ICT on library and information systems. Integrated Library Management Systems (ILMS); Criteria for selection. Different modules of ILMS. Digital library – Basic concepts. Digital library software.
- Project on Computer Applications: Office management Software Group.

**Suggested Readings:**

Basandra, S. K. (2002). *Computers today*. New Delhi: Galgotia

Bradley, P., & Aslib. (2000). *World Wide Web: how to design and construct web pages*. London: Aslib.

Chowdhury, G. G., & Chowdhury, S. (2001). *Searching CD-ROM and online information sources*. London: Facet Publishing.

Engard, N. C. (2010). *Practical open source software for libraries*. Oxford: Chandos Publishing.

- Haravu, L.J. (2004). *Library automation: design, principles and practice*. New Delhi: Allied Publishers.
- Hunt, R. & Shelly, J. (1999). *Computer and commonsense*. New Delhi: Prentice Hall.
- Jean, G. (2011). *Digital library*. New Delhi: World Technologies.
- Lesk, M. (1996). *Understanding digital libraries*.( 2nd ed.). San Francisco: Morgan Kaufman.
- Rajaraman, V. (1995). *Fundamentals of computers*. New Delhi: Parentice-Hall of India.
- Rowley, J. E. (1996). *Computer for libraries*. London: Library Association.
- Sinha, P. K. (2011). *Computer fundamentals: concept, systems and applications* (6<sup>th</sup> ed.). Delhi: BPB Publications.
- Tanenbaum, A. S. (2003). *Computer networks*. New Delhi: Prentice Hall of India.
- William, A. (2005). *Digital libraries*. New Delhi: Anne.

**Paper Code: BL-F1**

**Paper Name: COMMUNICATIVE ENGLISH**

- Listening
- Speaking
- Reading and Comprehension
- Basic writing skills. Report, Covering letter , Curriculum-Vitae & Summary writing,
- Basic English grammar

**Suggested Readings:**

- Brown, S.E. & Lucas, C. (2009). *English in the workplace*. New York: McGraw-Hill.
- Kolln, M. & Funk, R. (2012). *Understanding English grammar* (9<sup>th</sup> ed.). Boston: Pearson Education.
- Marggraf Turley, R. (2000). *Writing essays: A guide for students in English and the humanities*. London: RoutledgeFalmer.
- Murphy, R. (2012 ). *English grammar in use: A self-study reference and practice book for intermediate learners of English with answers* (4<sup>th</sup> ed.). Cambridge: Cambridge University Press.

Sasikumar, V. & Dhamua, P.V. (1993). *Spoken English: A self-learning guide to conversation practice*. New Delhi: Tata-McGraw-Hill.

Wyatt, R. ( 2012 ). *Check your English vocabulary for IELTS* (3<sup>rd</sup> ed.). London: Bloomsbury Publishing.

## 1<sup>st</sup> Year 2nd Semester

**Paper Code: BL-08**

**Paper Name: MANAGEMENT OF LIBRARIES & INFORMATION CENTRES**

- Management: Concept and Principles. Principles of Scientific Management in Libraries and Information Centers. Elements of Management Process (POSDCORB).
- Library building, Furniture, Equipments and other infrastructure. Planning. Standards. Library committee - constitution, nature, powers and functions. Role of the librarian. Library rules-need, nature, contents and implications. Library house-keeping operations. Library as a system. Subsystems of a library- Acquisition, Technical, Maintenance and Conservation, Circulation, Periodicals, etc.
- Book selection principles - Drury's principle - Dewey's principle - McColvin's principle - Ranganathan's principle. Book selection tools.
- Human Resource Management. Manpower planning. Staff size, staff formula, selection and recruitment. Job analysis, Job description, Job evaluation. Staff training and development. Motivation and supervision. Performance evaluation.
- Financial Management. Sources of library finance and resource mobilization. Financial estimation and cost benefit analysis. Budgeting techniques/methods. Library accounts and auditing.
- Library Records, Reports. Different types of records and their importance. Annual reports: contents, importance and compilation.

### **Suggested Readings:**

Evans, G. E. (1983). *Management techniques for librarians.* (2nd ed) New York: Academic Press.

Evans, G. E. and Layzell, P. (2007). *Management basics for information professionals* (2nd ed.). London: Libraries Unlimited.

Gupta, S. K. (1989). *Granthagar Prashasan.* Kolkata: Paschimbanga Rajya Pustak Parshad.

Hayes, R. M. (2001). *Models for library management, decision-making, and planning.*

- San Diego, Calif.: Academic Press.
- Hernon, P., & Altman, E. (1998). *Assessing service quality: Satisfying the expectations of library customers*. Chicago: American Library Association.
- Jain, A. K. (1999). *Marketing information products and services: a primer for library and information professionals*. New Delhi: Tata McGraw-Hill.
- Katz, W.A. (1980). *Collection development, the selection of materials for libraries*. New York: Holt, Rinehart & Winston.
- Krishan Kumar. (1987). *Library administration and management*. New Delhi: Vikas Publishing House.
- Krishan Kumar. (1985). *Library manual*. New Delhi: Vikas Publishing House.
- Laughlin, S., & Wilson, R. W. (2008). *The quality library: A guide to staff-driven improvement, better efficiency, and happier customers*. Chicago: American Library Association.
- Mittal, R.L. (1984). *Library administration: theory and practice* (5th ed.). Delhi: Metropolitan.
- Mukherjee, A.K. (1974). *Book selection: Principles, practice and tools*. Calcutta: World Press.
- Peter, C., & Gorman, G.E. (2001). *Managing information resources in libraries and information services: collection management in theory and practice*. London: Facet Publishing.
- Pugh, L. (2007). *Change management in information services*. Aldershot, England: Ashgate.
- Ranganathan, S.R. (1959). *Library administration* (2nd ed.). Bombay: Asia Publishing House.
- Ranganathan, S R. (1989). *Library book selection*. Bangalore: Sarada Rangnathan Endowment for Library Science.
- Rowley J. (2001). *Information marketing*. Aldershot: Ashgate.
- Spiller, D. (1974). *Book selection: an introduction to principles and practice* (Rev. 2nd ed.). London: Clive Bingley.

**Paper Code: BL-09**

**Paper Name: KNOWLEDGE ORGANIZATION – II**

- Methods of Knowledge Organization. General theory of library classification - Normative Principles. Three planes of work. Laws, Canons, Principles and Postulates. Fundamental categories.
- Schemes of Library Classification. Universe of knowledge as mapped in different schemes of classification. Species of Library Classification Schemes. Standard schemes of library classification - introduction, features and applications of DDC,UDC and CC
- Principles and Rules of Cataloguing. Canons of cataloguing. International Conference on Cataloguing Principles (ICCP); Features of Classified Catalogue Code. Features of Anglo-American Cataloguing Rules-II. Resource Description & Access (RDA) – Basics. Rendering of Indic names.
- Subject Cataloguing - General Principles . Subject heading lists and their features. Sears List of Subject Headings, Library of Congress Subject Headings.
- Recent trends in Library classification and cataloguing.
- Project on Colon Classification.

**Suggested Readings:**

Broughton, V. (2004). *Essential classification*. London: Facet Publishing.

Dhyani, P. (1998). *Library classification: Theory and principles*. New Delhi: Vishwa Prakashan.

Girija Kumar & Krishan Kumar. (2004). *Theory of cataloguing*. New Delhi: Vikas Publishing House.

Husain, Sabahat. (2004). *Library classification: Facets and analysis*. Delhi: B. R. Publishing.

Krishan Kumar. (1988). *Theory of classification* (4<sup>th</sup> rev. ed.). New Delhi: Vikas Publishing House.

Ohdedar, A. K. (1994). *Book classification*. Calcutta: Bengal Library Association.

Ranganathan, S. R. (1967). *Prolegomena to library classification* ( 3<sup>rd</sup> ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Ranganathan, S. R. (1960). *Colon Classification* (6<sup>th</sup> ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Ranganathan, S. R. (1987). *Colon Classification* (7<sup>th</sup> ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Ranganathan, S. R., & Neelameghan, A. (1964). *Classified Catalogue Code, with additional rules for dictionary catalogue code* (5th ed.). London: Asia Publishing House.

Taylor, A. G. (2007). *Introduction to cataloguing and classification* (10<sup>th</sup> ed.). New Delhi: Atlantic.

Viswanathan, C. G. (2008). *Cataloguing theory and practice*. New Delhi: Ess Ess.

**Paper Code: BL-10**

**Paper Name: LIBRARY CLASSIFICATION (PRACTICE) – II**

- Classification of documents representing simple subjects by UDC
- Classification of documents requiring addition of common auxiliaries and ‘subdivide as’ notation by UDC
- Classification of documents requiring addition of special auxiliaries by UDC
- Assignment of book number by CC

**Suggested Readings:**

British Standards Institution. (2005). *UDC: Universal Decimal Classification* (Standard ed.). London: BSI.

Singh, K. P. (2013). *UDC: A manual for classification practical and information resources*. New Delhi: Today & Tomorrow's Printers and Publishers.

**Paper Code: BL-11**

**Paper Name: RESOURC DESCRIPTION (PRACTICE) –II**

- Subject cataloguing.
- Machine readable cataloguing.

**Suggested Readings:**

American Library Association et al. (1978). *Anglo-American cataloguing rules* (2<sup>nd</sup> ed., 1988 rev.). Chicago: ALA.



Fritz, D., & Fritz, R. (2003). *MARC 21 for everyone: A practical guide*. Chicago : American Library Association

Hunter, E.J. (1989). *Examples illustrating AACR 2:1988 revision*. London: Library Association, 1989.

Lazarinis, F. (2015). *Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards*. Oxford: Chandos Publishing.

Maxwell, R. L. & Maxwell, M. F. (2004). *Maxwell's handbook for AACR2R*. Chicago: American Library Association.

Mukhopadhyaya, A. (2007). *Guide to MARC 21 for cataloging books and serials*. Oxford: Chandos Publishing.

Sears, M. E. (2010). *Sears List of Subject Headings* (20th ed.). New York: H. W. Wilson

Taylor, A. G. (2000). *Wynar's introduction to cataloging and classification* (9th ed.). Englewood, Colo. : Libraries Unlimited.

Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

- **MARC 21 documentation ([www.loc.gov/marc/](http://www.loc.gov/marc/))**

MARC Code List for Countries.

MARC Code List for Geographic Areas.

MARC Code List for Languages.

*MARC Code Lists for Relators, Sources, Description Conventions.*

MARC 21 LITE Bibliographic Format. [On the World Wide Web only]

MARC 21 Concise Formats

*MARC 21 Format for Bibliographic Data.*

*MARC 21 Format for Community Information.*

*MARC 21 Format for Holdings Data.*

*MARC 21 Format for Authority Data.*

MARC 21 Format for Classification Data.

MARC 21 Specifications for Record Structure, Character Sets and Exchange Media.

**Paper Code: BL-12**

**Paper Name: DIGITAL INFORMATION SOURCES (PRACTICE)**

- Study of the digital reference sources. Each student is required to submit a project report on study of references and information sources using a prescribed format for evaluation.
- Answering specific reference questions. Each student is required to answer reference questions from digital references reference sources.

**Suggested Readings:**

Forney, M. (2003). *Digital reference services*. New Delhi : Dominant Publishing.

Lankes, R. D. (2009). *New concepts in digital reference*. [S. l.]: Morgan & Claypool.

Lankes, R. D., & Nast, P. (2008). *Virtual reference service: from competencies to assessment*. New York: Neal-Schuman.

Liu, J. (2007). *The evaluation of worldwide digital reference services in libraries*. Oxford: Chandos.

Zabel, D. (2011). *Reference reborn: Breathing new life into public services librarianship*. Santa Barbara, Calif.: Libraries Unlimited.

**Paper Code: BL-13**

**Paper Name: INDEXING SYSTEMS**

- Natural language vs. Indexing Languages. Characteristics of indexing language . Vocabulary control devices- Classification Schemes- Subject Heading Lists - IRThesaurus - Thesauro facet - Classaurus . Contribution of Cutter, Kaiser, Ranganathan, Coats, Farradane for the development of indexing principles.
- Indexing systems and techniques. Assigned indexing vs. derived indexing. Assigned indexing systems- Pre-Coordinate (Chain procedure, PRECIS and POPSI ) and Post-Coordinate indexing system (Uniterm ). Derived indexing systems: Title based (KWIC, KWOC and KWAC), Citation based (SCI, SSCI, AHCI) and Full-Text (Web of Science, Google Scholar, Scopus, STAIRS, LEXIS-NEXIS,). Automatic indexing.

- Project on Indexing systems  
Each student is required to submit a project on the preparation of secondary information products / services like Current Awareness List, Documentation List, Indexing/ Abstracting bulletin etc. for evaluation .

### **Suggested Readings:**

Chatterjee, A. (1983). *Elements of documentation*. Calcutta: The Author.

Foskett, A. C. (1996). *The subject approach to information* (5th ed.). London: Clive Bingley.

Guha, B. (1983). *Documentation and information: services, techniques and systems*. Calcutta: World Press.

Lancaster, F. W. (1998). *Indexing and abstracting in theory and practice*. Illinois: University of Illinois.

Ranaganathan, S. R. (Ed.).(1963). *Documentation and its facets*. Bombay: Asia Publishing.

### **Paper Code: BL-14**

### **Paper Name: COMPUTER FUNDAMENTALS & LIBRARY AUTOMATION (PRACTICE)**

- Project on Web Page Designing.
- Project on Library Automation Software

### **Suggested Readings:**

Basandra, S. K. (2002). *Computers today*. New Delhi: Galgotia

Bayross, I. (2005). *Web enabled commercial applications development using ... HTML, DHTML, JavaScript, Perl CGI*. (3<sup>rd</sup> rev. ed.). New Delhi: BPB.

Bradley, P., & Aslib. (2000). *World Wide Web: How to design and construct web pages*. London: Aslib.

Deitel, H.M. (2006). *Internet and World Wide Web* ( 3<sup>rd</sup> ed.). New Delhi: Pearson Education.

Engard, N. C. (2010). *Practical open source software for libraries*. Oxford: Chandos Publishing.

Haravu, L.J. (2004). *Library automation: Design, principles and practice*. New Delhi: Allied Publishers.

- Hunt, R. & Shelly, J. (1999). *Computer and commonsense*. New Delhi: Prentice Hall.
- Jean, G. (2011). *Digital library*. New Delhi: World Technologies.
- Lesk, M. (1996). *Understanding digital libraries* ( 2nd ed.). San Francisco: Morgan Kaufman.
- Rajaraman, V. (1995). *Fundamentals of computers*. New Delhi: Parentice-Hall of India.
- Rowley, J. E. (1996). *Computer for libraries*. London: Library Association.
- Sinha, P. K. (2011). *Computer fundamentals: concept, systems and applications* (6<sup>th</sup> ed.). Delhi: BPB Publications.
- William, A. (2005). *Digital libraries*. New Delhi: Anne.

**Paper Code: BL-15**

**Paper Name: LIBRARY PRESERVATION & CONSERVATION**

- Basics of preservation and conservation, need and purpose. Preservation of print materials- books, periodicals, pamphlets. Preservation of non-print materials- palm leaves, manuscripts, films, CD's, DVD's.
- Hazards and control measures to library materials - Environmental factors (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc), chemical factors, biological factors.
- Binding - Types of binding , binding materials and their varieties, binding process, standards for library binding.
- Digital preservation- Basics

**Recommended Readings:**

- Casey, J. P. (1982). *Paper making*. New York : Interscience Publishers
- Corduroy, J. (1978). *Book binding for beginners*. London : Thomas and Hudson
- Dasgupta, K., (Ed.) (1988). *Conservation of library materials*. Calcutta : National Library.
- Durean, J. M. & Clements, D. W. G. (1986). *Principles of the preservation of library materials*. Hague : IFLA
- Harvey, P. (1993). *Preservation in libraries: A reader*. London : R. R. Bowker.

Singh, R. S. (1993). *Conservation of documents in libraries, archives and museums*. New Delhi: Aditya Prakashan.

**Paper Code: BL-16**

**Paper Name: FIELD WORK**

- Field (library, users, use behavior, community information, local history etc.) surveys will be conducted by the students and supervised by the teachers of the department. After completion of the survey each student will submit a survey report and present the same in the colloquium conducted and evaluated by the departmental teachers.

**Paper Code: BL-17**

**Paper Name: SEMINAR, APTITUDE & PERSONALITY TEST**

- The aptitude and personality of the students will also be evaluated through continuous assessment, viva-voce and seminar presentation

**Paper Code: BL-F2**

**Paper Name: GENERAL KNOWLEDGE / AWARENESS**

- Current events of national and international importance.
- History of India and Indian national movement.
- Indian and World Geography- Physical, Social, Economic Geography of India and the world.
- Indian Polity and Governance – Constitution, Political system, Panchayati Raj, Public Policy, Rights issues, etc.
- Economic and Social development – sustainable development, poverty, inclusion, demographics, social sector initiatives etc.
- General issues on environmental ecology, Bio-diversity and Climate change-that do not require subject specialization.
- General science.

**Recommended Readings:**

*General studies for civil services preliminary examination.*(2018). New Delhi: Tata McGraw-Hill.

India. Ministry of Information and Broadcasting. Research and Reference Division. *India : A reference annual*. New Delhi: The Ministry.

Mathew, M. & Philip, M. (2017). *Manorama yearbook 2018* (53<sup>rd</sup> ed.). Kottayam: Malayala Manorama.

