

SYLLABUS: 2019-2020

LIBRARY AND INFORMATION SCIENCE

B.Lib.I.Sc: FIRST SEMESTER

**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**



**Doctor Harisingh Gour Vishwavidyalaya
(A Central University)**

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

Bachelor of Library and Information Science

Course of Studies and Examination- 2019-2020

Scheme of Courses: Semester 1

B.Lib.I.Sc. Programme Semester-1, 2018-19

S.No	TH/ PR	Course Code	Course Title	L	T	P	C	Marks			
								Int. Ass	Mid Sem	End Sem	Total
1	TH	LIS CC- 111	Foundations of Library and Information Science	3	1	0	4	20	20	60	100
2	TH	LIS CC- 112	Knowledge Organisation and Information Processing: Classification Theory (KOIP/CLT)	3	1	0	4	20	20	60	100
3	TH	LIS CC- 113	Library Information Technology	3	1	0	4	20	20	60	100
4	PR	LIS CC- 114	Knowledge Organisation and Information Processing: Classification Practice (KOIP/CLP)	0	2	2	4	20	20	60	100
5	TH	LIS CC- 115	Information and Communication	3	0	0	3	20	20	60	100
6	TH	LIS CC- 116	Communicative English	2	0	0	2	20	20	60	100
			Total Credits	21							
			Total Marks					600			

Note: Each course code is having maximum Marks of 100. The distribution of 100 marks for each course code consists of Mid Semester Examination of 20 marks, Internal assessment of 20 marks and End Semester Examination of 60 Marks.

Foundations of Library and Information Science

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 111	Foundation of Library and Information Science	3	1	0	4

Credits: 4 Teaching Hours: 60 Hours (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit-1 : Library and Society: An Introduction

- Historical Foundations of Library
- Different types of Libraries: Public, Academic and Research - their Objectives, Functions, Services and Distinguishing Features
- Role of Library in Society

Unit-2 : Laws of Library and Information Science

- Five Laws of Library Science and their Implications
- Five Laws of Library Science in ICT Environment

Unit-3 : Library and Information Science Profession

- Attributes of a profession
- Librarianships as a profession
- Professional Ethics, Professionalism
- Professional Education and Research

Unit-4: Library Movement at National and International level

- National and International Associations and Organizations: Aims, Objectives and Activities
- Library Associations of India: Indian Library Association(ILA); Indian Association of Special Library & Information Centres(IASLIC); Indian Association of Teachers of Library and Information Science(IATLIS)
- International Association: United Nations Educational, Social and Cultural Organisation(UNESCO); FID; IFLA and ALA

Unit-5: Library Legislation and Development of Libraries

- Library Legislation: Need and Essential Features
- Library Legislation in India: Need, Purpose, Functions and Essential Features
- Brief introduction of Library Legislation, Illus: Madras, Maharashtra, West Bengal, Andhra Pradesh, Karanataka, etc.
- Press and Registration Act; Delivery of Books (Public Libraries) Act
- IPR: Copyright Act
- Resource sharing and library networking: Definition, concept and Area of Resource sharing

Suggested Reading

Chakrabarti, B(1993) .Library and Information Society. Calcutta, World Press.
 Khanna, J.K. (1987).Library and Society. Kurukshetra, Research Publication.
 Krishan Kumar (1991). Library Organisation. New Delhi, Vikas Publishing House.
 Mahendra Kumar (2015). Library Organisation. Agra, Shriyanshi Publication.
 Rath, M and Rath, P.K. (1995). Sociology of Librarianship. New Delhi, Pratibha Prakashan.
 Ranganathan, S.R. (1964). Five Laws of Library Science. Ed.2.Bangalore, SRELS.
 Rout, R.K.(1986). Library Legislation in India. New Delhi, Reliance Publishing.
 Sharma, Pandey S.K. (1992). Libraries and Society. Ed2. New Delhi, Ess Ess Publication.
 Shastri, D. P. (2003). Pustakalaya Vigyan Parichaya. New Delhi, Indian Bibliographic Publication.
 Viswanathan, C.G.(1996). Introduction to Public Library Organization. Calcutta, Anand Publication.

Knowledge Organisation and Information Processing: Classification Theory

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 112	Knowledge Organisation and Information Processing: Classification Theory [KOIP/CLT]	3	1	0	4

Credits: 4 Teaching Hours: 60 (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit-1: Library Classification: Basic Concepts

- Definition, need, purpose and function
- Classification Theory: Need, importance and types
- Knowledge classification and Book Classification: Concepts, features
- Species of schemes of classification: Enumerative Vs Faceted/ Analytico- Synthetic Classification

Unit-2: Library Classification: Subject and Isolate

- Subjects and Isolates: Types and characteristics
- Systems and Specials
- Concept of Categories

Unit-3: Classificatory Language

- Notational systems: Types, characteristics, qualities and functions
- Concept of Sector and Zone in notation
- Devices in classification
- Concept of Call Number, Class Number, Book Number, Collection Number and their functions

Unit-4: Classification Principles and Isolates

- Canons of Classification
- Principles of Helpful Sequence
- Principles of Facet Sequence
- Postulation Approaches and their Usefulness in Classification

Unit-5: Facet Analysis, Phase Relation and Comparative study of Schemes

- Facet analysis: Definition and concept
- Phase relation
- Study of DDC and CC: Salient features, arrangement of Main Classes, study of tables and relative index

Suggested Reading:

Brian, Buchanan.(1979) Theory of Library Classification, London, Clive Bingley.
 Bhargava, G.D. (1971) *Granthalaya Vargikaran: Sidhanta Avam Prayoga. (In Hindi)*.
 Bliss, H.E. (1952) Organisation of Knowledge in Libraries
 Bhargava,G.D. and Sood, S.P. (1975) Colon Classification-Theory & Practice.
 Broughton, Vanda. (2004)Essential Classification. Facet Publishing,
 Dhayani Pushpa.(1998) Library Classification. Theory and Principles. New Delhi,Vishwa Prakashan.
 Dhyani, P. (1998) Library Classification: Theory and Practice. New Delhi, Vishwa Prakashan,
 Husain, Shabhat(2004) Library Classification: Facets and Analysis. Ed2. Delhi, B.R.Publishing Co.
 Jennifer, E. R.(1987). Organising Knowledge: An introduction to Information retrieval. Aldershot,Gower.
 Krishan Kumar (1991)Theory of Classification. Fourth Rev. Ed. , Delhi, Vikas, (Reprint)
 Chan, Lois Mai and Joan S. Mitchell (2003). Dewey Decimal Classification: Principles and Application. 3rd ed. Dublin, OH, OCLC
 Ranganathan, S.R. (1967) Prolegomena to Library Classification. Bombay, Asia Pub.

Library Information Technology

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC- 113	Library Information Technology	3	1	0	4

Credits: 4 Teaching hours: 60 (Unit Hrs. as indicated below) Max. Marks (20+20+60) 100

Unit-1 Introduction to computer

[10 Hours]

- Definition, need, characteristics.
- Historical background: generation of computers.
- Types of computers.

Unit-2 Computer Organization

[12 Hours]

- Basic units of a computer.
- Memory and its types-Primary and Secondary.
- Input and Output devices.

Unit-2 Software Components

[12 Hours]

- Types of Software: application and system software.
- Operating system: DOS and WINDOWS.
- Programming language: Introduction.
- Introduction to Multimedia

Unit-4 Library Automation

[14 Hours]

- Concept, need and areas of automation
- Library Automation Software: Stand-alone and Integrated
- Automation of in-house operation: Acquisition, Cataloguing, Circulation, Serial Control, OPAC and Library Statistics
- Salient features of SOUL and CDS/ISIS.

Unit-5 Networking and Digital Library

[12 Hours]

- Networking: Definition, need, merits and demerits
- Types of networks: LAN, WAN, MAN
- Network topologies
- Digital Libraries: Introduction

Suggested Reading

- Bose, S. (1981) Hardware and Software of Personal Computers. New Delhi, Wiley Eastern.
- Lehmann, K. K. D. (1987) Application of Microcomputers in information, documentation and libraries.
- Mahapatra, M. and Ramesh D.B. (2004) Information Technology applications in libraries. Bhubaneswar: Reproprint (P) Ltd.
- Pandey S.K., Sharma. (1994) Fundamentals of Library Automation. Delhi, Ess Ess Publication.
- Rajaraman, V. (1991) Fundamentals of Computers. New Delhi, Prentice Hall.
- Ravichandra Rao, I.K. (1990) Library Automation. New Delhi, Wiley Eastern.
- Rowley, J.E. (1980) Computer for Libraries. New York, K.G. Saur.
- Rajaramana, V. (1985) Computers for Libraries. Ed 2. London, Clive Bingley.
- Reynolds, D. Library automation. London, R.R. Bowker.
- Subramanian, N. (1990) Introduction to computer: Fundamentals of Computers Science. New Delhi, Tata McGraw Hill.
- Tedd, Lucy A. (1984) Introduction to Computer Based Library System. New York, John Wiley.

Knowledge Organisation and Information Processing: Classification Practice

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC- 114	Knowledge Organisation and Information Processing: Classification Practice KOIP/CLP	0	0	4	4

Credits: 4 Teaching Hours: 120 (Each Unit is of 24 Hrs.) Max. Marks (20+20+60) 100

Unit-1:

- Physical Structure of Schemes of Classification CC and DDC
- Classification of ideas, simple subjects in CC and DDC, Steps in classifying a document

Unit- 2

- Classification of simple and compound subjects by Colon Classification Scheme.

Unit-3

- Classification of Subjects by using scheme of Dewey Decimal Classification.

Unit-4

- Classification of subject titles using scheme Dewey Decimal Classification- Use of auxiliary tables.

Unit-5

- Classification of all types of subjects using schemes of Colon Classification and Dewey Decimal Classification

Suggested Reading

- Dhyani, Pushpa. (2002) Classifying with Dewey Decimal Classification (eds. 19th & 20th). Delhi, Ess Ess Publication
- Raju, A. A. N. (1984). Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi, Ajanta.
- Satija, M.P. (2001) Exercises in the 19th Edition of DDC. New Delhi, Concept Publishing Company.
- Sen, B.K. (2008). DDC Readymade. New Delhi, Ess Ess,.

Information and Communication

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 115	Information and Communication	3	0	0	3

Credits: 3 Teaching hours: 45 (Unit Hrs. as indicated below) Max. Marks (20+20+60)100

Unit-1 Information and Information Science [8 Hours]

- Data, Information and Knowledge: Conceptual difference
- Information: Characteristics, nature, value and use
- Information Science: Definition, scope and objectives

Unit-2 Communication: Basic Concepts [8 Hours]

- Communication: Definition, function and components
- Forms of Communication: Verbal -Non Verbal, mediated ,
- Media of Communication: from oral to written to print and digital
- Barriers to Information flow.
- Trends in Scientific Communication

Unit- 3 Communication models [10 Hours]

- Aristotle Model of Communication
- Berlo's Model of Communication
- Shannon and Weaver Model of Communication
- Schramm's Model of Communication
- Helical Model of Communication
- Harold Lasswell model of communication

Unit- 4 Library, Information and Society [10 Hours]

- Information Society: Genesis and characteristics
- National Knowledge Commission and Information Policy
- Scientific Communication: Modes- Making a technical presentation (or poster), Writing technical reports

Unit-5 Extension Activities [9 hours]

- Extension Services: Concept and programs
- Public Relation: Definition, need and activities.
- Consultancy including Promotional Web Tools.

Suggested Reading

Chakrabarti, B. (1993) Library and Information Society. Calcutta: World Press.

Feather, J (2008). The information society: a study of continuity and change. Ed. 5. London, Facet Publ.

Gujarati, B.S. Library Organization and its development in India

Khanna, J.K. (1987) Library and Society. Kurukshetra, Research Pub.

Prasher, R.G. (2003) Information and its communication. Ed. 2. New Delhi, Medallion Press.

Ranganathan, S.R. Basic function of Library Science.

Sharma, Pandey S.K. (1992) Libraries and Society. Ed2. New Delhi, Ess Ess Pub.

Shastri, Dwarika Prasad. Pustakalaya Vigyan Parichaya.

Shukla, L.S. Basic Function of Library Science.

COMMUNICATIVE ENGLISH

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 116	Communicative English	2	-	-	2

Credits: 2 Teaching hours: 30 (Each Unit is of 6 Hrs) Max. Marks (20+20+60) 100

Unit 1: Communication

- Definition, Process and Significance of communication
- Effective communication, Objectives of communication, Essential of Effective Communication

Unit 2: Phonetics and phonology

- Introduction to English Sounds and the phonetics symbols
- Elements of Phonology-pitch, intonation, stress, accent

Unit 3: Morphemes and morphology

- Word and their formation
- Grammar and its application for effective speaking
- Use of articles, preposition, conjunctions, auxiliaries and tenses
- Sentences: type, structure and function

Unit 4: Vocabulary

- one word substitution,
- homophone
- Synonyms& Antonyms
- Words often confused and misused

Unit 5: Written communication

- Letter writing(format, organization, presentation, style and tone)
- Business writing, Report Writing, Preparing CV and resumes, Job applications
- Notices, Minutes

Suggested Readings

Leech, Geoffrey and Jan Svartvik (2003). A communicative Grammar of English. 3rd ed. Longman. 456p.

O'Connor, J.D.(1980). Better English Pronunciation, UK, Cambridge, Cambridge University Press

Sarah, Jasmin, Jagat Guru and Bright, J.S. (1971) Business Letter writing. Delhi, Universal Pub. 264p.

Subramaniam, T B. A Textbook of English Phonetics for Indian Students. MacMillan, Chennai.

Swan, Michael (1984). Basic English Language U.K., Oxford University Press. 288p

Wood, Frederick T. (1970) Remedial English Grammar. London, Macmillan (ELBS)

SYLLABUS: 2019-2020

LIBRARY AND INFORMATION SCIENCE

B.Lib.I.Sc: SECOND SEMESTER

**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**



Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

Bachelor of Library and Information Science Course of Studies and Examination 2019-2020

Scheme of Courses: Semester 2

B.Lib.I.Sc. Programme Semester-2, 2018-19

S.N.	TH/ PR	Course Code	Course Title	L	T	P	C	Marks			
								Int. Ass	Mid Sem	End Sem	Total
1	TH	LIS CC- 211	Knowledge Organisation and Information Processing: Cataloguing Theory (KOIP/CAT)	0	1	3	4	20	20	60	100
2	TH	LIS CC- 212	Management of Library and Information Centres	3	1	0	4	20	20	60	100
3	TH	LIS CC- 213	Information Sources	3	1	0	4	20	20	60	100
4	TH	LIS CC- 214	Information services	3	1	0	4	20	20	60	100
5	PR	LIS CC- 215	Knowledge Organisation and Information Processing: Cataloguing Practice (KOIP/CAP)	0	0	4	4	20	20	60	100
6	PR	LIS CC- 216	Project Report (Study Tour /Field work/ Seminar)	0	0	2	2	Report – 60		Viva-40	100
			Total Credits	22							
			Total Marks					600			

Note: Each course code is having maximum Marks of 100. The distribution of 100 marks for each course code (Excluding LIS CC-216) consists of Mid Semester Examination is of 20 marks, internal assessment of 20 marks, and End Semester Examination of 60 Marks excluding LIS CC-216 where the distribution of Marks in Course Code LISC-216 consists of

- (i) Report – 60 Marks and
- (ii) Viva-voce- 40 Marks

Knowledge Organisation and Information Processing: Cataloguing Theory

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 211	Knowledge Organisation and Information Processing: Cataloguing Theory [KOIP/CAT]	3	1	0	4

Cred
its: 4

Teac

hing Hours: 60 Hours (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit 1 Nature of Library Catalogue

- Definition, need, and purpose of Library catalogue.
- Difference between catalogue and bibliography,
- Historical development of cataloguing code
- Form of catalogue (physical forms including OPAC and inner forms)

Unit 2 Cataloguing Dimensions

- Document Description: Types of entries in CCC and AACR2, rules for filing.
- Canons of cataloguing
- Subject Cataloguing: subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH and SLSH.
- Descriptive and Selective Cataloguing.

Unit 3 Trends in Cataloguing

- Study of the rules of the choice and rendering of author headings in the Anglo-American Cataloguing Rules 2nd rev. ed., and CCC
- Centralized, Cooperative Cataloguing, Union Catalogue
- Prenatal cataloguing, Cataloguing in Publication Data.(CIP)

Unit 4 Indic names and Trends in Cataloguing

- Choice and rendering of Indic Names in AACR2
- Problems of Non Book materials
- Recent Trends in cataloguing and standards in cataloguing

Unit-5 Bibliographic Formats

- MARC, CCF
- Meta data, Dublin core
- ISBN, ISSN,ISBD

Suggested Reading

Agarwal, S.S.(1964). Catalogue: Entries and Procedure. New Delhi, Vikas Publication.

Agrawal , S.S. (1991) Granthalaya Suchikaran ek adhyayana. Bhopal, M.P. Granth Academi

American Library Association(1987). Anglo American Cataloguing Rules. 2nd rev.ed.

Grija Kumar and Krishan Kumar.(1986). Theory of Cataloguing. New Delhi, Vikas Publication.

Krishan Kumar(1986). An Introduction to AACR-2.New Delhi, Vikas Publication.

Ranganathan, S.R.(1962). Headings and Canons: Comparative study of Five Catalogue Codes.

Ranganathan, S.R.and Neelameghan, A (1964) Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Bombay, Asia Publishing House.644p.

Sehgal, R L (1994) Cataloguing: Theory and Practice New Delhi, Ess Ess Publications. 273 p (Hindi).

Sengupta, B.(1994). Cataloguing: Theory and Practice. Calcutta, Anand Publication.

Tripathi, S.M.(1994). Suchikaran : Siddhanta Avam Vyobahar. Agra, Y.K.Publisher.

Vishwanathan, C.G.(2008). Cataloguing: Theory and Practice. Delhi, Ess EssPublication. 450p

Management of Library and Information Centres

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 212	Management of Library and Information Centres	3	1	0	4

Credits: 4 Teaching Hours: 60 (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit-1 Management: An Introduction

- Concept and definition, difference between management and administration
- Principles of Scientific Management :
- Elements of Management Process POSDCORB.
- Schools of Management Thoughts: Classical, Neo Classical and Modern.

Unit- 2 Collection Development Policy and Library Authority

- Principles, Policy and Tools of document selection in Public, Academic and Special libraries.
- Library Statistics and Annual Report
- Library Authority and Library Committee

Unit- 3 Library Routine Work Flow

- Sections of the library and their work flow: Acquisition, Technical, Circulation, Periodical, Maintenance , Administration and Accounts Section
- Preparation of library records: Accession Register, Shelf List and Book Selection Cards.
- Stock Verification-Policies and Procedures

Unit- 4 Human Resource Management and MIS

- Human Resource Management: Staff recruitment selection and training, development, motivation and quality improvement, Staff formula Job analysis and Job description.
- Management Information System (MIS)

Unit-5 Financial Management and Physical planning of Libraries

- Financial management (Sources of finance, Budgeting: concept, methods and techniques)
- Physical Planning and Library Building: Concept, principles and types.
- Furniture fitting and equipments: Standard and specifications.

Suggested Reading

- Agrawal,S.S.(1985).*Granthalaya sanchalan avum prashashan*.New Delhi, Her Anand Publication.
- Banerjee, P.K.(1972). *Pustakalaya Vyavasth: An Introduction*. Calcutta, Shree Publication.
- Chakrabarty, A.K. (1989). *A Treatise on book selection*. New Delhi, IBC.
- Johnes,N. and Jordon,P.(2001). *Staff Management in Library & Information World*. Calcutta, National Publication.
- Keyes D.,(1965) Metcalf. *Planning Academic and Research Library Building*. New York , McGraw Hill.
- Krishna Kumar.(1982).*Library Administration and Management*. New Delhi, Vikas Publication.
- Krishan Kumar (2007)*Library management in electronic environment*. New Delhi, Har Anand Pub.
- Matthews, J. (2005) *Strategic planning and management for library managers*. London,Libraries Unlimited.
- Mittal, R. (2007) *Library administration: theory and practice*. Ess Ess, NewDelhi.
- Prasher, R.G.(1993). *Developing Library Collection*. Ludhiana, Medallion Press.
- Ranganathan, S.R. (2006) *Library administration*. Delhi, Ess Ess Pub.
- Ranganathan, S.R. (1989)*Library book selection*. New Delhi, IBC.
- Ranganathan, SR.(1990) *Library manual*. Bangalore, SRELS. 414p.
- Rowley.(1982). *Personnel Management in Libraries*. New Delhi, Shastri Prakashan.

Information Sources

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 213	Information Sources	3	1	0	4

Credits: 4 Teaching Hours: 60 (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit- 1 Information Sources

- Documents: Origin, development and characteristics.
- Need and Function of Reference Sources
- Information Sources: Documentary- Non-documentary, Conventional- Non conventional
- Types of Information sources: Primary, Secondary and Tertiary.
- Non-book materials including electronic documents
- Criteria for evaluation of reference sources

Unit – 2 Descriptive Reference sources and their evaluation

- Evaluation of references and information sources: Dictionaries, Encyclopedias, Directories, Biographical Reference Sources, Geographical Sources, Year Books and Almanacs, Current sources

Unit- 3 Bibliographic Reference and Information sources

- Types of Bibliographic References : Primary and Secondary, current and retrospective
- Evaluation of Bibliographic Reference Sources- Incunabula, Trade Bibliographies, National Bibliographies, Subject and Author Bibliographies

Unit- 4 Indexing and Abstracting Information Sources

- Evaluation of Indexing and Abstracting Periodicals: AGRIS-Agrindex, BIOSIS- Biological Abstracts, CAS, INSPEC- Physics Abstract, MEDLARS-Index Medicus, INIS-Atom Index, COMPENDEX- Engineering Index, Current Contents, LISA, Library Literature, Information Science Abstract, Union list of serials

Unit-5 Electronic Information Sources

- Internet as source of information
- Electronic Information Sources and their Evaluation - Blogs, Wikis, and Portals

Suggested Reading

- Ghosh, SB, and Satapathi, J.N., *Eds* (1998) Subject indexing system: concept methods and techniques. IASLIC
- Girija Kumar and Krishan Kumar. Bibliography. New Delhi, Vikas, 1978.
- Guha ,B (1983) Documentation and information : Services and techniques and system. 2nd rev. ed. Calcutta, World Press.
- Grogan, Dennis. (1984). Science & Technology: An introduction to literature. London, Clive Bingley.
- Grogan, Dennis. (1992) Practical reference work. Ed 2. Library Association Publishing
- IFLA (1983). Manual on bibliographic control. Paris, Unesco,
- Katz, W. A(1992) Introduction to Reference Work. 6th Ed. New York, McGraw Hill. 2v.
- Krishna Kumar (2003). Reference service. Ed.3. New Delhi, Vikas,
- Mukherjee .A.K. (1971) Reference work and its tools. 2nd ed. Calcutta, World Press.
- Murthy, AT. (1979) Document Bibliography. New Delhi, Metropolitan.
- Parker , C.C.and Turely, R.V. (1986) Information sources in sciences and technology. London, Butterworth.
- Ranganathan, S.R. (1961) Reference Service. 2nd ed.,Bombay, Asia Publishing House.

Information Services

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 214	Information services	3	1	0	4

Credits: 4 Teaching Hours: 60 (Each Unit is of 12 Hrs.)

Max. Marks (20+20+60) 100

Unit-1 Information Services

- Information Service: Meaning, purpose and importance
- Reprographic services: Meaning and utility.
- Translation services: Need, types and utility
- Alerting Service: Meaning , purpose and importance CAS and SDI

Unit-2 Indexing Services

- Index and indexing: Meaning, characteristics, purpose and function.
- Types of indexing: Pre-coordinate and Post coordinate indexing.
- Chain Indexing, PRECIS, POPSI, UNITERM Indexing
- Keyword Indexing: KWIC, KWOC, KWAC, KWWC.

Unit-3 Abstracting Services

- Abstract and Abstracting: Meaning and characteristics.
- Abstract: Qualities, essential elements and format
- Types of Abstract: Indicative, Informative, Slanted, Critical, Graphic, Numerical and Telegraphic.

Unit-4 Reference Service

- Reference service: Concept, definition and trends.
- Initiation of new library user.
- Reference Interview
- Ready reference service & Long range reference service
- Virtual Reference Service

Unit-5 Documentation Service

- Documentation: Meaning, genesis, scope, purpose and function.
- Facets of documentation: Documentation work and Documentation service
- Documentation List: Its kind and preparation.
- Use of IT and Multimedia in Information Services

Suggested Reading

Collison ,R.L. (1971)Abstract and abstracting services. Ohio Press

Davinson, D. Reference Services. London, Clive Bingley.

Foskett ,D.J. (1967) Information services in libraries. Ed.2. Clive Bingley

Girija Kumar and Krishan Kumar (1978). Bibliography .New Delhi, Vikas.

Guha ,B (1983). Documentation and information: Services and techniques and system. Calcutta, World Press.

Katz, W.A (1969). Introduction to reference work V1. Basic information sources. NY, McGraw Hill.

Krishan Kumar (1978). Reference service. New Delhi, Vikas.

Lankes, R. David, Westbrook, L., Nicholson, S., Radford, M., Silverstein, J.,Eds. (2007) Virtual Reference Service: From Competencies to Assessment.. New York: Neal-Schuman Publishers.

Mukherjee, A.K. (1971). Reference work and its tools. 2nd ed. Calcutta, World Press.

Prasher ,R.G. (1989). Index and Indexing system. Ludhiana, Medallion Press

Ranganathan SR . Reference service .2nd ed. Bombay, Asia Publishing House,

Ranganathan SR (2006). Documentation: genesis and development. Delhi, Ess Ess Pub. 310p.

Rowley J.E. (1988). Abstracting and Indexing.2nd Reprint. London, Bingley. 181p.

Knowledge Organisation and Information Processing: Cataloguing Practice

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 215	Knowledge Organisation and Information Processing: Cataloguing Practice [KOIP/CAP]	0	0	4	4

Credits: 4 Teaching Hours: 120 (Each Unit is of 24 Hrs.) Max. Marks (20+20+60) 100

Cataloguing of books according to AACR2 (1988) and CCC 5th ed.

Unit -1 Preliminaries

- Main Entry and Added Entries in AACR2: Format and Types
- Main Entry and Added Entries in CCC: Format and Types
- Subject Headings

Unit -2 Personal Author

- Single Personal Author
- Shared Responsibility: Two, Three and more authors

Unit - 3 Pseudonymous and Anonymous Book

- Pseudonymous Author
- Anonymous Book and Editorial Works

Unit - 4 Corporate Author

- Corporate Bodies: Government, Institutions, Conferences

Unit - 5 Multivolume and Composite Books

- Multivolume Books
- Composite Books

Suggested Reading

Anglo American Cataloguing Rules, 2nd ed. 1988 Revised

Krishan Kumar. (1990) An Introduction to AACR2, 3rd rev.ed. New Delhi, Vikas,

Krishan Kumar (1986) An Introduction to Cataloguing Practice, 3rd rev.ed. New Delhi. Vikas,

Ranganathan, S R. (1964) Classified Catalogue Code with additional rules for dictionary catalogue.
Bangalore, S R Endowment for Lib.Sc.,

Verma, A K. (1986) AACR2 – Entries and Procedures. Delhi, Vishwa Kala Prakashan,.

Project Report (Study Tour/ Field Work/Seminar)

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS CC 216	Project Report (Study Tour /Field work/ Seminar)	-	-	2	2

Credits: 2 Report -60 marks and Viva-voce- 40 marks Max. Marks: 100

Note: The student shall prepare Project Report based on Study Tour /Field work/Seminar under the supervision of faculty and submit the report at the end of the semester before the scheduled examination. The evaluation of report carries 60 marks followed by Viva Voce of 40 marks.