

BACHELOR OF LIBRARY AND INFORMATION SCIENCES

PROGRAMME GUIDE

TABLE OF CONTENTS	
INTRODUCTION	3
PROGRAMME OUTCOMES	3
PROGRAMME SPECIFIC OUTCOMES	3
PROGRAMME CODE	4
DURATION OF THE PROGRAMME	4
MEDIUM OF INSTRUCTION/EXAMINATION	4
PROGRAMME SCHEME	5
SYLLABUS OF PROGRAMME	6-20

INTRODUCTION

Information is an important resource in the day-to-day operations of individuals, organizations and society. The world has evolved to an age where information technology and information explosion are here with us. Systematic training for personnel in modern libraries has become an absolute necessity to meet the demands. There is therefore need for information professionals to acquire higher and relevant qualifications and skills for libraries and other information centers. It is due to this need in our country that the Bachelor of Library and Information Science (BLIS) programme is being introduced. The techniques of library services have made great advances during last few decades with the result that the libraries are better planned, organized, equipped and administered, the book-stocks are more effective and better arranged and the readers are given increased facilities and greater assistance. Libraries are an asset of modern education and research. The situation has been created in such a way that society cannot breathe without the library. The Bachelor of Library and Information Science programme has a structured professional and discipline-specific curriculum.

PROGRAMME OUTCOMES

- To understand the role of libraries and information centers in supporting education, research, and societal development.
- To equip learners with skills in organizing, classifying, cataloguing, and retrieving information resources effectively.
- To gain the ability to identify user information needs and provide appropriate library and information services using traditional and digital tools.
- To develop competencies in library management, including planning, staffing, budgeting, and service evaluation.
- To acquire knowledge of information and communication technologies for automation, digital libraries, and online services.
- To demonstrate professional ethics, effective communication skills, and a commitment to lifelong learning in a dynamic information environment.

PROGRAM SPECIFIC OUTCOMES

- To organize, classify, and catalogue information resources using standard tools and techniques.
- To develop the ability to manage library operations effectively, including collection development, user services, and resource management.
- To use information and communication technologies for library automation, digital resource management, and online information services.
- To gain skills to identify, analyze, and meet the diverse information needs of users in various settings.
- To conduct literature research, evaluate information sources, and support academic and research activities.
- To uphold professional ethics, promote equitable access to information, and adapt to emerging trends in the field of library and information science.

PROGRAMME CODE: 4H2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 2 years

MEDIUM OF INSTRUCTION/EXAMINATION: Study Material may be made available in English Medium. However, a student has the option of writing the Exam in English/ Hindi/ Punjabi language except for **DLIS114 “LIBRARY CLASSIFICATION PRACTICE”** and **DLIS117 “LIBRARY CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

PROGRAMME SCHEME
BACHELOR OF LIBRARY AND INFORMATION SCIENCES (BLIS)

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE (Theory)	ETP (Practical)
TERM 1					
DLIS111	LIBRARY AND INFORMATION SOCIETY	4	30	70	0
DLIS112	LIBRARY AND ITS USERS	4	30	70	0
DLIS119	LIBRARY CLASSIFICATION THEORY	4	30	70	0
DLIS116	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	4	30	70	0
DLIS114	LIBRARY CLASSIFICATION PRACTICE	4	30	0	70
TERM 2					
DLIS115	REFERENCE SOURCES AND SERVICES	4	30	70	0
DLIS120	LIBRARY CATALOGUING THEORY	4	30	70	0
DLIS117	LIBRARY CATALOGUING PRACTICE	4	30	0	70
DLIS118	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS	4	30	70	0
DLIS121	PROJECT WORK: LITERATURE SEARCH	4	30	0	70

Course Code	DLIS111	Course Title	LIBRARY AND INFORMATION SOCIETY
			Weightages
			CA
			ETE (TH)
			30
			70

Course Outcomes: At the end of the course, students should be able to:

C01: articulate the historical foundations and development of libraries, librarianship and other information institutions and professions and relate this history to current events.

C02: identify and assess the current role, impact, and response of information institutions (libraries, archives, museums, etc.)

C03: make the students aware about types of libraries and their functions.

C04: acquaint the students with fundamental laws, legislations and associations.

Unit No.	Content
Unit-1	Library in the Social context: Concept of modern libraries, Information Society, Changing Role of Libraries in Socio- economic development, education and recreation. Place of library in Dissemination of information.
Unit-2	Concept of library: Definition, purpose and functions, Five laws of library science: Implications of five laws in library and information activities.
Unit-3	Types of libraries and their functions: National, Public, Academic and Special Libraries, With special reference to School, college and University Libraries. National Library.
Unit-4	Resource sharing, Networking and extension services, Library extension services, Public Relation.
Unit-5	Networks: National and International: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET and the Intranet
Unit-6	Library development: Library movement in India, U.K, U.S.A.
Unit-7	Library legislation: Need for library legislation – Essential features of library legislation, Library legislation in India; Model Public Library Bill of S.R. Ranganathan
Unit-8	Indian copyright Act – Delivery of Books and Newspapers (Public Libraries) Act.
Unit-9	Library and information profession: Librarianship as a profession – Professional ethics, Professional associations and their role, National and International associations: ILA, IASLIC, And IFLA.
Unit-10	Promoters of Library and information services: Promotion of library and information services by UNESCO, IFLA, RRRLF and UGC (India)

READINGS:

1. RANGANATHAN (S R). FIVE LAWS OF LIBRARY SCIENCE. ED. 2.1989. SARADA RANGANATHAN
2. ENDOWMENT FOR LIBRARY SCIENCE, BANGALORE.
3. KRISHAN KUMAR. LIBRARY ORGANIZATION. 1993.VIKAS, NEW DELHI.
4. BHATT (R K). HISTORY AND DEVELOPMENT OF LIBRARIES IN INDIA.1995. MITTAL PUBLICATIONS, NEW DELHI.
5. CHAPMAN (E A) AND LYNDEN (F C). ADVANCES IN LIBRARIANSHIP.2000. ACADEMIC PRESS, SAN DIEGO.

6. CHOWDHURY (G G), BURTON (P F) AND MCMENEMY (D). LIBRARIANSHIP: THE COMPLETE INTRODUCTION. 2008. NEAL-SCHUMAN PUBLISHERS, NEW YORK.
7. FEATHER (J). THE INFORMATION SOCIETY: A STUDY OF CONTINUITY AND CHANGE. ED. 5.2008. FACET PUBLISHING, LONDON.
8. KHANNA (J K). LIBRARY AND SOCIETY. 1955. RESEARCH PUBLICATION, KURUKSHETRA.
9. MARTIN (W J). THE INFORMATION SOCIETY. 1988. ASLIB, LONDON.
10. PRASHER (R G). INFORMATION AND ITS COMMUNICATION. 1991. MEDALLION PRESS, NEW DELHI.
11. SINGH (S P). SPECIAL LIBRARIES IN THE ELECTRONIC ENVIRONMENT. 2005. BOOKWELL, NEW DELHI.
12. VENKTAPPAIAH (V) AND MADHUSUDHAN (M). PUBLIC LIBRARY LEGISLATION IN THE NEW MILLENNIUM. 2006. BOOKWELL, NEW DELHI

Course Code	DLIS112	Course Title	LIBRARY AND ITS USERS	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: To analyses the needs of library users.

CO2: To promote and provide the library service which is required by the users.

CO3: To focus particularly on users' behavior in the library, the problems they cause or encounter, and how libraries cope with the same.

CO4: To understand the user education methods & techniques.

Unit No.	Description
Unit-1	Changing role of Libraries and their information Needs.
Unit-2	Information: Definition and its nature, Categories of information users
Unit-3	Information needs of users, Information seeking behavior.
Unit-4	Evaluation of library sources and services: Books, periodicals, catalogues. Effectiveness: Cost Benefit /Cost Effectiveness studies
Unit-5	Library Surveys: Purpose and use.
Unit-6	Planning surveys, collecting information processing and analysis of data interpretation and presentation (only basics to be covered), Techniques and tools of library surveys.
Unit-7	User studies: Methods and Techniques, Evaluation of user studies.
Unit-8	User Education: Concepts, goals and objectives, Levels, Techniques and methods.
Unit-9	Evaluation of user educational programmes, Information Literacy: Definition, need, purpose and programmes
Unit-10	Public Relation and Marketing: Definition, need, objective and methods.

READINGS:

1. GIRJA KUMAR: PHILOSOPHY OF USER EDUCATION. DELHI: VIKAS,1983.
2. PETER, FOX: LIBRARY USER EDUCATION.
3. LINE, MAURICE(B): LIBRARY SURVEYS, LONDON: CLIVE BINGLEY,1982
4. LANCASTER, (F. W): THE MEASUREMENT AND EVALUATION OF: LIBRARY SERVICES.
5. LANCASTER, (F.W): IF YOU WANT TO EVALUATE YOUR LIBRARY
6. PRASHER, (R.G): INFORMATION AND ITS COMMUNICATION
7. LALOO, (BIKIK TARIAING): INFORMATION NEEDS, INFORMATIONSEEKING BEHAVIOURS AND USERS. DELHI: ESS ESS,2002.
8. JORDAN, (PETER): THE ACADEMIC LIBRARY & ITS USERS. GOWER,1998
9. BAVAKUTTY. (METC): INFORMATION AND ITS COMMUNICATION LUDHIANA: MEDALLIAN, 2003.

10. NICHOLAS, (DAVID): ASSESSING INFORMATION NEEDS: TOOLS, TECHNIQUES & CONCEPTS FOR THE INTERNE AGE. LONDON: ASLIB.
11. SEHGAL, (R.L):USER EDUCATION IN COMPUTER BASED LIBRARIES DELHI: ESS ESS, 2002.
12. MARTIN, (ALLAN): INFORMATITON AND IT LITERACY ENABLING LEARNING AND RADER, (HANNELORE)IN THE 21ST CENTURY. LONDON: FACET, 2003.
13. BETTY, (M): COST ANALYSIS OF LIBRARY FUNCTIONS.
14. STEVENSONS, (M.B): USER EDUCATION PROGRAMMES.
15. WARD, (M.L): READER AND LIBRARY USER, LONDON: LIBRARY ASSOCIATION.1977.
16. SATYANARAYANA:USER EDUCATION IN ACADEMIC LIBRARIES.

Course Code	DLIS119	Course Title	LIBRARY CLASSIFICATION THEORY	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: acquaint the students how to develop knowledge organization systems.

CO2: understands the student's how the implications of knowledge organization systems and approaches.

CO3: acquaint them with the principles and theories of library classification.

CO4: understand Trends in Library Classification- Computerized & online classification.

Unit No.	Content
Unit-1	Theory of Classification: Growth and Structure of Knowledge – Need and Purpose of Library Classification – General Theory of Library Classification – Species and Schemes of General Classification
Unit-2	Theory of Subjects, Basic subjects, Compound subjects, Complex subjects
Unit-3	General Theory of Library Classification- Concept and objectives, Species of classification: Enumerative, Almost enumerative, Almost faceted, Rigidly faceted, Freely faceted, Schemes of general classification
Unit-4	Introduction to Major Classification Schemes- Dewey Decimal Classification (DDC): features, merits, limitations, Colon Classification (CC): features, merits, limitations, Comparative study of DDC and CC, Universal Decimal Classification (UDC): special features
Unit-5	Postulational Approach in Classification - Ranganathan's Postulates-Five Fundamental Categories (PMEST), Personality, Matter, Energy, Space, Time, Concept of Basic Facet and Isolate, Rounds and Levels in classification
Unit-6	Facet Sequence and Helpful Sequence- Principles of facet sequence, Helpful sequence: meaning, principles, applications, Application in arrangement of classes and isolates in any array, Relations in classification (intra-facet, inter-facet)
Unit-7	Canons of Classification- Canons for characteristics, Canons for succession; Canons for notation; Canons for mnemonics; Role of canons in classification
Unit-8	Devices in Classification- Concept and importance of devices, Types: Subject device, Chronological device, Geographical device, Alphabetical device, Super-imposition device Common Isolates- Meaning and significance- Space isolate, Time isolate, Systems and Specials, Application in schemes of classification
Unit-9	Notational Development-Notation: qualities, types, functions; Mnemonics: meaning, purpose, types; Concept of Call Number: class number + book number + collection number; Book Number and Collection Number – need, examples
Unit-10	Trends in Library Classification- Computerized & online classification (OCLC, Web Dewey); Faceted search in digital libraries; AI and machine learning in automatic classification

READINGS:

1. MELVIL DEWEY: DEWEY DECIMAL CLASSIFICATION, 20TH ED., NEW YORK.
2. S.R. RANGANATHAN: ELEMENTS OF LIBRARY CLASSIFICATION, 3RD ED., BOMBAY, ASIA.
3. S.R. RANGANATHAN: PROLEGOMENA TO LIBRARY CLASSIFICATION, 3RD ED., BOMBAY.
4. C.D. NEEDHAM: ORGANIZING KNOWLEDGE IN LIBRARIES: AN INTRODUCTION TO CLASSIFICATION AND CATALOGUING, 2ND ED., LONDON, ANDRE DEULAH, 1971.
5. A.N. RAJU: GRANDHALAYA VARGIKARANA SIDDHANTAM', HYDERABAD, TELUGU.
6. NEELAMEGHAN, ED.: GLOBAL SYSTEM FOR ORDERING INFORMATION SYSTEM, 1978.
7. J.S. COMORAMI AND SATIZAMP: DEWEY DECIMAL CLASSIFICATION – HISTORY AND CURRENT STATUS, NEW DELHI, STERLING, 1989.
8. KRISHAN KUMAR: THEORY OF CLASSIFICATION, 4TH NEW ED., NEW DELHI, VIKAS, 19

Course Code	DLIS116	Course Title	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

C01: Describe the term management as applied to libraries and information centre.

C02: Identify the fundamental components of management, planning, organizing, staffing, directing and control.

C03: To familiarize students with the library housekeeping operations.

C04: To create understanding about financial management.

Unit No.	Description
Unit-1	Concept of Management: Principles of scientific management and their application to libraries, Functions of administration. Levels of management.
Unit-2	Library organization: Policy making bodies of library: library authority and library committee. Organizational structure in libraries
Unit-3	Human Resource Management: Policy and staffing (selection, recruitment, training and development, appraisal), classification of library personnel, staff manual, outsourcing.
Unit-4	Collection Development Section: Need, purpose, Principles and factors.
Unit-5	Collection Development policy: Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC). Acquisition of non- print/multimedia materials.
Unit-6	Library Finance: Sources of finance, Budgeting procedure and accounts. Cost - effectiveness and Cost – benefit analysis.
Unit-7	Technical Section; Classification, Cataloguing and filing routines. Periodical section: Acquisition, methods of recording with special reference to Kardex.
Unit-8	Circulation Section: Membership/Registration, Charging and discharging systems, Library rules. Reference and Information Section: Organization of reference and Information section. User education.
Unit-9	Storage and Maintenance Section: Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding, stock rectification and stock verification
Unit-10	Library building and equipments: planning, responsibilities, Library building, Qualities, location and environment etc. Furniture and equipments

READINGS:

1. MITTAL (RL): LIBRARY ADMINISTRATION: THEORY AND PRACTICE. LATEST ED.
2. RANGANATHAN (SR): LIBRARY ADMINISTRATION. LATEST ED.
3. EVANS, (GE): MANAGEMENT TECHNIQUES FOR LIBRARIANS.
4. LOCK (RN): BROWN'S MANUAL OF LIBRARY ECONOMY. LATEST ED.
5. LOCK (RN), ED.: MANUAL OF LIBRARY ECONOMY: CONSPECTUS OF PROFESSIONAL LIBRARIANSHIP

6. FOR STUDENTS AND PRACTITIONERS. LONDON: CLIVE BINGLEY. LATEST ED.
7. NARAYANA (GJ): LIBRARY AND INFORMATION MANAGEMENT
8. WHEELER (JL) AND GOLDHAR: PRACTICAL ADMINISTRATION OF PUBLIC LIBRARIES. LATEST ED.
9. WILSON (LR) AND TAUBER, MF: UNIVERSITY LIBRARY. LATEST ED.

Course Code	DLIS114	Course Title	LIBRARY CLASSIFICATION PRACTICE	
			Weightages	
			CA	ETP (Pr)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: provide practical training about classification of the documents using the 19th edition of Dewey Decimal Classification (DDC) scheme.

CO2: trained students in the techniques of classifying titles of documents according to Colon Classification, Ed 6 (reprint with amendments) and Dewey Decimal Classification, Ed 19.

CO3: learn Classification of information in helpful sequence.

CO4: understand laws related to libraries Classification.

S. No.	Topics
1.	Colon Classification
2.	Dewey Decimal Classification
3.	Colon Calcification and Dewey Decimal Classification

READINGS:

1. COLON CLASSIFICATION, ED 6 (REPRINTED WITH AMENDMENTS) 1963.
2. DEWEY DECIMAL CLASSIFICATION 23rd. ED. 2011.
3. DICTIONARY/ ENCYCLOPEDIA

Course Code	DLIS115	Course Title	REFERENCE SOURCES AND SERVICES	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: educate and expose students to various basic reference sources and services that can be used to cater for varying needs of library users in different libraries and information centers.

CO2: provide in-depth knowledge about information services and products.

CO3: enable students to have adequate knowledge of location, application and usefulness of information sources. Also, on-line searching (web search tools) as the current trends would be impacted on the students.

CO4: introduce the nature and purpose of reference and other services.

Unit No.	Topics
Unit-1	Reference and Information sources: Documentary sources of Information; print and non -print: categories: primary, secondary and tertiary:
Unit-2	Human and institutional sources of Information. Reference Services: Kinds and nature of reference services, Methods and Evaluation.
Unit-3	Users and Nonusers, User Education Program, Orientation, ready and long range reference service.
Unit-4	Reference and Information Sources: Types of Reference and Criteria for evaluation of Reference and Bibliographical sources.
Unit-5	Reference and Information Services: Concept, definition, need and trends. Basics of digital and virtual reference services.
Unit-6	Need, techniques and evaluation of CAS and SDI services. Bibliographic, referral, document delivery, and translation services.
Unit-7	Information Systems and Network: Services and products of Documentation and Information Centers, and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC, INFLIBNET, DELNET.
Unit-8	Services and products of Documentation and Information Centers
Unit-9	Information systems and Networks at international level: OCLC, AGRIS AND INIS.
Unit-10	Indexing and abstracting Services: Purpose and types. Development of abstracting services, Functions, types, uses and criteria of evaluation.

READINGS:

1. RANGANATHAN (S R). REFERENCE SERVICE. ED 2. 1989. RANGANATHAN ENDOWMENT FOR LIBRARY SCIENCE, BANGALORE.
2. KRISHAN KUMAR. REFERENCE SERVICE. ED. 3. 1996. VIKAS PUBLISHING, NEW DELHI.
3. CHENEY (F.N) AND WILLIAMS (W.J). FUNDAMENTAL REFERENCE SOURCES. ED.3. 2000. ALA, CHICAGO.
4. CRAWFORD (JOHN). EVALUATION OF LIBRARY AND INFORMATION SERVICES. 2000.ASLIB, LONDON.
5. FARMER (LSJ), ED. THE HUMAN SIDE OF REFERENCE AND INFORMATION SERVICES IN ACADEMIC LIBRARIES: ADDING VALUE IN THE DIGITAL WORLD.2007. CHANDOS PUBLISHING, OXFORD.

6. FOSKETT (D J). INFORMATION SERVICE IN LIBRARIES. ED.2. 1967. ARCHON BOOK
HAMDEN, CONNECTICUT.
7. FOURIE (D) AND DOWELL (D). LIBRARIES IN THE INFORMATION AGE. 2002. LIBRARIES
UNLIMITED, NEW YORK.
8. KATZ (WILLIAM A). INTRODUCTION TO REFERENCE WORK: REFERENCE SERVICE AND
REFERENCE PROCESS.

Course Code	DLIS120	Course Title	LIBRARY CATALOGUING THEORY
			Weightages
			CA
			ETE (TH)
			30
			70

Course Outcomes: At the end of the course, students should be able to

- CO1:** know the Key principles according to Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.
- CO2:** know the Key principles Cataloguing – One principle entry per resource – Catalogue from item in hand – Chief source of information
- CO3:** know the Key principles of cataloguing according to Classified Catalogue Code & AACR-II for Single personal author, joint author, Pseudonym: Single and joint, corporate author: Government, Institution and Conference and Multi-volumes.
- CO4:** know the Key principles of cataloguing for according to Machine Readable Catalogues: MARC21 and MARCXML; Authority Files– Name, Corporate, Serial Record Formats: ISBN (International Slandered Book Number), ISSN (International Standard Serial Number), CODEN (serial publication identifier currently used by libraries; replaced by the ISSN for new works) etc.

Unit No.	Content
Unit-1	Fundamentals of Cataloguing: Introduction to Cataloguing: Library Catalogue-Meaning, Definition, Need, Purpose, Objectives Functions, types and forms of catalogues; Historical study of cataloguing- Inventory to Card Catalogue to OPAC; Accession list, Shelf list, bibliographies and trade catalogues
Unit-2	Theory of Cataloguing: Normative principles of Cataloguing- Canons, Laws, Principles; Evolution of cataloguing codes (Cutter’s Rules; AACR Code; Classified Catalogue Code; ALA Rules, LC Descriptive Rules, FRBR, FRAD, Resources description and Access (RDA)); Types of catalogues: Dictionary Catalogue Vs Classified Catalogue; Filing of entries– Word-by-word Vs Character-by-character
Unit-3	Types of Catalogue Entries: Kinds of Entries and their Elements of Description in CCC and AACR-IIR; Filing of Entries: Classified and Alphabetical; Elements of Bibliographic Description of Non-Book Material (AACR-IIR); Rules for Choice and Rendering of Headings in AACR –IIR
Unit-4	Cataloguing Codes: AACR2, RDA, CCC
Unit-5	Machine Readable Catalogues: MARC21 and MARCXML; Authority Files– Name, Corporate, Serial etc.
Unit-6	Formats of Catalogues and Cataloguing: Centralized, Publisher’s catalogue, CIP, Cooperative Cataloguing, Prenatal Cataloguing, Copy Cataloguing, Union Catalogue (WorldCat, IndCat)
Unit-7	Standards: ISBD, FRBR (Functional Requirements for Bibliographic Records), FRAD (Functional Requirements for Authorized Description), FRSAD (Functional Requirements for Subject Authority Data), GARR (Guidelines for Authority Records and References), Bibframe, FRBROO (FRBR-object oriented)
Unit-8	Metadata: Purpose; Types- Descriptive, Structural, Administrative, Preservation, Provenance etc, Dublin Core, QDC, Other Metadata Schema: EAD, TEI, METS, VRA Core etc
Unit-9	Record Formats: ISBN (International Slandered Book Number), ISSN (International Standard Serial Number), CODEN (serial publication identifier currently used by libraries; replaced by the ISSN for new works); DOI (Digital Object Identifier)
Unit-10	Current Trends in Library Cataloguing

READINGS:

1. ANDREW, P.G. (2003). CATALOGUING SHEET MAPS. LONDON: HAWORTH PRESS.
2. ASWAL, R. S. (2004). MARC21: CATALOGING FORMAT FOR 21ST CENTURY. NEW DELHI: ESS ESS.
3. DHAWAN, K.S. (1997). ONLINE CATALOGUING SYSTEMS. NEW DELHI: COMMONWEALTH PUBLICATION.
4. DHIMAN, ANIL K. (2004). CATALOGUING NON-BOOK MATERIALS. NEW DELHI: ESS ESS.
5. GIRIJA KUMAR & KRISHAN KUMAR. (2004). THEORY OF CATALOGUING. NEW DELHI: VIKAS
6. GREDLEY, ELLEN & HOPKINSON, ALAN (1990). EXCHANGING BIBLIOGRAPHIC DATA: MARC AND OTHER INTERNATIONAL FORMATS. OTTAWA: ALA.
7. HAGLER, RONALD & SIMMONS, PETER. (1991). THE BIBLIOGRAPHIC RECORD AND INFORMATION.
8. J.S.C. ED. (2002). ANGLO-AMERICAN CATALOGUING RULES. LONDON: CANADIAN LIBRARY ASSOCIATION.
9. KAO, MARY L. (2003). CATALOGUING AND CLASSIFICATION FOR LIBRARY PERSONNEL. MUMBAI: JAICO.
10. LEIGH, GERNERT. (2003). A TEXTBOOK OF CATALOGUING. NEW DELHI: DOMINANT PUBLISHERS.
11. MITCHELL, ANNE M. & SURRATT, BRIAN E. (2005). CATALOGUING AND ORGANIZING DIGITAL SOURCES. LONDON: FACET PUBLISHING.
12. ROE, SANDRA K (2002). THE AUDIO-VISUAL CATALOGUING. NEW YORK: HAWORTH PRESS.
13. SHARMA, PANDEY S.K. (2001). LIBRARY CATALOGUING THEORY. NEW DELHI: SAHITYA PRAKASHAN
14. SINGH, S.N. & PRASAD, H.N. (1985). CATALOGUING MANUAL AACR-II. NEW DELHI: B.R. PUBLISHERS.
15. SOOD, S.P. (1999). THEORY OF LIBRARY CATALOGUING. JAIPUR: RAJ PUBLISHING HOUSE.
16. TAYLOR, A.G. (2007). INTRODUCTION TO CATALOGUING AND CLASSIFICATION (10THED.). NEW DELHI: ATLANTIC.
17. VISWANATHAN, C. G. (2008). CATALOGUING THEORY AND PRACTICE. NEW DELHI: ESS ESS

Course Code	DLIS117	Course Title	LIBRARY CATALOGUING PRACTICE
			Weightages
			CA
			ETP (Pr)
			30
			70

Course Outcomes: At the end of the course, students should be able to

C01: To Know the Key principles according to Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.

C02: To Know the Key principles – One principle entry per resource – Catalogue from item in hand – Chief source of information

C03: To Know the Key principles of cataloguing according to Classified Catalogue Code & AACR-II for Single personal author, joint author, Pseudonym: Single and joint, corporate author: Government, Institution and Conference and Multi-volumes.

C04: To Know the Key principles of cataloguing for according to AACR-II Uniform Titles, Microforms, and Periodicals.

S. No.	Topics
1	<p>The following types of documents shall be catalogued according to both CCC and AACR II:</p> <ul style="list-style-type: none"> ➤ Single personal author, joint author. ➤ Pseudonym: Single and joint. ➤ Works under editorial direction and of mixed responsibility. ➤ Corporate author: Government, Institution and Conference. ➤ Ordinary Composite book. ➤ Multi-volumes.
2	<p>The following types of documents shall be catalogued according to AACR II only:</p> <ul style="list-style-type: none"> ➤ Uniform Titles. ➤ Microforms. ➤ Periodicals.
<p>Note:</p> <ul style="list-style-type: none"> ➤ (I) Complicated cases of personal names, (ii) Complicated corporate authorship, (iii) Complex titles in periodicals, (iv) Complexities in descriptive cataloguing, (v) Uniform titles, are excluded. ➤ Cataloguing of Artificial composite book, Pseudo-series according to AACR II and CCC are excluded. 	

READINGS:

1. ANGLO AMERICAN CATALOGING RULES II (ED2,1978).
2. CLASSIFIED CATALOGUE CODE WITH ADDITIONAL; RULES FOR DICTIONARY CATALOGUE CODE ED.5. REPRINTED 1991. FOR SUBJECT HEADINGS USE SEARS LIST OF SUBJECT HEADINGS, ED.12.
3. S.R. RANGANATHAN: CATALOGUING PRACTICE (CCC); SHARDA RANGANATHAN ENDOWMENT PUBLICATIONS, NEW-DELHI, ED.2000.
4. C.LAL: PRACTICAL CATALOGUING; ESS ESS PUBLICATIONS, DELHI, ED.2002.

Course Code	DLIS118	Course Title	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: understand the different applications of Information technology in the field of Library & Information Science.

CO2: understand how Library Automation successfully implemented in different areas of Library.

CO3: introduce students to the latest immerging techniques/technology in the field of Library & Information Science.

CO4: get practical knowledge about creation of database and library automation software.

Unit No.	Topics
Unit-1	Introduction to computers: Salient features of computers
Unit-2	Generations of computers
Unit-3	Types of computers: Supercomputers, mainframes, personal computers, notebook computers
Unit-4	Computer Hardware: Input & Output devices
Unit-5	Software: System software and application software (Basics Only)
Unit-6	Windows Operating Systems: Definition and functions. (Basic features), Algorithms and flowcharts
Unit-7	Programming language: Types and functions, Word-Processing software: MS-Word: Creating, editing, and formatting a document
Unit-8	Library Automation: Need and purpose, Application of ICT in different areas in libraries
Unit-9	Online information services, Information Retrieval: search engines Boolean Operators
Unit-10	Library softwares: Essential features, Study of features of select library packages: WINISIS, LIBSYS, SOUL, KOHA.

READINGS:

1. RAVICHANDRA RAO, (IK): LIBRARY AUTOMATION. NEW DELHI: WILEY EASTERN.
2. ROWLEY, (J.) THE ELECTRONIC LIBRARY. 4TH ED. LONDON: LA, 1998.
3. SATYANARAYANA, (NR): A MANUAL OF COMPUTERISATION IN LIBRARIES.
4. DEVARAJAN, (G). INFORMATION TECHNOLOGY IN LIBRARIES. DELHI: ESS ESS, 1990.