



महात्मा गाँधी केंद्रीय विश्वविद्यालय
MAHATMA GANDHI CENTRAL UNIVERSITY
(Established by an Act of Parliament)

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

Syllabus
(Choice Based Credit System)
With effect from the Academic Session: 2020-2021

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

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Deen Dayal Upadhyay Campus, Motihari, District: East Champaran, Bihar – 845401



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DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Bachelor of Library & Information Science

A one-year full-time course divided into two semesters leading to the degree of Bachelor of Library and Information Science (B. Lib. I. Sc.)

A. Programme Details

Name of the Department: Department of Library and Information Science

School : School of Computational Sciences, Information and Communication
Technology (SCSICT)

Subject : Library and Information Science

Name of the Programme : B.Lib.I.Sc.(Bachelor of Library and Information
Science)

Duration of the Programme : 1 Year divided into 2 Semesters (CBC System)

B. Objectives of the Programme

1. To familiarize students with basic concepts of Library and Information.
2. To learn knowledge organisation and processing.
3. To acquaint students with the activities and services of different information sources, systems and programmes.
4. To develop skills in using computer and communication technology; and
5. To introduce modern management techniques to students to manage Libraries and Information Centres effectively.



C. Details of Course Credit Scheme and Scheme of Examination:

First Semester										
Course Code	Course Title	Core/Non-core/Open Elective	Credit Distribution				Duration	Internal Assessment Mark	Examination Marks	Total Marks
			L	T	P	Total Credit				
BLIS3101	Foundation of Library and Information Sciences	Core	3	1	0	4	3 Hours	40	60	100
BLIS3102	Knowledge Organisation I: Classification (Theory)	Core	3	1	0	4	3 Hours	40	60	100
BLIS3103	Knowledge Organisation I: Classification (Practice)	Core	0	0	4	4	3 Hours	40	60	100
BLIS3104	Basics of Computers and Information Communication Technology	Non-core	2	2	0	4	3 Hours	40	60	100
BLIS3105	Basics of Computers and Information Communication Technology (Practice)	Non-core	0	1	3	4	3 Hours	40	60	100
BLIS3106	Personality Development & Communication Skill	CBCS/Non-core	2	2	0	4	3 Hours	40	60	100
Second Semester										
BLIS3201	Management of Library and Information Centres	Core	3	1	0	4	3 Hours	40	60	100
BLIS3202	Information Sources, Systems and Services	Core	3	1	0	4	3 Hours	40	60	100
BLIS3203	Collection Development and Management of E-Resources	CBCS/ Non-core	3	1	0	4	3 Hours	40	60	100
BLIS3204	Knowledge Organisation II: Cataloguing (Theory)	Core	3	1	0	4	3 Hours	40	60	100
BLIS3205	Knowledge Organisation II: Cataloguing (Practice)	Core	0	1	3	4	3 Hours	40	60	100
BLIS3206	Internship Programme									
	a) Report on Training Activities b) Viva-Voce (based on Internship Training)	Non-core				4	1 month	40	60	100
Total Credits						48	Total Marks			1200



DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

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

First Semester

Course Code	BLIS3101
Course Title	Foundation of Library and Information Sciences
Type of Paper	Core
Credit	4
Teaching Hours	48

Objectives: *To acquaint the students with the basic concept of Foundations of Library and Information Science and how to deal with.*

Outcome: *After completion of the course, students will be able to understand the concept of Library, types of Library, Library Legislation and Policy and their application in information science.*

Unit I: Library and Information

- Role of Library and Information Centres in Modern Society; Growth & Development of Libraries in UK, USA and India
- Role of library in formal and informal education
- Five Laws of Library Science and their implications,
- Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge

Unit II: Types of Libraries, Professional Associations and Organizations

- National Library of India, Public Libraries, Academic Libraries and Special Libraries
- Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib
- National and International Organizations: RRRLF, UNESCO and IFLA
- Resource Sharing and Library and Information Profession: Resource sharing and library networking. Role of INFLIBNET.

Unit III: Library Legislation

- Library Legislation: Need, Purpose, Objectives and essential features
- Library legislation in India, Model Act : Madras, Andhra Pradesh Karnataka.
- Press and Registration Act, Delivery of Books (Public Libraries) Act
- Right to Information Act; IPR and Copyright

Unit IV: Library and Information Policy and Profession

- National Information Policy
- National Knowledge Commission
- Professional Ethics,
- Role of Library and Information Professionals in Digital Era



Recommended Books:

1. BHATT (R K): History & Development of Libraries in India (1995), Mittal Publications, New Delhi.
2. CHAPMAN (EA) and LYNDEN (FC): Advances in Librarianship (2000), Academic Press, San Diego.
3. CHOWDHURY (GG), BURTON (PF) and McMENEMY(D): Librarianship: the complete introduction (2008), Neal-Schuman Publishers, New York.
4. FEATHER (J): The Information Society: a study of continuity and change (Ed. 5. 2008), Facet Publishing, London.
5. KHANNA (JK): Library and Society (1955), Research Publication, Kurukshetra.
6. KRISHAN KUMAR: Library Organization (1993), Vikas, New Delhi.
7. MARTIN (W J): The information Society (1988) Aslib, London.
8. PRASHER (R G): Information and its Communication (1991), Medallion Press, New Delhi.
9. RANGANATHAN (S R): Five laws of Library Science (Ed. 2,1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
10. SINGH (S P): Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi. Department of Library & Information Science, University of Delhi
11. VENKTAPPAIAH (V) and MADHUSUDHAN (M): Public Library Legislation in the new Millennium (2006), Bookwell, New Delhi.



Course Code	BLIS3102
Course Title	Knowledge Organisation I: Classification (Theory)
Type of Paper	Core
Credit	4
Teaching Hours	48

Objectives: *To apprise the students with the organization of knowledge with different basic concepts and philosophies of library classification.*

Outcome: *After completion of the course, students will understand the basic concept and philosophies of library classification, functions of different classification schemes available; and recent trends and developments in the subject.*

Unit I: Elements of Library Classification

- Concepts, Terminology, Need, Purpose and Functions
- Library Classification: Historical Perspectives
- Mapping of Universe of subjects in major schemes of Library classification
- Species of Classification Schemes

Unit II: Classification Theory and Approaches

- General Theory of Classification
- Normative Principles; Modes of Formation of Subjects
- Postulational Approach, Fundamental Categories, Facet Analysis and Facet Sequence
- Phase Relation, Common Isolates and Devices in Library Classification

Unit III: Notation and Construction of Classification Number

- Notation: Definition, Need, Purpose, Types and Qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Numbers: CC 6th edition, DDC Latest
- Relative Index

Unit IV: General and Special Classification

- Dewey Decimal Classification
- Universal Decimal Classification
- Colon Classification
- Current Trends in Library Classification



RECOMMENDED BOOKS:

1. Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
2. Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: EssEss.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
5. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
6. Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.
7. Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
8. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.
9. Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
10. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
11. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.



Course Code	BLIS3103
Course Title	Knowledge Organisation I: Classification (Practice)
Type of Paper	Core
Credit	4
Teaching Hours	48

Objectives: *To familiarize the students with the practical experience of library classification.*

Outcome: *After completion of the course, students will be able to classify library resources by using CC and DDC scheme.*

Unit I: Colon Classification (6th Edition)

- Classification of Documents with Compound and Complex Subjects

Unit II: Dewey Decimal Classification (Latest Edition)

- Classification of Documents with Compound and Complex Subjects

(A) Assigning Class Numbers representing Simple, Compound, Complex Subjects according to CC 6th ed. And DDC (Latest available edition) - **40 marks**

(B) Viva Voce - **20marks**



Course Code	BLIS3104
Course Title	Basics of Computers and Information Communication Technology
Type of Paper	Non-Core
Credit	4
Teaching Hours	48

Objectives: To familiarize the students with the basics structure of Information and Communication Technology.

Outcome: After completion of the course, students will be able to understand the development of computers and ICT, the different software and hardware components, devices, operating systems and programming languages etc.

Unit I: Introduction to Computers and ICT

- Basic Components of a Computer; Arithmetic Logic Unit - Half-adder, Full-adder, Multiplier; Control Unit
- Memory Unit - Static and dynamic RAM, ROM, Cache memory;
- Input/Output devices – keyboards, monitors, printers, scanners, secondary storage elements.
- Information Communication Technology: components, impact on society

Unit II: Data representation and Computer Software

- Data representation in Computers: Binary Number System, Character encoding standards ASCII, ISCII and UNICODE
- Computer Software: System Software and Application Software
- Programming Concepts: Open source and Propriety
- Operating Systems: Windows, DBMS & LINUX. Working with windows.

Unit III: Library Automation and Software Packages

- Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC
- Bibliographic Standards: MARC 21, Dublin Core
- Library Software Packages: KOHA and SOUL

Unit IV: Communication Technology and Database Management System

- Tele-communication: Transmission Media, ISDN, Multiplexing, Switching Technique
- Networking: Topology and Types of Network, Standards & Protocols, Network Models (OSI), Networking Devices
- Database management System: Definition, Objectives & Functions, Types and Elements of DBMS, Database Structure and Architecture
- Retrieval Standards: Z39.50, SRU/SRW, Bibliographic Management Software like ENDNOTE, REFWORK



RECOMMENDED BOOKS

1. Arora, Ashok & Bansal, Shefali.(2000). Computer Fundamentals. New Delhi : Excel Books.
2. Basandra, Suresh K. (1999). Computer Today. New Delhi: Galgotia Publications.
3. Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996).Elements of Computer Science. New Delhi : New Age International.
4. Date, C. J. (2003).An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,
5. Jain, Madhulika& Jain, Satish.(2007). Introduction to Database Management Systems. New Delhi : BPB Publication.
6. Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.
7. Leon, Alexis & Leon, Mathews.(2006). Fundamentals of Database Management Systems. Chennai: Vijan Nicole.
8. Matthew, Neil & Stones, Richard.(2008). Beginning Linux Programming. New Delhi: Wiley India.
9. Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press.
10. Ramesh Babu, B. &Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development.Delhi : B. R. Publishing.
11. Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
12. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
13. Sybex.(2007). Linux Complete. BPB Publications, 2007: New Delhi.



Course Code	BLIS3105
Course Title	Basics of Computers and Information Communication Technology (Practice)
Type of Paper	Core
Credit	4
Teaching Hours	48

Objective: To provide hands on practice on computer operating systems, Library Automation and Digital Library Software

Outcome: After completion of the course, students will be able to work on Application software, Library Automation Software, database creation and Digital Library software for various Digital Library works.

Unit I: Operating Systems

- Window XP, Vista, Windows NT- Installation and Functions
- Linux Setting of Desktop
- Library Server and its Maintenance

Unit II: Hands on experience of Application Software

- MS-Word
- MS-Excel
- MS-Power Point

Unit III: Library Automation Software and Database Creation

- KOHA: Installation, Configuration and Functions
- Installation, Configuration and Application of SOUL

Unit IV: Digital Library Software and Web Searching

- Digitisation: Greenstone, Dspace
- Fedora, Eprints
- Advanced Internet Searching, Search through Meta Search Engines
- Web blog designing

(A) Assigning Operating Systems, Hands on experience of Application Software, Library Automation Software and Database Creation, Digital Library Software and Web Searching

- 40 marks

(B) Viva Voce- 20marks



RECOMMENDED BOOKS

1. Courter, G. and Marquis, A. (2005) Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.
2. Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.
3. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.
4. Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.
5. Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB Publishers.
6. Norton, Peter et al. (1999). Peter Norton`s complete guide to Microsoft Office 2000. New Delhi: Techmedia.
7. Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB Publishers.
8. Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley Publishers.
9. Winston, Wayne L. (2007). Microsoft Office Excel 2007: data analysis and business modeling. New Delhi: Prentice-Hall



Course Code	BLIS3106
Course Title	Personality Development & Communication Skill
Type of Paper	CBCS/ Non-core
Credit	4
Teaching Hours	48

Objective: To make the students familiarize personality and communication skills.

Outcome: After completion of the course, students will be able to develop their personality, communication and marketing skills effectively.

Unit I: Personality and its Characteristics

- Personality: Meaning definition and Characteristics
- Personality: Types and Traits
- Social, Soft and Influencing Skill Development
- Attitude, Appearance, Time and Stress Management Skill

Unit II: Communication Skill

- Professional Communication Skills (Verbal and Non-Verbal)
- Communication: Understanding the Audience, Presentation, Body Language, Interpersonal Skills and ability to listening Skill
- Technical Communication Skills
- Editorial Tools

Unit III: Marketing Skills & Public Relations

- Marketing Planning and Strategy
- Publicity and Promotion
- Public Relations
- Relation with Library Authority and Users

Unit IV: Leadership and Vision

- Organizational Ability, Team Leadership and Problem Solving
- Project Management
- Disaster Management
- Negotiation Skills and Strategies



RECOMMENDED BOOKS

1. Aitchison, J. (1988). Teach Yourself Linguistics. Hodder and Stoughton.
2. Booth, P. F. (1991). Report Writing. 2nd ed. Kings Ripton: Huntington.
3. Chandler, B. E. (1983). Technical Writer's Handbook. Ohio: American Society for Metals.
4. Chandra, A. and Saxena, T. P. (1979). Style Manual. New Delhi: Metropolitan Books.
5. Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.
6. Gerson, S. J. and Gerson, S. M. (1992). Technical Writing, Process and Product. Englewood Cliff's: Prentice Hall.
7. Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
8. Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.
9. Harrison, C. (1980). Readability in the Classroom. Cambridge: Cambridge University Press.
10. Huckin, T. N. and Olsen, L. A. (1991). Technical Writing and Professional Communication for Non-Native Speakers of English. 2nd ed. New York: McGraw-Hill.
11. James, G. Gray. (1986). Strategies and Skills of Technical Presentations. Westfort: Greenwood Press.
12. Karten, N. (2010). Presentation skills for technical professionals achieving excellence. Ely: IT Governance Publications.
13. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Cengage Learning.
14. McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.
15. Sherman, T. A. and Johnson, S. S. (1990). Modern Technical Writing. 5th ed. Englewood Cliff's: Prentice Hall.
16. Swain, D. V. and Swain, J. R. (1991). The Issue of Audience. In Scripting for the New Audio-Visual Technologies. 2nd ed. Chapter 4. Boston: Focal Press.



Second Semester

Course Code	BLIS3201
Course Title	Management of Library and Information Centers
Type of Paper	Core
Credit	4
Teaching Hours	4

Objective: To make the students understand the management techniques in organization of library & information centers.

Outcome: After completion of the course, students will be able to manage the library & information centers effectively.

Unit I: Principles of Library Management

- Management: concept, definitions, scope and functions
- Principles of Management
- Schools of Management thought: classical management theory, Neo-classical theory, modern management theory, problems and conflicts in management theories.
- Management functions: planning, organizing, staffing, leading, Budgeting and controlling.

Unit II: Physical Resource Management and Library House Keeping Operations

- Library Building: Site, Selection, Planning; Furniture, Fittings and Equipment: Standards and Specifications
- Collection Development and Management
- Acquisition Section, Technical Section, Circulation Section, Maintenance Section, Periodical Section and Reference Section; Stock Verification and Rectification: Policies and procedures
- Preservation and Conservation

Unit III: Financial Source and Human Resource Management

- Library Finance and Sources of Finance, Library Budgeting techniques. Cost effectiveness and Cost benefit analysis. Library Statistics and Annual Report
- Human Resource Management: Organizational Structure, Job Description and Analysis
- Personal Relations: Selection, Recruitment, Training, Development, Performance Appraisal Motivation: Group Dynamics, Training and Development
- Resource Mobilization and Outsourcing

Unit IV: Project Management

- TQM -- Definition, concept, elements, Quality audit
- LIS related standards,
- Technology management, Library software, building, furniture: BIS, ISO 900 series.



RECOMMENDED BOOKS

1. Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House
2. Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
3. Chabhra, T N et. al. (2000). Management and Organization. New Delhi: Vikas.
4. Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heinemann.
5. Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Professionals, Second Edition. London: Libraries Unlimited.
6. Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA
7. Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
8. Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.
9. Paton, Robert A. (2000). Change Management. New York: Response Books.
10. Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.
11. Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). Records Management. 7th ed. Southwestern, Division of Thomson Learning.
12. Stueart, Robert D and Moran (Barbara B. Moran). (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.
13. Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.



Course Code	BLIS3202
Course Title	Information Sources, Systems and Services
Type of Paper	Core
Credit	4
Teaching Hours	48

Objective: *To make the students understand different types of information services with their specific features and characteristics.*

Outcome: *After completion of the course, students will be acquainted to provide different type of information services in library & information centers.*

Unit I: Sources of Information

- Information: Meaning, Definition, Importance, Nature and Characteristics
- Types of Information Sources
- Criteria for Evaluation of Reference Sources
- Primary Information Source, Secondary Information Sources, Tertiary Information Sources

Unit II: Electronic Sources of Information

- e-Documents
- Subject Gateways/Portals, Bibliographical database
- Full text Databases, Bulletin Boards, Discussion Groups/Forums
- Open Access Resources, Social Networking Sites

Unit III: Reference and Information Services

- Information Services, Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Services, Reprographic Service, CAS/Alerting Service, SDI.
- Internet based Information Services Library 2.0: Concepts, Characteristics & Components
- Synchronous Communication & Content Delivery: Instant Messaging, RSS Feeds, Streaming Media, Podcasts, Vodcasts, SMS Enquiry Service
- Collaborative Publishing Tools: Blogs & Wikis, Collaborative Service Platforms: Social Networks, Tagging, Social Bookmarking

Unit IV: Information System and Programmes

- Categories of information systems: Libraries, Documentation centres, Information clearing houses, Referral centres, Information analysis centres, Databanks
- Different kinds of information systems: Decision support systems, MIS, GIS
- Major Operational Information Systems and Programmes at the Global Level



RECOMMENDED BOOKS

1. Guha, B. (1999). Documentation and Information Services (2nded.). Calcutta: World Press.
2. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.
3. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
4. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
5. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
6. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
7. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.
8. Gupta, Sangita. (2012). Innovative Challenges in Information Services. New Delhi: Kutub Publications.



Course Code	BLIS3203
Course Title	Collection Development and Management of Electronic- Resources
Type of Paper	CBCS/Non-core
Credit	4
Teaching Hours	48

Objectives: *To make the students aware collection development and different types of e-resources and their use.*

Outcome: *After completion of the course, students will be able to differentiate and utilize e-resources for their learning and research activities.*

Unit I: Electronic-Resources: An Overview

- E-Resources: Introduction, Advantages, Disadvantages
- E-Resources Life Cycle
- Standards for E-Resources
- Open Access Initiatives

Unit II: Types of Electronic-Resources

- E-Journals & E-Books
- Databases, CD-ROM databases
- Internet Resources
- Library Consortium, Criteria Evaluation of E-Resources

Unit III: Web Resources

- Web Resources – Introduction, Needs
- Science & Technology
- Humanities & Social Sciences
- Evaluation of Web Resources

Unit IV: Collection development and Management of Electronic Resources

- Collection development of E-Resources
- Policy for E-Resources
- Licence and agreement for procurement of E-Resources
- Case study of Digital Library



RECOMMENDED BOOKS

1. Frank Rennie & Robin Mason. (2011). e-Learning and Social Networking Handbook: Resources for Higher Education. Amazon.com
2. James E. Bobick and G. L. Berard (2011). Science and Technology Resources: A Guide for Information Professionals and Researchers (Library and Information Science Text Series). Amazon.com
3. Karin Wikoff. (2011). Electronic Resources Management in the Academic Library: A Professional Guide. Amazon.com
4. Peter Clayton and G. E. Gorman. (2001). Managing Information Resources in Libraries: Collection Management in Theory and Practice. Amazon.com
5. Ruth C. Clark & Richard E. Mayer. (2011). e-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning (Essential Knowledge Resource). Amazon.com



Course Code	BLIS3204
Course Title	Knowledge Organisation II: Cataloguing (Theory)
Type of Paper	Core
Credit	4
Teaching Hours	48

Objectives: *To accustom the students with the organization of knowledge with different basic concepts and philosophies of library cataloguing.*

Outcome: *After completion of the course, students will understand the basic concept and philosophies of library cataloguing, rules of filing entries and subject headings in cataloguing and different bibliographic standards.*

Unit I: Cataloguing Principles

- Catalogue: Definition, Objectives, Functions
- Types of Catalogue and Physical Forms of Catalogue
- Principles of Cataloguing: Ranganathan's Cannon
- Introduction to Catalogue Codes: CCC, AACR-IIR

Unit II: Types of Catalogue Entries

- Kinds of Entries and their Elements of Description in CCC and AACR-IIR
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)
- Rules for Choice and Rendering of Headings in AACR –IIR
- Subject Heading Lists: Sears List & LCSH

Unit III: Standards of Bibliographic Description and Record Formats

- ISBD, FRAD (Functional Requirements for Authorized Description), GARR (Guidelines for Authority Records and References)
- RDA (Resource Description and Access)
- ISBN, ISSN

Unit IV: Current Trends in Library Cataloguing

- Metadata: meaning, purpose, use, & types.
- Metadata: MARC 21, DUBLINCORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core.
- Preparation of Bibliographic Records for different kinds of documents with emphasis on e-resources using appropriate standards (such as AACR2 / RDA, MARC 21, LCSH, Authority Files) and software (KOHA)



RECOMMENDED BOOKS

1. Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
2. Aswal, R. S. (2004). MARC 21: 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 of 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 Text Book 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	BLIS3206
Course Title	Internship Programme
Type of Paper	Core
Credit	4
Teaching Hours	48

Objectives:

- i) *to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; and*
- ii) *to train them in preparing the Internship Report in a prescribed format based on their practical training and learning.*

Outcome: *After completion of the course, students will be able to works in Library without any hesitation.*

The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.

A. Report on Internship Programme – 40 marks

B. Viva-Voce – 20 marks