JIWAJI UNIVERSITY, GWALIOR (M.P)
(NAAC ACCREDITED "A" GRADE UNIVERSITY)

SCHOOL OF STUDIES IN LIBRARY AND INFORMATION SCIENCE

BACHELOR OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)]
&
Choice Based Credit System

ADMISSION AND SCHEME OF EXAMINATION, 2020-21

School of Studies in Library and Information Science was established in the University in 1984 to impart quality education and modern skills in the field to the students of the region leading to Bachelor's Degree in Library and Information Science and Master Degree in Library and Information Science. The Department is extensively engaged in teaching, research and career guidance too. The majority of the pass outs from the department have occupied good positions throughout the country. In the new millennium, the department is planning to establish a highly efficient computerized information system in the University. This job oriented course has been modernized with use of the latest equipment in teaching and training at degree, post graduate and research level.

Present era, especially the later-half of 20th century has seen an unprecedented boom in the production of documents in almost all fields of knowledge, especially in Science and Technology. The ever increasing bulk of recorded information available in book form, non-book form or electronic form together with satellite data has created a formidable phenomenon called 'Knowledge or Information Explosion' or more appropriately, 'Information Revolution'. Under the circumstances, users find themselves at their wits end to know what is published where in their own areas of interest and how to gain access to required piece of information pin pointedly, exhaustively and expeditiously. Consequently, libraries as information centers and librarians as Information Scientists have attained significant positions in the modern society.

B.Lib.I.Sc.
M.Lib.ISc.
Ph.D

Programme Outcome:
The designing of the Library & Information Science programme at the Jiwaji University is to provide the organization of knowledge, processing of the knowledge, dissemination of information, automation of library, networking, communication technology, management techniques in organization of library informatics centre's, thus also provide hands on practice on different types of information, source and services, to aware of different types of e- resources and their use and use of advanced version of technology in library operations, aware of various consortia and consortia-based resources to prepare students for careers as professionals in the field of library Information science, for further study in library information science, communication technology, digital library

and related fields, the faculty is committed to providing an environment that addresses the individual need of each student an encourages them to develop their potential.

Out distinguish feature are:

1. Up-to-date knowledge of the broad range of disciplines of library information science

2. Theoretical and practical knowledge of knowledge organization and techniques.

3. Interpretation of various types of libraries, various type source and services, personality development and communication skills, information resource development, intellectual property right and copyright knowledge management, information literacy and management of library information centre's.

Programme Specific Outcomes:

Curriculum of Library & Information Science is designing to prepare graduates or post graduates to attend the following programme specific outcomes:

PSO1: Ability to design or develop the students with the basic concept and Philosophy of librarianship.

PSO2: An ability to practice or apply the library skills, communication techniques and other skills in a wide range of academic, institutions and professional employment areas.

PSO3: To display critical thinking for creating new ideas and design innovative pathways.

PSO4: Explore global level research opportunities for doctoral studies.

PSO5: Demonstrate, after completion of course student will be able to understand the development of ICT's with respect to knowledge penetration and accumulation in his/ her professional activities.

PSO6: Display their true potential and get appropriate endorsement through qualifying NET/ SLET/ National or State Services and other competitive examinations i.e. All Academic Libraries, Railways Libraries, Bank Libraries and Parliament Libraries etc.

PSO7: Acquire the ability to engage in self-determining and life- long learning in the broadest context of socio- technological changes.

COURSE CODE: BLIS - 101
COURSE TITLE: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

CO1: After Completion of the course, students will be able to develop their interest in the subject, understand the basic concept of library science and philosophies of the subject of LIS and identify the professional associations, organizations and their role in the field of LIS. Provide theoretical and foundations of Library Science, different type of libraries and information agencies and recent trend of libraries, to know principles, legislation and professional associations and services.

UNIT I - Historical Developments of Libraries:

- Evolution of Libraries in India.
- Five Laws of Library Science.
- Types of Libraries and their Functions
- Introduction to Digital, Electronic and Virtual Libraries.
- Concept, Functions and Services of the National Libraries with Special Reference to India, USA
- Library Science Education in India

UNIT II - Libraries Developments Plans and Programs:

- Library Movements in India.
- National Knowledge Commission and Information Policy
- Libraries Developments Plans and Programs in India after Independence
- Role of Library & Information Centers in Modern Society

UNIT - III Library Legislation:

- Library Legislations in India
- Press and Registration Act and Delivery of Books and Newspaper Act
- Professional Ethics in Librarianship

UNIT - IV: Recent Trends:

- Resource Sharing: Concepts and Methods.
- Library and Consortia : Concept & Development
- Library Building and Equipments
- Role of Librarian and Architect in designing building in modern era technology
- Role of Social Media in Library Services

UNIT V - Professional Associations and Services:

- Professional Associations: National- RRRLF, ILA, IASLIC, IATLIS
- International Organizations: UNESCO, IFLA, FID, ALA and ASLIB
- Library Extension Services and Consultancy Services

Recommended Books

1. Sharma, Hemant (2007). Uttar Pradesh Sarvajanik pustakalya pranali awam (U.P. public library act, 2006): samikshatmak Mulyankan . Agra. Y.K Publishers

2. Burahohan, A. (2000).Various aspects of librarianship and Information Science. New Delhi: ESS ESS.

3. Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.

4. Deshpande, K.S. (1985). University library system in India. New Delhi: Sterling.

5. Devarajan G. (1995). Library information user and user studies. New Delhi: Beacon Books.

6. IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.

7. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: ESS ESS Publication.

8. Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.

9. KrishanKumar. (1987). Library organization. New Delhi: Vikas.

10. Kumar, P.S.G. (2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

11. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.

12. Mahapatra, P.K. (1996). Public libraries in developing countries: Status trends. New Delhi; Vikas.

13. Parekh, H. (2007) Five laws of Library Science: Continuing foundations in an Information society, DLIBCOM, 2(8-9), p.7-9.

14. Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: SaradaRanganathan Endowment for Library Science.

15. Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

16. Rout R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.

17. Rudinow, J. &Graybosch, A. (2000). Ethics & Values in the Information Age. NY.

18. Sadhu, S.N. &Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.

19. Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121-140.

20. Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.

21. Shera, J.H.(1965). Libraries and organization of knowledge.HampdenArchan.

22. Surendra S. &Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS.

COURSE CODE: BLIS - 102
COURSE TITLE: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

CO2: To know the fundamentals of management, understanding the policies and process of libraries, routine activities of libraries. To make the students understand the management techniques in organization of library & information centers. After completion of the course, students will be able to manage the library & information centers effectively.

UNIT I- Concepts of Management:

- Principal of Scientific Management in Libraries and Information Centers
- Schools of Thoughts
- Change management
- Library Organizational Structure
- Library Authority and Library Committee

UNIT II- Human Resource Management:

- Job Analysis and Description
- Recruitment Procedure and Staff Formula
- SWOT Analysis, PEST
- Library Budgeting
- Library Statistics and Annual Report
- Library Rules and Regulations
- Hazards and Control Measures of Library Materials

UNIT III- Collection Development: Policies and Procedure:

- Collection Development: Policies and Principals
- Selection Tools: Books, Non- Books, Serials
- Acquisition Procedure of Books and Periodicals
- Periodical Registering System

UNIT IV- Technical and Maintenance Section:

- Technical section: Classification and cataloguing work a Physical Processing work
- Circulation Section: Work and Systems
- Maintenance section: Shelving, Stock Verification, Binding
- Library disaster management
- Green Library Building, Makers Space, Security and Safety
- Crisis Management

UNIT V- Marketing Management:

- Marketing of Information Product and Services.
- Marketing Mix: Mix, Segmentation, Pricing and Advertising; Management Consultancy

Recommended Books

1. Garg, R. G and Tamrkar, Amit (2011). Modern Library management. Medallion Press, Ludhiana.

2. Bank, J.(1996). Staff management in library and information centre's. Hampshire: Groneer Publishing Ltd.

3. Beardwell, I. & Holden, L. Ed.(1996). Human resource management: Contemporary perspective. New Delhi: McMillan.

4. Bratton, J. and Gold, J. (1994). Human resource management: Theory and practice. Basingstoke: Mac Millan.

5. Brown, C.R. (1989). Selecting library furniture: A guide for librarians, designers and architects. Arizona: Oryx Press.

6. Bryson, J.O. (1996). Effective Library and Information management. Bombay: Jaico.

7. Evans, E. G. (1982). Management techniques for librarians. New York: Academic Press,

8. Evans, E. G. (1987). Developing library and information centre collection. 3rd ed.: Littleton: Libraries Unlimited.

9. Gardner, R.K. (1981). Library collections, their origin, selection and development. New York: McGraw-Hill.

10. IASLIC (1979). Application of management techniques in Library and Information systems. (Conference Papers). Kolkata: IASLIC.

11. Katz, W.A. (1980). Collection development selection of materials for Libraries. New York: HRW.Kaul, P.N. (1971). Library building planning and design. Delhi: Vikas.

12. Krishna Kumar (1987). Library administration and management. Delhi: Viaks.

13. Mahapatra, P. (1997). Library management. Calcutta: World Press.

14. Mittal, R.L. (1984).Library administration: Theory and practice. 4 Ed. New Delhi: Metropolitan.

15. Paliwal, P.K. (2000). Compendium of Library administration. New Delhi: ESS ESS.

16. Parker, C. and Café, T. (1993). Management Information systems: Strategy and action. New York: McGraw Hill.

17. Pearson, R.J. Ed. (1983). Management process: Selection of readings for librarians. Chicago: ALA.

18. Prasher, R.G. (1993).Developing library collection. New Delhi: Tata McGraw-Hill.

19. Ranganathan, S.R. (1954). Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science.

20. Spiller, D.(1986). Book selection: An introduction to principles and practices. 4th ed. London: Clive Bingley.

21. Stuert, R.D. and Moran, B.B. (2004). Library and Information center management. Colorado: Libraries unlimited.

COURSE CODE: BLIS - 103
COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (CLASSIFICATION & CATALOGUING THEORY)

CO3: To provide the theoretical knowledge of classification and cataloguing, basic features and trends in classification and cataloguing or various standards of classification and cataloguing.

UNIT -I Structure and Attributes of Universe of Subject:

- Library Classification: Definition, Needs and Functions
- Species of Library Classification Schemes
- Modes of Formation of Subjects
- Salient Features of DDC, UDC and CC

UNITII - Normative Principal and canons of Classification:

- Species of Library Classification Scheme
- Five Fundamental Categories
- Common Insulates
- Devices, Mnemonics
- Phase Relation
- Notation: Definition, types, functions, qualities.
- Recent trends in library classification and technologies

UNIT III- Cataloguing Principles:

- Catalogue: Definition, Objective, Function
- Type of Catalogue and Physical form of catalogue
- Introduction to Catalogue Code: CCC & AACR-2
- Kinds of Entries and their Functions.
- Physical Forms of Catalogue.

UNIT IV- Entry Elements and Subject Headings:

- Elements of Bibliographic description of Print and Non-Print book materials (AACR2 &CCC)
- Rules for choice for rendering of heading(AACR2 &CCC)
- Subject Heading Lists: Sear's List and LCSH

UNIT V- Current Trends in Standardization:

- ISBD, FRAD,GARR, RDA
- MARC
- CCF,
- ISO-2709
- ISBN and ISSN
- FRBR, Bibframe
- METS, MODES, EAD

Recommended Books

1. Gautam, J.N. (1997,).Modern Library Classification: Theoretical Analysis. Agra: Ram Mehra.
2. Sharma, Hemant (1997).Modern Library Classification: Theoretical Analysis.Agra . Shri Ram Mehra & co.
3. Berwick Sayers, W.C. (1950). Introduction to Library Classification. London: Andradautch.
4. Chan, L.M.(1994). Cataloguing and classification: An introduction. 2ndEd. New Delhi: McGraw-Hill.
5. Chernyi, A.I.(1973). Introduction to Information retrieval theory. London: ASLIB.
6. Dhyani, P.(1998). Library Classification: Theory and practice. New Delhi: VishwaPrakashan.
7. Jennifer, E. R. (1987). Organising knowledge: An introduction to Information retrieval. Aldershot: Gower.
8. Krishan Kumar (1988). Theory of Library Classification, 4 Ed. New Delhi: Vikas.
9. Mills, J.(1966). The modetn outline of library classification. Bombay: Asia Publishing House.
10. Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.
11. Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory. Delhi: BR.
12. Ranganathan, S.R. (1960). Colon Classification, 6th ed. Bangalore: SaradaRanganathan Endowment for Library Science.
13. Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London: LA.
14. Ranganathan, S.R. (1999). The five laws of Library Science. Bangalore: SaradaRanganathan Endowment for Library Science.
15. Rijsbergen, C.J. V.(1070). Information retrieval, 2nd ed., London: Butterworths.
16. Raju, A.A.N.(1984). Dewy decimal, Universal decimal and colon classification : A study in comparison. New Delhi; Ajanta publications.
17. Sayers, W.C.B.(1964). A manual of library classification. 3rd ed. London: Andre Dentche.
18. Sinha, S.C. & Dhiman, A.K. (2002). Prolegomena to universe of knowledge. New Delhi: ESS ESS.
19. Srivastava, A.P. (1993). Theory of knowledge Classification in Libraries. New Delhi: Sage

COURSE CODE: B LIS - 104
COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (PRACTICAL CC REV.6TH ED. AND DDC 19TH ED.)

CO4: To provide the practical cataloguing skills according to AACR-II. To determine the classify library resources by using scheme of classification-DDC and Able to catalogue library resources by using AACR-II and use of subject headings.

UNIT I- Colon Classification (6th Reprint Ed.):

- Introduction, Structure and Organization
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

UNIT II- Dewey decimal classification (19th Ed.):

- Introduction, Structure and Organization
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents using Table-1 and 2

UNIT III - Colon Classification (6th Reprint Ed.):

- Use of Common Isolates, Phase Relation and Devices
- Classification of Documents with Compound and Complex Subjects

UNIT IV - Dewey decimal classification (19th Ed.):

- Classification of Documents Using Table 3-5

UNIT V - Dewey decimal classification (19th Ed.):

- Classification of Documents Using Table -6-7

Recommended Books

1. Gautam, J.N (1996).Dewey Decimal Classification: practical analysis (Ed. 19 & 20). Agra: Y.K. Publisher,
2. Dewey, Melvil (1979). Dewey decimal classification and relative index. 4 Vols.19th editions. Edited by Benjamin A Custer (et al.). New York: Forest Press.
3. Chan, L.M... (1996). Dewey decimal classification. A practical guide. 2nd Ed. Albany, New York: OCLC.
4. Satija, M.P. and Comaromi, J.P. (1998). Exercises in the 21st Edition of Dewey decimal classification. New Delhi: Concept
5. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.
6. Krishan Kumar (1986). An introduction to AACR-@ 1988 revision. London: LA.
7. MARC 21 and Related standards for Bibliographic Records. New York: LC.
8. Riaz Muhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic. Vishwanathan, C.G. (1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.

Second Semester

COURSE CODE: BLIS - 201
COURSE TITLE: - KNOWLEDGE ORGANIZATION & PROCESSING (CATALOGUING PRACTICAL) CATALOGUING OF BOOKS USING CCC 5TH ED. AND AACR-II ALONG WITH SEARS LIST OF SUBJECT HEADINGS.

CO5: To understand the basic concept and philosophies of library cataloguing, rules of filling entries and subject headings in cataloguing and different bibliographic standards. To provide the practical cataloguing skills according to CCC 5th ed. and AACR-II.

UNIT I- Classified Catalogue Code:

- Work of Single and Shared Authorship
- Works of Mixed Responsibilities
- Collaborative Publications
- Pseudonymous Work

UNIT II- Anglo- American Cataloguing Rules:

- Work of Single and Shared Authorship
- Works of Mixed Responsibilities
- Collaborative Publications
- Pseudonymous Work

UNIT III- Classified Catalogue Code:

- Works of Corporate Authorship
  - Government
  - Institutions
  - Periodicals

UNIT IV- Anglo-American Cataloguing Rules:

- Works of Corporate Authorship
  - Government
  - Institutions
  - Periodicals

UNIT V- Multi volume Work:

- Ordinary and Artificial Composite Books.

Recommended Books

1. Gautam J.N. (1996). Dewey decimal classification: practical analysis (Ed. 19 & 20). Agra: Y.K. Publisher.
2. Gautam J.N. (1996). Practical Manual of AACR-II (Yet to be publish)
3. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.
4. KrishanKumar(1986). An introduction to AACR-II 1988 revision. London: LA.
5. MARC 21 and Related standards for Bibliographic Records. New York: LC.
6. RiazMuhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic.
7. Vishwanathan, C.G. (1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.
8. Ranganathan S. R. (1963). Colon Classification.

COURSE CODE: B LIS - 202
COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (Theory)

CO6: To provide basic ICT concepts; To aware the use of networking technologies in developing library systems and services; and To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources.

UNIT I –Basics of Information Technology

- Evolution of a computer and computer generation.
- Information Technology: Definition, Scope and Components (Hardware/Software)
- Operating Systems: Types and Functions
- Software Basics: System Software, Application Software.
- Storage Devices (Memories), Input Devices and Output Devices.

UNIT II – Operating Systems & Progeamming Languages:

- Operating systems: Types & Functions
- Study of MS-DOS, LINUX and Windows Operating Systems
- Introduction to programming Languages

UNIT III- Communication Technology

- Tele Communication: Transmission Media, ISDN, Multiplexing, Switching Technique
- Networking: Topology and Types of Networks, Standards and Protocols
- Network Modules(OSI), Networking Devices

UNIT IV- Database Management Systems:
- Definition, Objectives and functions
- Types of Elements of DBMS
- Database Structure and Architecture

UNIT V- Feature of Library Software Packages

- Evaluation library automation software: SOUL, E-Granthalaya
- Open Source Software: KOHA, D-SPACE, GREENSTONE
- Library Automation
- Use of Internet

Recommended Books

1. Sharma, Hemant (2006). Suchna Prodhyogiki (Information Technology), New Delhi, Atlantic Publishers.

2. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.

3. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation.

4. .Basandra , S.K(2002). Computers today, New Delhi: Golgotia.

5. Carter, R.(1987). The Information technology hand book, London : Heinemann.

6. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.

7. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.

8. Decson, E.(2000). Managing with Information technology. Great Britan: Koganpage Ltd.

9. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS. Publications.

10. Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.

11. Hunter & Shelly(2002). Computers and common sense, New Delhi:s Prentice-Hall.

12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.

13. Jain, V.K.(1997). Computer for biginers. New Delhi; Pustak Mahal.

14. Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.

15. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.

16. Keren, C & Perlmutter, L,Ed.(1995). The application of mini and micro computers inInformation, documentation, and Libraries. Amsterdam: Elsevier.

17. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.

18. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.

19. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.

Centric Elective

COURSE CODE: B LIS –203(A)
COURSE TITLE: INFORMATION TECHNOLOGY: PRACTICAL

CO7a: To provide hands on experience of library automation software and website designing tools; to understanding practical skills and commands of operating systems; and to know the web searching.

UNIT I- Handling Text data-MS-Office:

- Creating Presentation with Power Point
- Creating graphics with MS-Excel
- Editing and Formatting Word Documents

UNIT II- Installation and Functions of different operating system:

- Window 7
- Window NT

UNIT III- Database creation with SOUL:

- Modules: Acquisition,
- Catalogue,
- Circulation,
- OPAC,
- Serial Control and
- Administration.

UNIT IV- Use of Internet:

- Searching on INTERNET

Recommended Books

1. Basandra , S.K(2002). Computers today, New Delhi: Golgotia
2. Carter, R.(1987). The Information technology hand book, London: Heinemann.
3. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
5. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
6. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
7. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
8. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant Publishers
9. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
10. Microsoft Office 2007 Training Manual
11. Microsoft Windows 7 Advanced Training Manual

COURSE CODE: B LIS – 203 (B)
COURSE TITLE: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

CO7b: To gain about library collection and materials, to understanding the control of management to preservation, to know the concept of Rarity and Intrinsic Value.

UNIT I - Library Collection and Materials:

- Types and Characteristics.
- Preservation: Definition, Need, Objectives.
- Types of Preservation
- Preservation Policies and Principles.
- Vandalism and Fair use.

UNIT II - Factors of Deterioration (Damage):

- Types of Deterioration:
- Human, Environmental, Chemical, Biological Factors Disaster.

UNIT III- Control Management to Preservation:

- Indoor and Outdoor.
- Security Issues
- User Awareness and Staff Training.
- Evaluation of Library Materials

UNIT IV- Concept of Rarity and Intrinsic Value:

- Selection and Review of Materials for Conservation and Replacement.
- Conservation Treatments of Materials.

UNIT V- Preservation of Non Print Materials:

- Photographic Audio- Visual Materials, Maps, Textile.
- Digitization and Digital Preservation.
- Reformatting: Copying, Imaging.
- Digitization Project: Project Proposal, Budget Personnel, Funding Project Plan and Output.

Generic elective

COURSE CODE: BLIS – 204 (A)
COURSE TITLE: REFERENCE & INFORMATION SOURCES AND SERVICES

CO8a: To aware different types of information resources with their specific features and characteristics, and able to use different type of information sources; To know the evolution of information sources.

UNIT I –Information Sources:

- Documentary and Non- Documentary Information Sources
- Information Sources various categories: Primary, Secondary and Tertiary
- Information Sources: Non- Print Media
- Information Sources: Nature, Characteristics, Utility
- Criteria for Evaluation of Information Sources

UNIT II- Reference Service:

- Meaning, Needs, Scope and Kinds of Reference Service
- Theories of Reference Services
- Reference Service in Public, Academic and Special Libraries
- Reference and Referral Services in IT era: Blogs, Chat Referring etc.

UNIT-III Bibliographies and Others Reference Tools

- Bibliographies Definition, Need and Purpose
- Types of Bibliographies

UNIT-IV –Various Reference Tools:

- Year Books, Almanac, Encyclopedias, Indexes, Abstracts, Dictionaries, Directories, Hand Books, Guides

UNIT-V- Geographical Biographical and Statistical sources:

- Geographical Sources of Information.
- Biographical Sources of Information.
- Statistical sources of Information
- Union Catalogues

NOTE – List of Reference and Information Sources for the Purpose of Evaluation is Appendix.

APPENDIX (Evaluation of the following)

A. BIBLIOGRAPHIES:
- Indian National Bibliography
- British National Bibliography
- Cumulative Book Index.
- Books in Print (Bowker)
- Indian Books in Print (Delhi, Indian bureau of bibliography)
- Whitekar's Cumulative Book list
- Ulrich's International Periodicals Directory

B. DICTIONARIES
- Webster's Third New International English Dictionary
- Oxford New English Dictionary 20 vols. 1992 Ed.

C. GAZETTEERS, GEORAPHICAL DICTIONARIES
- Columbia Lippincott Gazetteer of the world.
- Gazetteer in India (4 Vol.)

D. BIOGRAPHICAL DICTIOARIES
- Webster's Biographical Dictionary.
- International Who's Who (Europe).
- Dictionary of National Biography India.

E. ENCYCLOPAEDIA
- Encyclopedia Britannica (New Ed.)
- Encyclopedia Americana
- International Encyclopedia of Social Sciences.
- Encyclopedia of Library and Information Science.
- Mc-Graw Hill Encyclopedia of Science and Technology.

F. DIRECTORIES and YEAR BOOKS
- Europa Year Book
- World of Learning
- Statesman's Year Book
- Directory of Scientific Research Institution in India.
- India: A Reference Annual

G. SOURCES OF STSTISTICS
- Demographic Year Book
- Statistical Year Book

H. INDEXES
- Index Medicus
- Science Citation Index
- Guide to Indian Periodical Literature

I. ABSTRACT
- Indian Science Abstracts
- Biological Abstracts
- Chemical Abstracts
- Library and Information Science Abstracts
- Indian Library Science Abstracts

J. UNION CATALOGUES
- World list of Scientific Periodicals, (Butter Worth)
- National Union Catalogue of Scientific Serials in Indian (NUCSSI)
- Union Catalogue Published by ICSSR.

Recommended Books

1. Gautam. J.N (1998). Basic Reference and Information Sources. Agra: Y.K. Publisher.

2. Garg. R.G (2009).Bhartiye hindi Granth

3. Alan P., Gwyneth T. and Goff S (1999). The Library and Information Professional's Guide to the World Wide Web. London: Facet Publishing.

4. Chowdhruy, G. G. and SudattaChowdhury(2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

5. Chowdhury, G. G. and SudattaChowdhury(2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

6. Gates, J.K.(1983). Guide to the use of libraries and information sources. 5thed. New York: McGraw Hill.

7. Gopinath, M.A (1984). Information Sources and Communication Media. Bangalore : DRTC.

8. Grogan, Dennis (1984).Science & Technology: An introduction to literature, London: Clive Bingley.

9. Hills, P. Ed. (1981). The future of printed world. London : The Open University Press.

10. Katz, W.A. (2000). Introduction to reference work, London: Butterworths. 2V.

11. Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

12. Kumar (PSG). Ed.(2001). Indian encyclopedia of Library and Information Science. New Delhi: S. Chand & Co.

13. Rao, I.K.R (2001). Electronic sources of Information. Bangalore: DRTC.s

14. Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.

15. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.

16. Subramanayam, K. (1981). Scientific and technical Information resources. New York : Marcel Dekkar.

17. Walford, A.J. (1990). Guide to reference materials, London: Library Association, 3V.

18. http://www.Libraryspot.com

19. http://www.refdesk.com

20. http://www.infolibrarian.com

COURSE CODE: BLIS – 204 (B)
COURSE TITLE: DOCUMENTATION AND INFORMATION ATORAGE AND RETRIEVAL

CO8b: To know features of different Function and activities of documentation; To know about the Index and indexing; To know the difference Documentation services National and International Information System.

UNIT I- Documentation:

- Meaning Genesis and Scope of documentation
- Facets of Documentation
- Documentation List.
- Documentation activities in India
- Reprographic, Micrographic and Translation Services.

UNIT II- Index and indexing:

- Type of index, pre and post coordinate indexing
- POPSI, PRECIS UNITERM,
- Keyword Indexing (KWIC-KWOC, KWAC, KWWC),
- A brief Introduction to Citation Indexing. And web of science

UNIT III- Abstracting:

- Characteristics, Elements of Abstracting
- Types of Abstracting
- Ranganathan's Canons of abstracting.
- CAS and SDI services.

UNIT IV- National and International Information System:

- NISSAT,
- UNISIST,
- National Documentation Centers of India:
- NISCAIR,
- NASSDOC,
- DESIDOC.

UNIT V- Information Storage and Retrieval System:

- Meaning, Purpose
- Evaluation
- Search Strategies
- Concept of Vocabulary Control.

Recommended Books

1. Guha B (1983).Documentation and Information: Service, Techniques and System, The World Press Pvt Ltd,Calcutta.

2. Kawatra,P.S (1989).Foundation of Documentation, Sterling Publishers, New Delhi.

3. Kent, Allen (1971).Information Analysis and Retrieval. John Wiley, New York.

4. Khanna, J.K (2000).Documentation and Information, Services, System and Techniques. Y.K. Publishers, Agra.

5. Lancaster, F. Wilfried (1968): Information Retrieval System, John Wiley, New York.

6. Prasher , RG (1991) : Information and its Communication, Modalism Press, New Delhi.

7. Ranganathan, S.R, Ed, Documentation and its Facets. Aisa Publishing House, Bombay.

8. Ranganathan, SR (1973): Documentation Genesis and Development Vikas Publishing House, Delhi.

9. Sengupta, B and Chatterjee S (1977) Documentation and Information Retrieval, the World Press Private Ltd, Calcutta.

10. Sood,S.P (2004) : Documentation and Information Science, Raj Publishing House, Jaipur.

11. Tripathi, S.M (1997): Documentation and Information Services and Networks in 2 Volumes, Y.K. Publishers, Agra.