DEPT. OF LIBRARY AND INFORMATION SCIENCE
Osmania University :: HYDERABAD 500 007

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

SEMESTER SYSTEM

(RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SYLLABUS AND SCHEME OF
THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-2017)

(FIRST SEMESTER)

Paper- BLS 101: LIBRARY & SOCIETY (CC)

Unit-1:

Nature and purpose of Librarianship.

Ancient and Modern Libraries, Philosophy and Ethics of Librarianship. Attributes of Profession. Librarianship as Profession.

Library as a Social Institution: Functions of the Library. Role of the Library in Formal and Informal Education. Information and Society, Community Information Services, Role of the Library in improvement of reading habits. User Studies and User Education.

Professional Education and Librarianship.

Unit-2:

Five Laws of Library Science – Implications – Examples. – Relevance to present technological environments.

Types of Libraries : National, Public, Academic, and Special. Their objectives, Functions, Services (Reference Service, Current Awareness Service, SDI, Bibliographic, Indexing and Abstracting, Referral Service, etc.). Study of Select libraries – National Library, Kolkata; Library of Congress; British Library (London),; Connemera Public Library (Chennai); Delhi Public Library; National Science Library; State Central Library. Types of Material : Printed and Electronic Documents.

Unit-3:

Library Development. Ancient, Medieval and Modern Libraries. Library Movement in India. Library Movement in Andhra Pradesh with particular reference to Library Movement in Telangana State.

Library Cooperation / Resource sharing : Concept, need, purpose, areas of resource sharing, Resource sharing programmes. Impact of IT on Resource Sharing.

Library Consortia – Definition, purpose, functions. Consortia in India.

Unit-4:

National & International Organizations:

Professional Associations : IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.
Organizations : UNESCO, NISCAIR -- Objectives, Programmes and activities.

Unit-5:
Legislation – Need, Purpose and Advantages.
Library Legislation in India : Need, Purpose and Advantages, Attempts for Library Legislation, Model Library Act in India. Detailed Study of A. P. Public Library Act : Overview of Library Acts in India – Tamilnadu, Karnataka, Maharashtra, West Bengal,Manipur, Kerala, Haryana, Mizoram, Goa, Gujarat, Uttaranchal, AND Orissa.

IPR (Intellectual Property Rights).
Delivery of Books Act. Copyright Act. Censorship. UNESCO Public Library Manifesto-Standards for Public Libraries.
Library Education in India : Historical Development, levels of courses. Present Trends.

Select Reading:

1. Khanna (JK): *Library & Society*. Kurukshetra : Research Publications, 1987.

2. Ekbote (Gopal Rao): *Public Library System.* Hyderabad : Ekbote Brothers, 1987.

3. Mithal (RL*): Library Administration : Theory & Practice*. 5th Ed. Delhi : Metropolitan, 1984.

4. Ranganathan (SR): *Five Laws of Library Science*. Delhi : UBS, 1957.

5. Sharma (Pandey SK): *Development of Public Libraries in India*. New Delhi : Ess Ess.

6. IFLA : *Standards for Library Service*. 2nd Ed. Munich : Verlag, 1977.

7. Davis (DW): *Public libraries as cultural and social centres.* New York : Scarecrow, 1975.

8. Venkatappaiah (V): *A. P. Library Act* (in Telugu). Vijayawada : Navaratna, 1985.

9. Venkatappaiah (V): *Indian library legislation*. 2v. New Delhi : Daya, 1990.

10. Shera (JH): *The Foundations of education of librarianship*. Bombay : Asia, 1970.

11. *India, Advisory Committee for Libraries, Report.* Delhi : Manager of Publications, 1959.

12. Krishna Kumar*: Library Organization*. Delhi : Vikas, 1986.

13. *Withers (FN): Standards for Library Service: An International Survey*. Paris: Unesco, 1974.

14. Ranganathan (SR) and Neelameghan (A), Ed. *Public Library System.* Bangalore : Sarada Ranganathan Ednowment, 1972.

15. Venkatappaiah (V). *A. P. Granthalayodyamam* (Telugu), Vijayawada : Navaratna, 1985.

16. Krishnaji (J) and others: *Telugu Seemalo Granthalaya Pragathi*. Chittoor : K. B. Reddy, 1983.

17. Rout (RK*): Library legislation in India.* New Delhi : Reliance, 1991.

18. *Ekbote (Gopal Rao) Committee Report*. Hyderabad : Govt. of Andhra Pradesh, 1978.

19. Sahai, Srinath: *Library and community*. New Delhi : Today & Tomorrow.

20. Laxman Rao (N), Vishwa Mohan (V) and Sudarshan Rao (S) Ed. *Changing Dimensions of dLIS Education,* Hyderabad : IATLIS, 2001.

21. Kumar (PSG). Ed. *Indian Encyclopedia of Library & Information Science*. New Delhi : S. Chand & Co., 2001.

22. Vashisthj (CP). Ed. *Library movement and Library Development in India*. Delhi : ILA, 1994.

23. Sharma (Pandey S.K.): *Library & Society.* New Delhi: Ess Ess Publications, 1987.

24. Kumar (PSG): *A Student's Manual of Library & Information Science*, Delhi : BR Publishing House, 2002.

25. Graham P. Cornish : *Interpreting the law for libraries, archives and information services*, Rev. 3rd edn. London : Facet Publishing. 2001.

26. Sandy Norman (Ed) : *Copyright in further and higher education libraries* . 4th Edn. London : Facet Publishing, 1999.

27. Stella Pilling & Stephanie Kenna (Eds). *Cooperation in action: Collaborative Initiatives in the World of Information*. London : Facet, 2002.

28. Sandy Norman. *Practical Copyright for Information Professional*. London : Facet, 2001.

Paper- BLS 102: Library Classification (Theory) (CC)

Unit-1:

Library Classification – Meaning, Need and purpose of classification.

Terminology – Need and purpose. Important terms in Classification.

Normative Principles.

Five Laws of Library Science – Implications.

Formation, Structure and Development of Subjects:

Unit-2:

Species of Classification Schemes : Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC).

Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).

Unit-3:

General Theory of Classification. Ranganathan's contribution.

Main Class – Canonical Class and Basic Class.
Five Fundamental Categories : PMEST.
Isolate -- Common Isolate – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.
Facet Analysis -- Postulates pertaining to Fundamental Categories.
Phase Analysis – Phase, Intra-facet & Intra-array relations.

Unit-4:

Principles of Facet Sequence, viz. Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action – Actor – Tool Principle.

Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.

<u>Unit-5:</u>

Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3); Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4):- Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

<u>Select Reading:</u>

1. Chan, Luis M. *Cataloguing and Classification*. 2nd ed. New York : McGraw Hill, 1995.

2. Foskett, A. C. *The subject approach to Information*. 3rd Ed. London : Clive Bingley, 1977.

3. Krishna Kumar. *Theory of Classification*. New Delhi: Vikas, 1980.

4. Maltby, A. Ed. *Classification in the 1970s*. London : Clive Bingley.

5. Maltby, A. *Sayers Manual of Classification for Librarians.* Ed.5. London : Andre Deutsch, 1975.

6. Mills, J. *Modern Outline of Library Classification*. Bombay : Asia, 1962.

7. Needham, C. D.: *Organisation of knowledge in Libraries*. 2nd Rev. Ed. London : Andre Deutsch, 1971.

8. Raju, A. A. N*. Decimal, Universal Decimal and Colon Classification : A Study in Comparison*. Delhi : Ajanta, 1984.

9. Ranganathan, SR. *Prolegomena to Library Classification*. Ed. 3. Bombay : UBS, 1967.

10. Ranganathan, SR. *Elements of Library Classification*. Ed. 2. Bombay : UBS, 1966.

Paper- BLS 103: Library Cataloguing (Theory) (CC)

<u>Unit-1:</u>

LIBRARY CATALOGUE:
Definition, need, objectives and functions.

LIBRARY CATALOGUE & SIMILAR OTHER TOOLS:
Bibliographies, indexes, accession lists and shelf list.

TYPES OF LIBRARY CATALOGUES:
Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues, Microform Catalogues)

Inner forms (Dictionary, Classified and Alphabetico-Classed).

<u>Unit-2</u>:

AACR-2R and CCC : Features.

DIFFERENT TYPES OF CATALOGUE ENTRIES AND THEIR FUNCIONS:

Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).
Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.
Elements of information in each type of Entries.

NORMATIVE PRINCIPLES – Laws, Canons and Principles.

<u>Unit-3:</u>

SUBJECT CATALOGUING : Concept, purpose.
SUBJECT INDEXING : Tools and techniques. Meaning, Objectives of subject entries; Methods of subject analysis and assigning of Subject Headings – Standard Lists of Subject Headings -- LC subject headings and Sears List of Subject Headings. Chain Procedure. Thesaurus.

Indexing techniques: Meaning, purpose. Pre-coordinate indexing – Chan indexing, PRECIS, KWIC, and
KWOC. Post-coordinate indexing – Uniterm Indexing. Citation Indexing.

<u>Unit-4:</u>

CENTRALISED CATALOGUING:

Meaning and objectives. Pre-natal cataloguing, cataloguing in publication / cataloguing in source. Database as a source of cataloguing.

UNION CATALOGUES: Definition, use and functions.
OPAC. Web Based Catalogues.
Use of Internet in Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing). World Cat.

Impact of IT on Cataloguing.

Unit-5:

STANDARDIZATION IN CATALOGUING – Need, Purpose.
Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).

METADATA – Concept. Metadata Vs Catalogue. MARC, MARC 21.
FILING AND ARRANGEMENT OF CATALOGUE ENTRIES: Classified and Alphabetical. Rules for filing of Entries.

Trends in Cataloguing.

Select Reading:

1. Chan, Lois Mai. _Cataloguing and Classification_, ISE. New York: McGraw Hill, 1995.

2. Girja Kumar and Krishan Kumar. _Theory of Cataloging_. 5th ed. New Delhi : Vikas, 1988.

3. Needham, CD. _Organisation of knowledge and libraries: an introduction to classification and cat013cataloguing._ 2nd ed. London : Andre Deutsch, 1971.

4. Sengupta, B. _Cataloguing : its theory and practice_. 3rd ed. Calcutta : World Press, 1975.

5. Sharp, Henry A. _Cataloguing : a Text book for use in libraries_. 4th ed. London : Grafton, 1948.

6. Tripathi, SM. _Modern cataloguing theory and practice_. 2nd ed. Agra : Shivlal Agarwal & Co. 1978.

7. Vishwanathan, CG. _Cataloguing : Theory and practice_. 5th ed. Lucknow : Print House, 1983.

8. Rajan, TN. _Indexing techniques_. Calcutta : IALIC, 1981.

9. Guha, B. _Documentation and information._ 2nd ed. Calcutta : World Press, 1983.

10. Hunter, EJ. _Computerized Cataloguing_. London : Clive Bingley, 1985.

11. Coats, EJ. _Subject cataloguing_. London : LA, 1960.

12. _ALA Rules for filing Catalog Cards_. Chicago : ALA, 1968.

13. Hunter, EJ and Bakewell, KGB. _Cataloguing._ 2nd rev. ed. London : Clive Bingley, 1983.

14. Wynar, Bhohdan S. _Introduction to Cataloguing and Classification_. 7th ed. Littleton : Libraries Unlimited, 1985.

15. Choudhary, GG. _Information retrieval systems_. Calcutta : IASLIC, 1995.

16. Krishan Kumar. _Cataloguing_. New Dehi : Har Anand, 1993.

17. Chakrborthy, AR and Chakraborthy, B. _Indexing : Principles, processes and producers._ Calcuttqa : World Press, 1984.

18. Varma, AK. _Trends in subject indexing_. Delhi : Mittal, 1984.

19. J. H. Bowman. _Essential Cataloguing._ London : Facet, 2003.

Paper- BLS 151: Information Processing (Practice) – I (CC)

Library Classification (Practice) – DDC 20th Edition

Construction of Class Numbers for Documents of different disciplines / subjects using DDC 20th Edition.

<u>Select Reading:</u>

1. Dewey (Melvil): _Dewey Decimal Classification_. Ed.20, 4 Vols. New York, Forest Press, 1989.
2. Raju, AAN : _Dewey Decimal Classification (DDC-20) : Theory and Practice_. Madras, TR, 1995.
3. Batty, CD. _An introduction to 20th Ed. Of DDC_. London : Clive Bingley.
4. Kumar, PSG: _Practical guide to DDC 20_. Nagpur : Datson, 1990.
5. Satija, MP and Comaromi, Jolun P. _Introduction to the practice of DDC 20_. New Delhi : Sterling.
6. Uppal, OP. _Practical procedure of classification according to CC and DDC_. Patiala : Madaan.
7. _Manual of the use of the DDC_ : 20th ed. New York : Forest Press.

Paper- BLS 152: Information Processing (Practice) – II (CC)

Library Cataloguing (Practice) – AACR-2R – Monographs & Serials

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

<u>Select Reading:</u>

1. *Anglo-American Cataloguing Rules.* 2nd rev. edn. London : Library Association, London : Facet Publishing, 2002.
2. *Sears List of Subject Headings* 14th Ed. New York: Wilson.
3. Hunter, Eric J. *Examples illustrating AACR-2* (1988) revision. London : LA, 1989.
4. Maxwell, Margaret F. *Handbook for AACR-2 (1988) revision.* Chicago: ALA, 1989.
5. Krishan Kumar: *An introduction to AACR-2.* New Delhi : Vikas, 1990.
6. Sehgal, RL. *Cataloguing Manual – AACR-2.* New Delhi: Ess Ess.
7. *Anglo-American Cataloguing Rules.* 2nd rev.ed. London : LA, 1988.

(SECOND SEMESTER)

Paper- BLS 201: LIBRARY MANAGEMENT (CC)

Unit-1:

Management:
Concept and Development of Management. Managements Vs Administration. Characteristics of Management. Functions of Management. Principles of Management and their applications in Libraries. Scientific Management.

Routine & work flow in different libraries / sections.

Selection & Acquisition: Book Selection – Purpose & Need – Functions of Acquisition Section – Characteristics, Methods, Principles and theories of book selection. Acquisition Policies & Programmes – Book Selection Tools. Ordering. Book Trade. Good Offices Committee (GOC).

Online Bookshops – Identification, Selection and acquisition of documents. Advantages. Online Bookshops Vs traditional Bookshops. Example URLs.

Unit-2;

Technical Section: Processing – Classification & Cataloguing. Authority File.

Maintenance: Open Access Vs Closed Access. Principles of Stacking – Shelving Methods.

Preservation – Concept, Purpose and Methods.

Circulation: Gate Register; Registration of Members, , Reservation of books; overnight issue, Inter-library loan, Charging and discharging methods; Day Book System, Ledger System, Browne System, Newark System, etc.

Library Buildings – Planning. Role of Librarian.

Unit-3:

Reference & Information Services.
Serials Management – Acquisition, Organisation, Methods of Recording. Problems in Acquisition.

Stock verification : Purpose and Importance – Methods.

Library Records: Purpose and Types of Records.

Work Flow : Flow Charts, Symbols, Coordination of Work Flow.

Unit-4:

Human Resource Management:
H.R. Planning. HR Policies – Job Analysis, Job Description, Job Evaluation, Job Specification. Supervision, Control & Execution. Staffing – Categorization of Staff. Staff Development. Recruitment Methods.

Financial Management:
Sources of Finance – Generation of financial resources. Budgeting – Line, PPBS, ZBB. Accounting. Budgetary Control.

Unit-5:

Library Statistics : Purpose and Types.

Library Committees: Concept, Importance , Functions. Types of Committees.

Library Rules & Regulations -- Purpose, Preparation.
Public Relations. Publicity & Extension Activities. Types of Extension Services.

Information Technology – Use for Effective Library Management.

Select Reading:

1. Evans, G. Edward: *Management Techniques for Librarians*. 2nd edition. New York, Academic Press, 1983.

2. Katz, WA: *Collection Development, the selection of materials for libraries*.   New York, Holt, Rinohart & Winston, 1980.

3. Lock, RN: *Library Administration*, Ed.3. New York, Philosophical Library, 1965.

4. Mittal, RL*: Library Administration*: Theory and Practice, Ed.5, Delhi, Metropolitan, 1984.

5. Narayana, G. J. *Library and Information Management*.   New Delhi : PHI, 1991.

6. Ranganathan, SR: *Library Administration*, Ed. 2, Bombay, Asia, 1959.

7. *Scientific Management of Libraries*. In *Library Trends.* V2, N3 Jan, 1954.

8. Sharma, J.S.: *Library Organization*, New Delhi, Vikas, 1978.

9. Spiller, David: *Book Selection: An Introduction to Principles and practice*. Rev.ed.2. London, Clive Bingley,1974.

10. Krishan Kumar. *Library Administration and Management*. 2nd ed. New Delhi : Vikas, 1987.

11. Seetharama, S. *Guidelines for planning of libraries and information centers*. Calcutta : IASLIC, 1990.

12. Krishan Kumar. *Library Manual*. New Delhi : Vani, 1985.

13. Peter Clayton and G. E. Gorman: *Managing Information Resources in Libraries and Information Services: Collection Management in theory and practice*. London : Facet Publishing, 2001.

Paper- BLS 202: Introduction to Computers (CC)

Unit-1:

INFORMTION TECHNOLOGY:
Concept and components. Computers & Communication.

COMPUTERS:
Meaning, use, functions, Characteristics and Capabilities. How a computer works.
General computer terminology.
Impact on society and Library & Information Centres.
Communication : Analog & Digital Signals. Transmission Media.

Unit-2:

TYPES OF COMPUTERS: Historical Development.
Generations of computers – Characteristics.
Analogue, Digital and Hybrid Computers.
Super, Mainframe, Mini and Micro, Laptop and PDA.

DATA AND INFORMATION. Data Representation and File Organization – Binary Code, Bit, Byte.
Standards – ASCII, ISCII (Indian Script Cod for Information Interchange), and EBCDIC.
UNICODE. Data Hierarchy.

Unit-3:

COMPONENTS OF COMPUTERS:
        Hardware – Input – Output devices. Storage devices, CPU. Ports.
        Software – Purpose. Types of software. Development -- Program, Algorithm, Flow Charting.

OPTICAL STORAGE DEVICES: CD and DVD. MULTIMEDIA:
        Purpose and Use.

Data Processing – Batch, Online and Time Sharing.

Unit-4:

PROGRAMMING LANGUAGES : Machine, Assembly and Higher level.

Algorithm, programme. Flow Charting

Compilers and Translators.

OPERATING SYSTEMS : Windows, Application software.
APPLICATION SOFTWARE : MS-Word, MS-Access – Features.
NETWORKING: Concept and Types.
INTERNET – Browsing. Browsers – Concepts and Examples. Services, Facilities.

WWW, Information Searching, URL.

Unit-5:

COMPUTERS IN LIBRARY & INFORMATION CENTRES.

Library Automation – Purpose, planning. Areas of Automation – Acquisition, Catalogue, Circulation,
Serial and Administration.

Hands on Experience to work with Computers with Windows (OS) and M.S.Word (Word processing).

Browsing Internet, Creating mail address

Observation of an Automated Library.

<u>Select Reading:</u>

1. Jain, VK: *O-level module 1: Computer fundamentals*. 2nd ed. Delhi : BPB Publications, 1994.

2. Sinha, PK: *Computer fundamentals: concept, systems and applications.* 2nd ed. New Delhi : BPB Publications, 1992.

3. Mehta, Subhash and Mahata, Bhavana. *Quick Computer Course*. New Delhi : Galgotia, 1995.

4. Croucher, Phil. *Communications and networks*. 2nd ed. New Delhi. Affiliated East West, 1995.

5. Basandra. *Understanding computers through common sense*. New Delhi : Galgotia.

6. Gear. *Introduction to computers*. New Delhi : Galgotia.

7. Rajaraman, V. *Fundamentals of Computes*. New Delhi : PHI, 1995.

8. Chao, Chien C. *Introduction to the micro computer and its applications*. New Delhi : Galgotia, 1995.

9. Keren, C and Perlmutter, L. Ed. *The application of mini and micro computes in information, documentation, and libraries*. Amsterdam : Elsevier, 1995.

10. Deenadayalu, R. *Computer Science*. 2 Vols. New Delhi : TMH. 1990.

11. Botto, Francis. *Multimedia, CD-ROM and Compact disc : a guide for users and developers*. New Delhi : Galgotia, 1993.

12. Waixel, Bob and McKellen. *A beginner's guide to the PC.* Delhi : Affiliated East West Press, 1995.

13. Basandra, Suresh K. *Computers today*. New Delhi : Galgotia, 2002.

14. Satyanarayana, NR. *A Manual of Computerisation in Libraries*. New Delhi : Wishwa Prakashan, 1995.

15. G. G. Chowdhruy and Sudatta Chowdhury : *Searching CD-ROM and Online Information S9ources*. London : Facet Publishing, 2001.

16. Satish Jain. *Information Technology : `O' Level made Simple*. New Delhi : BPB, Latest Edition (All modules).

17. V. K. Jain. *Information Technology : `O' Level*. New Delhi : BPB, Latest Edition (All modules).

18. Williams, Briank; Sawyer, Stacey and Hutchinson, Sarah E. *Using Information Technology : A practical Introduction to computers and Communiction*. New Delhi : TMH, (latest edition)

19. Curtin, Dennis P. & others. *Information Technology: The breaking wave*. New Delhi : TMH, Latest Edition.

20. Leon, Alexis & Leon, Mathews. *Fundamentals of Information Technology*. Chennai : Leon Tech World, Latest Edition.

21. Radhakrishna P. *Computers and Information Technology*. Hyderabad : Hitech, Latest Edition.

Paper- BLS 203: Reference & Information Sources and Services (CC)

Unit-1:

REFERENCE SERVICE:
Definition, need, scope. Reference service in public libraries, special libraries and academic libraries. Types
of reference service – Orientation of a freshman, Ready Reference Service and Long Range Reference Service. Reference Process. Information Kiosks.

Unit-2:

INFORMATION SERVICES:
Definition, need, scope. Reference service vis-à-vis Information Service.

Methods of dissemination of information – Current Awareness Service.   SDI. Referral.

KINDS OF REFERENCE AND INFORMATION SOURCES; Information Sources – Documentary & Non-Documentary, Primary, Secondary and Tertiary Sources. Evaluation of reference sources. Searching Information from different Reference Tools / Sources -- Strategies.

Unit-3:

REFERENCE SOURCES:
Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries,
Concordances, Biographical, Geographical Information Sources, Electronic Resources

Unit-4:

BIBLIOGRAPHY:
Meaning, scope, functions.
Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive.
Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation
          of bibliographies. Documentation list.

BIBLIOGRAPHIC CONTROL -- Meaning, purpose, UBC and UAP.

Unit-5:

ABSTRACTING SERVICES:
Abstract : Meaning, use. Types : Indicative and informative. Parts of an Abstract.
Abstracting Services / Products. – Examples from different subjects.

INDEXING SERVICES
Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects -- Citation Indexes. Citation of Documents – Purpose.

Select Reading:

1. Katz, A: *Introduction to Reference Work*. 2V. 6th Ed. New York : McGraw Hill. 1992.

2. Katz. Bill and Tarr, Andrea: *Reference and Information Services, a reader.* N.J.: The Scarecrow Press, 1978.

3. Krishan Kumar: *Reference Service*. New Delhi : Vikas, 1989.

4. Ranganathan, SR. *Reference Service and Bibliography*, Ed.2. Bombay : UBS, 1960.

5. Shores, L. *Basic Reference Sources*. Chicago : ALA, 1954.

6. Guha, B. *Documentation & Information*. 2nd Ed. Calcutta: World Press, 1983.

7. Bunch, Allan. *Basics of information work*. London : Clive Bingley, 1964.

8. Davinson, Donald. *Bibliographic Control*. London: Clibe Bingley, 1975.

9. Shera, JH and Egan, ME. *Bibliographic organization*, Chicago.

10. Austbery, Ray. *Bibliography and book production*. Oxford : Pergamon, 1967.

11. Kawatra, P.S. *Fundamentals of documentation with special reference to India*. New Delhi : Sterling, 1982.

12. Bose, H. *Information Service: Principles and Practice*. New Delhi: Sterling, 1986.

13. *International and National Library and information services: A review of some recent developments*, *1970-80*. Oxford : Pergamon Press, 1982.

14. Coblans, Herbet. *Librarianship and documentation : An International Perspective*. London : Andre Deutsch, 1974.

15. Stokes, Roy. *Esdaile's manual of bibliography.* London: Allen & Unwin, 1954.

16. Helprin, Laurence B, (Ed). *Towards foundation of information science*. White Plains, N.Y.: Knowledge Industry, 1985.

17. Girija Kumar and Krishan Kumar. *Bibliography.* New Delhi : Vikas.

18. Chakraborti, ML. *Bibliography : Theory and Practice.* 3rd rev.ed. Calcutta : World Press, 1987.

19. Roy, Paul Mohan. *Systematic bibliography*. 2nd ed. Jaipur: Printwell, 1984.

20. Murthy, AT. *Document Bibliography*. New Delhi : Metropolitan, 1979.

21. IFLA. *Manual on bibliographic control*. Paris : Unesco, 1983.

22. Catherine Sheldrick Ross,Kirsti Nilsen and Patrica Dewdney: *Conducting the Reference Interview: A how-to-do manual for librarians*. London : Facet Publishing, 2002.

23. Sheila Pantry and Peter Griffiths. *Creating a successful e-information service.* London: Facet, 2002.

Paper- BLS 251: Information processing (Practice) – III (CC)

Library Classification (Practice) – UDC IME 2nd Edn.

Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd

Ed.

Select Reading:

1. *UDC (IME) : BS 1000M*. 2 pts. London : BSI, 1993.

2. Mellwaine, IC and Buxton, A: *Guide to the use of UDC*. The Hague : FID 1993. (FID occasional paper, 5).

3. Raju, AAN. *UDC (IME) (1985): A Practical and self instruction manual*. Madras : TR Publications, 1991.

Paper- BLS 252: Information processing (Practice) – IV (CC)

Library Cataloguing (Practice) – AACR-2R, Non-Book Material

Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials (Cartographic Materials, Manuscripts, Printed Music, Sound Recordings, Motion Pictures & Video Recordings, Graphic Materials, Computer Files and Micro Forms). Creating Meta Data for non-book materials

Select Reading:

1. *Anglo-American Cataloguing Rules*. 2nd rev. edn. London : Library Association, 1998.
2. *Sears List of Subject Headings*. 17th Ed. New York : Wilson. 2000.
3. Hunter, Eric J. *Examples illustrating AACR-2* (1988) revision. London : LA, 1989.
4. Hunter, Eric, J. *Examples illustrating AACR-2* (1988) revision.
5. Maxwell, Margaret F. *Handbook for AACR-2* (1988) revision. Chicago : ALA, 1989.
6. Krishan Kumar : *An introduction to AACR-2*. New Delhi : Vikas, 1990.
7. Sehgal, R. L. *Cataloguing manual – AACR-2*. New Delhi : Ess Ess.
8. *Anglo-American Cataloguing Rules.* 2nd rev. ed. London : LA., 1988.

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B.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

I Semester

S. No.	Course Code	Course Name	Course Type	Instru-ctionhrs/week	Duration of Exam	Max. Marks		Total Marks	Credits
						Internal Assessment	Semester Exam		
1	BLS 101	Library & Society	CC	5	3	20	80	100	5
2	BLS 102	Library Classification (Theory)	CC	5	3	20	80	100	5
3	BLS 103	Library Cataloguing (Theory)	CC	5	3	20	80	100	5
4	BLS 151	Information Proce-ssing (Practice – I) Library Classification Practice: DDC)	CC	8	3		100	100	4
5	BLS 152	Information Proce-ssing (Practice – II) Library Cataloguing Practice: AACR2 Monographs & Serials)	CC	8	3		100	100	4
6		Tutorials		2			25	25	1
	TOTAL			33		60	465	525	24

B.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

II Semester

S. No.	Course Code	Course Name	Course Type	Instru-ctionhrs/week	Duration of Exam	Max. Marks		Total Marks	Credits
						Internal Assessment	Semester Exam		
1	BLS 201	Library Management	CC	5	3	20	80	100	5
2	BLS 202	Introduction to Computers	CC	5	3	20	80	100	5
3	BLS 203	Reference and Information Sources and Services	CC	5	3	20	80	100	5
4	BLS 251	Information Proce-ssing (Practice – III) Library Classification Practice: UDC)	CC	8	3		100	100	4
5	BLS 252	Information Proce-ssing (Practice – IV) Library Cataloguing Practice: AACR2 Non-Book Materials)	CC	8	3		100	100	4
6		Tutorials		2			25	25	1
	TOTAL			33		60	465	525	24

M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

I Semester

S. No.	Course Code	Course Name	Course Type	Instru-Ction hrs/week	Duration of Exam	Max. Marks Internal Assessment	Semester Exam	Total Marks	Credits
1	MLS 101	Information and Commu-nication	CC	5	3	20	80	100	5
2	MLS 102	Information Retrieval Systems (Theory)	CC	5	3	20	80	100	5
3	MLS 103	Research Methods for Library and Information Science	CC	5	3	20	80	100	5
4	MLS 104	Elective: A.Information Technology (IT) B.College and University Libraries	DSE	4	3	20	80	100	4
5	MLS 105	Elective: (ID)	GE	2	2	10	40	50	2
6	MLS 151	Elective: A.Computer Software (Practice) B. Metadata (Practice)	SEC	4	2		50	50	2
		Tutorials		2			25	25	1
	TOTAL			27		90	435	525	24

M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

II Semester

S. No.	Course Code	Course Name	Course Type	Instru-Ction hrs/week	Duration of Exam	Max. Marks Internal Assessment	Semester Exam	Total Marks	Credits
1	MLS 201	Management of Library and Information Centres	CC	5	3	20	80	100	5
2	MLS 202	Library Automation and Networking	CC	5	3	20	80	100	5
3	MLS 203	Elective: A. Information Systems and Programmes B.Research and Technical Libraries	DSE	4	3	20	80	100	4
4	MLS 251	Software for Library Automation (Practice)	CC	10	3		100	100	5
5	MLS 252	Elective: A.DigitalLibraries(Practice) B. Information Literacy (Practice) C. Project	SEC	8	3		100	100	4
		Tutorials: Seminar/Field Visists/Group Discussions		2			25	25	1
	TOTAL			34		60	465	525	24
Project Oriented Dissertation : In lieu of One Theory / Practice Paper (i.e. 4 Credits)									

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RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)
I Semester

S. No.	Course Code	Course Name	Course Type	Instru-Ction hrs/week	Duration of Exam	Max. Marks		Total Marks	Credits
						Internal Assessment	Semester Exam		
5	MLS 105	Elective: (ID) Information sources	GE*	2	2	10	40	50	2
	TOTAL			2		10	40	50	2

*Offered for students of other Departments