

PARUL UNIVERSITY

FACULTY OF LIBRARY AND INFORMATION SCIENCE

Programme: B.Lib.I.Sc.

Semester: I

CBCS / ECS based Syllabus with Effect from: 2026 – 2027

<b>Subject Code – 13101101 (ELECTIVE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Foundation of Library and Information Science</b>	5

Unit	Description in detail	Weightage (%)
I	<b>Library as a Social Institution and Normative Principles:</b> Social and historical foundations of library. Different types of libraries: Their distinguishing features and functions. Role of library in formal and informal education. Library Philosophy: Five Laws of Library Science and their implications.	25%
II	<b>Library Development and Library Legislation:</b> Development of libraries with special reference to India. Library legislation: Need and essential features. Library legislation in India with special reference to features of all the Acts (Descriptive study to be excluded). Press and Registration Act and Delivery of Books (Public Libraries) Act. Copyright Act.	25%
III	<b>Resource Sharing and Library and Information Profession:</b> Resource sharing and library networking. Attribution of profession. Librarianship as a profession. Professional ethics. Professional associations and their role. National and International library Associations (ILA, IASLIC, IATLIS and IFLA). Library and Information Science Education and Research.	25%
IV	<b>Library Promoters, Public Relations and Extension Activities:</b> National level promoters – RRRLF. International level promoters – UNESCO. Public Relations: Definition, Facets and Programmes . Publicity, extension and outreach activities. Library Guides. Using Web tools to promote Library and Information Services (along with 2 live examples).	25%

**Basic Text & Reference Books:-**

- Chopra, Hans Raj. Librarianship as a profession in India. Jodhpur: Jain Brothers, 1989.  
Krishan Kumar.: Library Manual. 4th Ed. Delhi, Vikas, 2000.  
Kumar, P.S.G. : Fundamentals of information science. New Delhi: S.Chand, 1998.  
Kumar, P.S.G. : Foundations of Library & Information science. Delhi: B.R. Pub. 2003.  
Prasher, R.G.Information and communication. New Delhi: Medallion Press, 1991.

Ranganathan, S.R. Five laws of library science. Bombay: Asia Publishing House, 1957.

Rout, R.K., ed. Library legislation in India. New Delhi: Reliance Publishing House, 1986.

Venkatappaiah, V. Indian library legislation. 2v. Delhi: Daya Publishing House, 1990.

Balasubramanian, P.: Manual of Library & Information Science. New Delhi, Regal, 2013.

Ekbote, Gopal Rao. Public library system. Hyderabad: Exbote Brothers, 1987.

Hill, Michael W. The impact of information on society. Bowker-Saur, 1998.

Isaac, K.A.: Library Legislation in India. Delhi Ess Ess, 2004.

Kaula, P.N. Higher education and libraries. The Indian scene. Herald of library science. 25(1-2) Jan-  
Ap.1986.

Kent, Allen. Resource sharing in libraries: Why, how, when next action step. New York :  
Marshall  
Dekker,1974.

Krishan Kumar. Development of university libraries during 1980s. University News 30(35),  
Aug. 1992.

Mangla, P.B., ed. Library and information science education in India. New Delhi: Macmillan,  
1981.

Rathnaswamy, P. Communication management: Theory and practice. New Delhi: Deep and  
Deep, 1995.

Smith, Marth M. Information ethics. Bowker-Saur, 1999.

UNESCO. National libraries: Problems and prospects. Paris : Unesco, 1980.

<b>Subject Code – 13101102 (CORE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Library Classification</b>	8

**Section A: Theory**

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	Library Classification: Meaning , need and purpose & Functions Knowledge classification and Document classification Normative principles: Basic laws, Five Laws of Library Science and their implications. Formation, Structure and development of Subjects. <b>Brief Study of Major Schemes.</b> DDC/CC/UDC	20%
II	Spices of classification scheme, Enumerative classification (EC), Almost enumerative Classification, (AEC), Almost faceted classification (AFC), Rigidly faceted classification (RFC), freely faceted classification (FFC)	20%
III	General Theory of Classification, Ranganthan`s contribution Five Fundamental Categories PMEST. Postulates pertaining to fundamental categories. Isolates: Common isolates and special isolates, Devices Phase relation -phase, intra-facet and intra-array relations	20%
IV	Notation: Definition, types, quality and functions. Canons for Idea plane Canons for verbal plane Canons for Notational plane	20%
V	Classification Research group Computer & Classification New Trends & development	20%

**Section B: Practical**

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Classification of Document Using DDC (22<sup>nd</sup> Edition) &amp; CC -6th Edition</b> Construction of Class Number for Documents representing simple subject Construction of Class Number for Documents having common isolates Construction of Class Number for Documents representing Compound subject Construction of Class Number for Documents representing Complex subject	100%

## Basic Text & Reference Books:-

- Aggarwal (D S). Lectures En Universe Of Knowledge. Delhi: Academic, 1985.
- Bavakutty (M). Canons Of Library Classification. Trivandrum: Kerala Library Association, 1981.
- Sayers (Berwick W C). An Introduction To Library Classification. London: Grafton And Co., 1958.
- British Standards Institute. Universal Decimal Classification. London: Bsi, 1988.
- Buchan (Brain). Theory Of Library Classification. London: Clive Bingley, 1979.
- Chan (Lois Mai). Cataloguing And Classification: An Introduction. New York: Mcgraw Hill, 1985.
- Comaromi (John P) And Satija (M P). Exercises In The 20th Ed. Of The Dewey Decimal Classification. Delhi: Sterling, 1990.
- Cutter (C A). Cutter- Sanborn. Figure Author Table.
- Dewey (Melvil). Dewey Decimal Classification. 19\* Ed.
- Dhyani (P). Guide To Ddc. New Delhi: Metropolitan.
- Foskett (A C). The Subject Approach To Information. 4th Ed. London: Civil Bingley, 1982.
- Foskett (A C). The Universal Decimal Classification: The History, Present Status And Future Prospects Of A Large General Classification Scheme. London, Dive Bingley, 1973.
- Krishan Kumar. Theory Of Classification. Delhi: Vikas, 1991.
- Kaula (P N). Treatise On Colon Classification. Delhi: Sterling, 1985.
- Kumar (P S G). Practical Guide To Ddc 20. Nagpur. Datisene, 1990.
- Langridge (Derek). Aesraash To Classification For The Students Of Librarianship, London: Clive Bingley. 1973.
- Maltby (A). Sayers Manual Of Classification For Librarians. 5th Ed. London: Andre Deutsch, 1975.
- Mills (J). Modem Outline Of Library Classification, Bombay, Asia, 1952.
- Mills (J). Universal Decimal Classification. Rutgers State University, 1986.
- Needham (C D). Organizing Knowledge In Libraries: Introduction To Library Classification And Cataloguing. 2 Ed. London: Andre Deutsch, 1971.
- Ohdedar (A K) And Sengupta (B). Library Classification. Calcutta: World Press, 1977.
- Palmer (B I) And Wells (A J). Fundamentals Of Library Classification. London: George Allen And Unwind.
- Parkhi (R S). Decimal Classification And Colon Classification In Perspective. Bombay: Asia, 1964.
- Phillips (W H). Primer Of Book Classification, London, The Library Association, 1953.
- Ranganathan (S R). Descriptive Account Of Colon Classification. Bombay: Asia, 1976.
- Ranganathan (S R). Elements Of Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment. 1967.
- Ranganathan (S R). Prolegomena To Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment 1967.
- Ranganathan (S R). Colon Classification, 6th Ed. (With Amendments) Bombay: Asia, 1968.
- Ranganathan (S R). Colon Classification, 7th Ed. Revised And Edited By Magopinath. Bangalore: Sarada Ranganathan Endowment For Library Science, 1987.
- Raju (A A N). Decimal, Universal Decimal And Colon Classification.
- Sachdeva (M S). Colon Classification Theory And Practice Delhi, Sterling, 1983. .
- Sewa Singh. A Practical Manual Of Colon Classification 7 Ad. Bombay: Jaieo House, 1990.
- Srivastava (A P). Theory Of Knowledge Classification In Libraries, New Delhi, Laxmi, 1964.

<b>Subject Code – 13101103 (CORE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Reference and Information Sources</b>	7

### Section A: Theory

Unit	Description in detail	Weightage (%)
I	<b>Reference &amp; Information Sources</b> Documentary sources of information : prints and electronic Non documentary information sources Categories: primary, secondary and tertiary information sources Nature, characteristics utility & evaluation of different types of information sources Internet as sources of information	20%
II	<b>Evaluation Of Reference Sources</b> Need, Purpose Criteria of Evaluation	20%
III	<b>Kinds Of Reference Tools</b> Encyclopaedias / Dictionaries / Directories / Yearbooks / Handbook / Manual / Almanacs / Geographical sources / Bibliographical sources / Biographical Sources / Current reference sources / On line Sources	20%
IV	<b>Reference Queries</b> Types of Reference Queries Techniques of Answering Reference Queries	20%
V	Online Sources :General & Specific Information Discovery Tools: Search Engines Subject Gateways etc.	20%

### Section B: Practical

Unit	Description in detail	Weightage (%)
I	<b>Study and evaluation of Information Sources, and Reference queries including Traditional Reference Sources:</b> Dictionary, Encyclopaedias, Year Books, Almanac, Bibliographic Sources, Geographical Sources, Statistical Sources, Hand Books, Manuals (Evaluation of sources, Scope of the source, variety of sources, search strategy, compilation of queries) <b>Online Databases:</b> Commercial Publishers and Aggregators – scholarly, socially publication, Open access publisher. <b>Online Sources:</b> ABI/Inform, Ebsco, JStore, Google, Proquest, Government Information, Health Science, Business Information <b>Compilation of Contents list / Literature review / Press Clippings</b>	100%

## **Basic Text & Reference Books:-**

- Katz, A: Introduction to Reference Work, 2V. 6th Ed. N. Y. McGraw Hill. 1992
- Shores. L. Basic Reference Sources. Chicago: ALA, 1954
- Guha. B. Documentation & Information. 2nd Ed. Calcutta, World Press, 1983
- Bunch, Allan. Basic of Information Work: London: Clive Bingley; 1964
- Davinson, Donald. Bibliographic Control: London: Clive Bingley, 1975.
- Shera, JH and Egan. ME. Bibliographic Organization, Chicago:
- Austbery Ray. Bibliography and book production Oxford: Pergamon, 1967.
- Kawatra P.S. Fundamentals of documentation with special reference to India, New Delhi: Sterling, 1982.
- Coblans, Herbet. Librarianship and documentation: An International perspective London: Andre Deutsch, 1974.
- Stokes, Roy. Esdaile`s manual of bibliography, London: Alien & Unvin, 1954
- Helprin, Laurence B. (Ed.) Towards foundation of Information Services. White Plain, N.Y.: Knowledge Industry, 1985
- Girija Kumar and Krishan Kumar. Bibliography. New Delhi: Vikas
- Chakarborti, ML. Bibliography: Theory and Practice. 3rd rev. ed. Calcutta:World Press, 1987.
- Roy, Paul Mohan. Systematic bibliography: 2nd ed. Jaipur: Printwell, 1984.
- Murthy, AT. Documents Bibliography: New Delhi: Metropolitan, 1979.
- IFLA. Manual on bibliographic control. Paris : Unesco, 1983
- Catherine Sheldrick Ross, Kirstin Nilsen and Patrica Dewdney: Conducting the Reference Interview: A how –to-do manual for librarians. London: Facet Publishing. 2002.
- Sheila Pantry and Peter Griffiths. Creating a successful e-information services. London: Facet, 2002.
- Amjad Ali. Reference Service and the digital sources of information. 2004
- Cheney, F. N. and Williams, W. J. Fundamental reference sources. Ed. 3, Chicago, ALA, 2000
- Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
- Fourie, D. and Dowell, D. Libraries in the information age. New York, Libraries unlimited, 2002
- Sewa Singh. Handbook of International sources on reference and information, 2001
- Sewa Singh. Manual of reference and information sources, 2004
- Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can` t see. 2001
- Stebbins, L.F. Student guide to research in the digital age: how to locate and evaluate information sources. 2006
- Walford, A. J. Guide to reference books. V.3. Ed.4. London, Library Association, 1980

<b>Subject Code – 13101104 (CORE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Reference and Information Services</b>	<b>7</b>

### Section A: Theory

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Origin &amp; Development Of Reference and Information Services</b> Concept, definition, need Kinds of Library services Long range reference service Ready reference service	20%
II	<b>Information Users And Their Information Needs</b> Types of users & their information need Categories of information users User's Studies Reference interview & search techniques. Information Seeking Behaviour, Methods, Techniques and Evaluation.	20%
III	<b>User Education</b> Definition, need, purpose Component of User education Techniques and methods of user education User's education Programme	20%
IV	<b>Information Services</b> Literature Search / Bibliographical Service / C A S / S D I / Indexing / Abstracting / DD Services / Translation / Reprographic Services	20%
V	<b>Recent Trends</b> Impact of IT on Library & information Services Reference & Information Services through Internet	20%

### Section B: Practical

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	Indexing service: Prepare index of various articles Abstracting service: Get practical experience of preparing abstracts from various journals. Current awareness services: Get practice of CAS and furnish actual current awareness service to local users Students will assist research scholars in literature search.  Virtual Reference Service, E-mail Reference Service, Real Time Reference Service, Ask now, Reference Desk Service, Live on line Service, Recent Addition Service, ILL Full text Sources FAQs Library Calendar	100%

	Collaborative Digital Reference Service Electronic Document Delivery Service Library Maps and Floor Plans Subject Gateways Library Portals Bulletin Board Discussion Forum SMS Database Access [ (Bibliographic DB, Referred DB, Expert DB...) INFLIBNET, UNESCO, LOC, OCLC etc are provide these type of Database] Internet index, Virtual Library	
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### **Basic Text & Reference Books:-**

- Katz, A: Introduction to Reference Work, 2V. 6th Ed. New York: McGraw Hill. 1992.
- Katz, bill and Tarr. Andrea: Reference and Information Services, a reader, N.J.: The Scarecrow Press. 1978
- Krishan Kumar: Reference Services. New Delhi: Vikas, 1989
- Ranganathan S.R. Reference Service and Bibliography. Ed. 2 Bombay: UBS 1960
- Guha, B. Documentation & Information. 2nd Ed. Calcutta: World Press, 1983
- Bunch, Allan. Basic of Information work. London: Clive Bingley, 1964
- Austbery, Ray. Bibliography and Book Production. Oxford: Pergamon. 1967.
- Kawatra, P.S. Fundamental of documentation with special reference to India. New Delhi: Sterling, 1982
- Bose, H. Information Service: Principles and Practice, New Delhi: Sterling, 1986
- International and National Library and Information Services: A review of some recent developments, 1970-80 Oxford: Pergamon Press, 1982
- Coblans, Herbet, Librarianship and documentation: An International Perspective. London: Andre Deusch, 1974.
- Stokes, Roy. Esdailes manual of bibliography, London: Allen & Unwin 1954.
- Helprin, Laurence B, (Ed) Towards foundation of Information science. White Plains, N.Y. Knowledge Industry. 1985
- Girija Kumar and Krishan Kumar. Bibliography, New Delhi: Vikas
- Chakraborti, ML. Bibliography: Theory and Practice, 3rd rev. ed. Calcutta: World Press, 1987.
- Roy, Paul Mohan. Systematic Bibliography. 2nd ed. Jaipur: Printwell, 1984.

<b>Subject Code – 13101105</b>	<b>Total Credit</b>
<b>Title of Paper: PROJECT WORK: LITERATURE AND FIELD SURVEY</b>	<b>3</b>

**The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.**

<b>Subject Code – 13101106 (ELECTIVE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: School Library and Media Centre</b>	<b>5</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>(Basics of School Library and Media Centre)</b> School Library: Definition, Objectives, Functions, Development of School Libraries in India, Types of School Library Users: Their Reading Habits and Information Needs, Role of School Library and Media Centre in Inculcating Reading Habits	25%
II	<b>(Collection Development and Management)</b> Print Information Sources: Selection, Acquisition, Evaluation, Electronic Information Sources: Selection Acquisition, Evaluation, Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources, Organization and Management of Library Collection	25%
III	<b>(Management of School Library and Media Centre)</b> Financial Management, Skills and Competencies for School Library and Media Centre staff, Library Automation, Resource Sharing and Library Networking,	25%
IV	<b>(Services of School Library and Media Centre)</b> Circulation Service, Reference Service, Storytelling, Read Aloud, Summer Reading Programmes, User Orientation	25%

### **Basic Text & Reference Books:-**

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12*. 2<sup>nd</sup> ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists*. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). *School library management*, 7<sup>th</sup> ed. Columbus: Linworth Publishing
4. Harper, Meghan (2018). *Reference sources and services for youth*. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library mediamanagement: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
7. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.

8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action research project*. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). *New education and school library*, New Delhi: Ess Ess Publications.
10. Repman, Judi & Dickinson, Gail K. (2007). *School library management*, 6<sup>th</sup> ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). *Public, society, and school libraries*(ClassicReprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2<sup>nd</sup> ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.
14. Woolls, Blanche &Loertscher, David V. (2013). *The whole school library handbook 2*. Chicago: American Library Association.
15. Woolls, Blanche &Coatney, Sharon (2017). *The School library media manager: Surviving and thriving*, 6<sup>th</sup> ed. Santa Barbara: Libraries Unlimited.

**PARUL UNIVERSITY**

**FACULTY OF LIBRARY AND INFORMATION SCIENCE**

**Programme: B.L.I.Sc.**

**Semester: II**

**CBCS / ECS based Syllabus with Effect from: 2026 – 2027**

<b>Subject Code – 13101151 (CORE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Library Cataloguing</b>	<b>10</b>

**Section A: Theory**

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	Library Catalogue: Definition, need, objectives and functions Library Catalogue and similar other tools Bibliographies, Publishers Catalogue, Accession list, and Shelf list. Development of Cataloging Codes. Types of Library Catalogues: Physical /Outer forms, Conventional forms (Book Sheaf, Card and Computerized Catalogues), non conventional forms (Visible Indexing and Microforms) Inner forms: Dictionary Catalogue, Classified Catalogue and Alphabetic- Classified catalogue.	20%
II	AACR-2 (Revised Edition) and CCC 5th Edition. (Introductory ) Different types of catalogue entries and their functions: Main Entry, Added Entries Reference Entries:- Cross Reference Entry and Cross Reference Index Entry. Elements of Information in each type of Entries. Normative Principles-Laws, Canons, Principles.	20%
III	Subject Cataloguing: Concept, purpose. Subject Indexing: Meaning, Need, Purpose and Objectives. Problems in Alphabetical Subject Indexing. Library of Congress Subject Headings. Sears list of Subjects Heading, Chain Procedure.	20%
IV	Centralized Cataloguing: Meaning, Objectives and Forms Union Catalogue: Definition, use and functions. Rules for filling of Catalogue entries: Classified and Alphabetical Recent Trends in Cataloguing-FRBR	20%
V	OPAC Web Based Catalogues. Impact of IT on Cataloguing-use of internet in cataloguing. World Cat MARC FRBR: Functional Requirement of Bibliographic Recording RDA: Resource Description and access	20%

## Section B: Practical

Unit	Description in detail	Weightage (%)
I	<b>Cataloguing Documents</b> Cataloguing of documents (Using AACR-II). Cataloguing of simple documents Cataloguing of multi volumes & complex documents. Cataloguing of periodicals. Cataloguing of Monographs, Non Book Material Demonstration of World Cat, FRBR.	50%
II	<b>Subject Cataloguing</b> Assigning subject heading using Chain Procedure & Sears' List of subject Headings. Chain Indexing, Sears list of Subject Heading.	30%
III	<b>Online Cataloguing</b> Metadata Copy Catalogue	20%

### Basic Text & Reference Books:-

Anglo-American Cataloguing Rules 2nd Ed. Chicago: ALA And Library Association, 1978.  
AMERICAN LIBRARY ASSOCIATION. ALA rules for filing catalogue cards. Chicago: ALA, 1968.

CHAKRABARTI (A R) and CHAKRAARTH (B). Indexing: Principles, Process and Products. Calcutta: World Press, 1993.

Sears List of subject Headings: 17th Ed. New York: Wilson. 2000.

Hunter, Eric. J.Examples illustrating, AACR-2 (1988) revision London: LA, 1989

Krishan Kumar: An introduction to AACR-2 New Delhi: Vikas. 1990.

Sehgal. R.I. Cataloguing manual-AACR-2 New Delhi: Ess Ess.

<b>Subject Code – 13101152 (ELECTIVE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Management of Library and Information Centres</b>	5

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Administration, Organization &amp; Management:</b> Concept, definition and scope Difference between Administrations, Organizations & Management Principals of Organization Functions of Organization	20%
II	<b>Library House Keeping Operations: (Traditional &amp; Software based SOUL 2.0)</b> Different sections of library & information centre and their functions. Collection development policies & procedures. Book Acquisition. Technical processing. Serials control, circulation control maintenance. <b>Maintenance work</b> Stock verification & Stack rectification. Binding. Weeding out. Archiving- conservation- preservation. Restoration including print non- print and electronic materials.	20%
III	<b>Personnel Management:</b> Library personal: Principles & Function. Types of staff, Staff formula. Library Governance: Power & Functions of Committee	20%
IV	<b>Library Finance</b> Principles. Estimation of library finance. Budgeting techniques	20%
V	<b>Planning: Library Building</b> Need & purpose of planning. Principles of Planning. Standards of Library Building.	20%

#### **Basic Text & Reference Books:-**

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

Lock, RN Library Administration, Ed.3, New York. Philosophical Library, 1985

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

Narayana. G. I. Library & Information Management New Delhi, PHL 1991

Ranganathan S. R. Library Administration, Ed.2, Bombay Asia, 1959

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

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

Spiller David: book Selection: An Introduction to Principals and practice. Revised 2 London Clive Bingley, 1974

Krishan Kumar: Library Administration and Management: 2nd Ed. New Delhi Vikas, 1987

Krishan Kumar: Library Manual: New Delhi, Varu 1985

Refer Clayton and G. E. Gorman: Managing Information Resource: in Libraries and Information Services: Collection Management in theory and practice. London. Face Publishing. 2001

<b>Subject Code – 13101153 (CORE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Information Technology: Basic</b>	9

### Section A: Theory

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>Information Technology</b> Definition, need, scope and objectives Historical development of computers, Generation of computers Classification of computers	20%
II	<b>Computer Architecture</b> CPU, Hardware, Input and output devices, Peripherals	20%
III	<b>Operating System</b> single & multi- user systems basic features of MS-DOS, MS-Windows, Linux, UNIX, Windows- NT Programming languages: concepts and tools Algorithm and Flowcharting Word Processors, Spread Sheets	20%
IV	<b>Library Automation &amp; Net Working</b> Housekeeping functions- Acquisition, Processing, Circulation, and Serial Control. Networks- Definition, Need , Purpose and Types of Network Network Topology Bus, Ring, Star, Tree, Mesh, Hybrid Internet	20%
V	<b>Library Software Packages</b> Overview Of Library Management Softwares (LMS): Open Source Softwares and Proprietary Softwares.	20%

### Section B: Practical

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	Use of Operating Systems	25%
II	Word Processing and Spreadsheets	25%
III	Working with MS-Office	25%
IV	Hand on Training of Library Management Softwares (LMS): Open Source Softwares and Proprietary Softwares.	25%

## **Basic Text & Reference Books:-**

- Jain VK: O-level module 1: Computer fundamentals: 2nd Delhi: BPB publications 1994.
- Sinha PK: Computer fundamentals; concept, systems and applications. 2nd ed. New Delhi: BPB Publications 1992.
- Mehta Subhash and Mehta Bhavana. Quick Computer Course. New Delhi. Galgotia 1955.
- Croucher, Phill. Communication and networks. 2nd ed. New Delhi. Affiliated East West, 1995.
- Basandra. Understanding computers through common sense: New Delhi Golgate.
- Gear. Introduction to computers. New Delhi. Galgotia.
- Rajaram V. Fundamentals of computers, New Delhi: PHI, 1995.
- Chao, Chien C. Introduction to the micro computer and its applications, New Delhi: Galgotia, 1955.
- Keren, C and Perlmutter, L. Ed. The application of mini and micro computers in information, documentation and libraries. Amsterdam Elsevier. 1955.
- Deenadayalu R. Computer Science 2 Vols. New Delhi TMH 1990.
- Botto, Francis. Multimedia CD-ROM and compact disc: a guide for users and developers, New Delhi: Galgotia, 1993.
- Waixel, Bob and McKellen. A beginners grade to the PC. Delhi: Affiliated East West Press, 1995
- Basandra Suresh K. Computer today, New Delhi: Galgotia, 2002.
- Satyanarayan NR. A Manual of Computerization in Libraries. New Delhi: Wishwa Prakashan, 1995.
- G.G. Chowdhary and Sudatta Chowdhary: Searchin CD-ROM and on line information sources. London Facet Publishing, 2001
- Satish Jain. Information Technology: `O` level made simple. New Delhi, BPB, Latest Edition (All modules)
- V. K. Jain Information Technology: `O` level. New Delhi: BPB Latest Edition (All modules)
- Williams, Briank; Sawyer; Stacey and Hutchinson, Sarah E. Using Information Technology: A Practical Introduction to Computers and Communications. New Delhi: TMH, Latest Edition.
- Curtin, Dennis P. & others. Information Technology: The breaking wave. New Delhi. TMH (latest edition)
- Leon, Alexis & Leon, Mathews. Fundamentals of Information Technology. Chennai: Leon Tech World, Latest Edition.
- Radhakrishna P. Computers and Information Technology. Hydrabad: Hitech, Latest Edition.

<b>Subject Code – 13101154 (ELECTIVE SUBJECT)</b>	<b>Total Credit</b>
<b>Title of Paper: Public Library and Information System</b>	<b>5</b>

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
I	<b>(Role of Public Library and Information System)</b> Public Library: Definition, Purpose; Development of Public Library System in India, Role of Public Library in Formal and Informal Education, Role of Government and other agencies in the Development, of Public Libraries: UNESCO, IFLA, Raja Ram Mohan Ray, Library Foundation and National Mission on Libraries, including National Knowledge Commission, Organizational Structure of Public Libraries as depicted in, Public Library Acts of States and Union Territories in India.	25%
II	<b>(Collection Development and Management)</b> Printed Information Sources: Selection, Acquisition, Evaluation, Electronic Information Sources: Selection, Acquisition, Evaluation, Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People, Organization and Management of Library Collection	25%
III	<b>(Management of Public Library and Information System)</b> Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India, Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods, Human Resource Management, Resource Sharing and Library Networking	25%
IV	<b>(Services of Public Library and Information Systems)</b> Circulation Service, Reference service, Readers' Advisory Service, Information literacy, Extension Services: Author Talk, Book Clubs, Exhibition, Lectures, Outreach Activities: Mobile Library Services, Online Services	25%

#### **Basic Text & Reference Books:-**

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2<sup>nd</sup> ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2<sup>nd</sup> Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.
5. Matthews, Joseph R. & Herson, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.
6. McMenemy, David (2009). *Public library*. London: Facet publishing.

7. Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice*. London: Chandos Publishing.
8. McCook, Kathleen de la Pena (2011). *Introduction to public librarianship*. New York: Neal Schuman Publication.
9. Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.
10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.
12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
13. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications
14. Venkatappaiah, Velaga(1994). *Model library legislation*. New Delhi: Concept Publishing Company.
15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

<b>Subject Code – 13101155</b>	<b>Total Credit</b>
<b>Title of Paper: Internship</b>	3

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Internship of 4 weeks in hi-tech libraries</b>	<b>100%</b>

<b>Subject Code – 13193151</b>	<b>Total Credit</b>
<b>Title of Paper: Soft Skill (Communication Skill)</b>	3

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Language Skill</b> Spoken English Conversation Skill Presentation Skill Public Speech	50%
<b>II</b>	<b>Writing Skill</b> Application Cv Correspondance Report Writing	50%

#### **Basic Text & Reference Books:-**

Meenakshi Raman & Sharma, Sangeeta: Technical communication: Principles and practice: 1<sup>st</sup> Ed., New Delhi: Oxford University Press, 2013.  
 Patel, Vinay & Others: Introduction to communication skills: 2<sup>nd</sup> Ed., Ahmedabad: Mahajan Publishing House, 2015.  
 Patel, Vitthal & Patel, Unnat: Textbook of communication skills: 1<sup>st</sup> Ed., Anand: Ria Publishing House, 2013.