

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

SCHEME OF PAPERS

FOR

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SESSION 2016-17

SEMESTER – I

Paper Code	Nomenclature of Papers	Theory		Practice		Max. Marks
		Internal Assessment	Exam.	Internal Assessment	Exam.	
BLIS01	Library and Information Society	20	80	---	---	100
BLIS02	Library Classification & Cataloguing (Theory)	20	80	---	---	100
BLIS03	Information Sources (Theory and Practice)	10	50	10	30	100
BLIS04	Library Classification & Cataloguing Practice – A Part-I: Colon Classification Part-II: AACR-II	---	---	10 10	40 40	100 (50+50)
BLIS05	Library Tour (i) Local Libraries: KUK, NIT, District Library, etc (Any two) (10 marks) (ii) Two Educational tours of one day each OR One Educational tour of three days or more (40 marks)	---	---	---	---	50

SEMESTER – II

Paper Code	Nomenclature of Papers	Theory		Practice		Max. Marks
		Internal Assessment	Exam.	Internal Assessment	Exam.	
BLIS06	Management of Libraries and Information Centers	20	80	---	---	100
BLIS07	Users and Information Services (Theory and Practice)	10	50	10	30	100
BLIS08	ICT Applications in LIS (Theory and Practice)	10	50	10	30	100
BLIS09	Library Classification & Cataloguing Practice – B Part-I: Dewey Decimal Classification Part-II: AACR-II (Non-book Material)	---	---	10 10	40 40	100 (50+50)
BLIS10	Library Training/Internship for one month (i) Report of Librarian (10 marks) (ii) Report of Training by Student (25 marks) (iii) Presentation of Report (15 marks)	---	---	---	---	50

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BLIS01	Library and Information Society	20	100
BLIS02	Library Classification & Cataloguing (Theory)	20	100
BLIS03	Information Sources (Theory and Practice)	20	100
BLIS04	Library Classification & Cataloguing Practice - A	20	100
BLIS05	Library Tour (iii) Local Libraries: KUK, NIT, District Library, etc (Any two) (10 marks) (iv) Two Educational tours of one day each OR One Educational tour of three days or more (40 marks)		50

SEMESTER – II

BLIS06	Management of Libraries and Information Centers	20	100
BLIS07	Users and Information Services (Theory and Practice)	20	100
BLIS08	ICT Applications in LIS (Theory and Practice)	20	100
BLIS09	Library Classification & Cataloguing Practice – B	20	100
BLIS10	Library Training/Internship for one month (iv) Report of Librarian (10 marks) (v) Report of Training by Student (25 marks) (vi) Presentation of Report (15 marks)		50

SEMESTER – I
PAPER – BLIS01: LIBRARY AND INFORMATION SOCIETY

Max. Marks: 100

Internal assessment: 20 Marks (Presentation/ Test – 10 + Attendance – 5+ Class Test – 5)

Theory: 80 Marks

Time: 3 Hours

Objectives:

- (i) To introduce students to the field of Library and Information Science;
- (ii) To introduce students to the concepts of information society; and
- (iii) To provide an overview of the entire programme.

Note: The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Concept of Library in Society

- Social and historical foundations of library.
- Development of libraries with special reference to India.
- Different types of libraries - their distinguishing features and functions.

UNIT – II: Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities.

UNIT – III: Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.
- Copyright Act and Delivery of Books (Public Libraries) Act.
- Librarianship as a Profession
- Professional ethics

UNIT – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

Books Recommended

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study, Paris, UNESCO, 1971.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship. London. Clive-Bengley, 1987.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries, Delhi, Manager of Publications, 1959.
4. JEFFERSON (G). Libraries and Society, London, James Clarks and Co., 1969.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society, Kurukshetra; Research Publication, 1987.
7. SAINI (O P). Pustakālaya aura samāja. (Hindi medium)

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PAPER – BLIS02: LIBRARY CLASSIFICATION & CATALOGUING (THEORY)

Max. Marks: 100

Internal assessment: 20 Marks (Presentation/ Test – 10 + Attendance – 5+ Class Test – 5)

Theory: 80 Marks

Time: 3 Hours

Objectives:

- (i) To introduce the structure and attributes of Universe of Knowledge.
- (ii) To develop skills in subject analysis and proficiency in using standard schemes of classification and subject cataloguing; and
- (iii) To familiarise with the principles and practice of document description including electronic documents.

Note: The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Library Classification Theory

- Library Classification: Definition, Need and Purpose.
- Modes of Formation of Subjects.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number
- Postulational Approach: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Analysis.

UNIT – II: Library Classification Schemes and Current Developments

- Brief history of library classification schemes.
- Standard Schemes of Library Classification: Introduction, features and applications of CC, DDC and UDC.
- Current Trends: Developments in DDC and UDC. WebDewey, OCLC Classify and other sources of readymade class numbers, Folksonomies.

UNIT – III: Bibliographic Description

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue - Physical forms: Conventional and Non-conventional; Kinds of Entries and their functioning according to CCC and AACR-2. ALA Rules for filing Entries

UNIT – IV: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF.

Books Recommended

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.

2. DHYANI (Pushpa). Theory of Library Classification, 2000. VishwaPrakashan, Delhi.
3. FOSKETT (A C). Subject approach to information. 5thEd. 1990. Bingley, London.
4. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
5. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
6. RANGANATHAN (S R) Prolegomena to library classification. 3rd ed. 1967. Sarda Ranganathan Endowment, Bombay.
7. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Cataloguing theory (Hindi Medium). 1998. Y.K. Agra.
8. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.

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PAPER – BLIS03: INFORMATION SOURCES (THEORY AND PRACTICE)

Max. Marks: 100

Objectives:

- (i) To acquaint with various types of information sources.
- (ii) To familiarize with different types of reference books.
- (iii) To develop evaluative and practical skill in dealing with information sources.

Part-I: Theory

Max. Marks: 60

Internal assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) +
Class Test – 5)

Theory: 50 Marks

Time: 3 Hours

Note: The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

UNIT – I: Reference and Information Sources

- Documentary Sources of Information: Print, Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Human and Institutional: Nature, types, Characteristics and utility
- Internet as a Source of Information.

UNIT – II: Types and Evaluation of Reference Sources

Different types of reference books and Criteria for evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

UNIT – III: Bibliographical Sources

- Bibliographical Sources: Functions and Types and Branches.

- Uses and criteria for evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Part-II: Practice

Max. Marks: 40

Section – A

Assignments: 10 Marks

Section – B

Practical Examination: 30 Marks

Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

The examinees will be required to evaluate *One* Information Source. **Marks: 10**

This part will consist of **10** Information Queries. The examinees must give only *one* standard Source of Information (which according to the examinee is the most appropriate) along with complete bibliographical details. **Marks: 15**

Viva-voce: **Marks: 05**

Study and Evaluation of following Information Sources:

1. Bibliographical Sources:

Indian National Bibliography, Indian Books-in-Print, Books-in-Print (Bowker), Whitaker's Books-in-Print.

2. Indexing and Abstracting

Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.

3. Encyclopaedias:

New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.

4. Dictionaries:

Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Rogets International Thesaurus.

5. Geographical Sources:

Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.

6. Biographical Sources:

India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.

7. Reference Sources for Current Events:

Asian News Digest, Keesing's Record of World Events.

8. Year Books:

Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.

9. Directories:

Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.

10. Statistical Sources:

Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.

11. Handbooks:

Limca Book of Records, Guinness Book of World Records.

12. Almanacs:

Whitaker's Almanac.

Books Recommended

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service, Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K. Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) SandarbhSewa: Saidhantikavomkriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

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PAPER – BLIS04: LIBRARY CLASSIFICATION & CATALOGUING PRACTICE – A

Max. Marks: 100 (50+50)

Part – I Colon Classification (6th revised edition)

Max. Marks: 50

Internal assessment: 10 Marks (Attendance – 5 (includes attendance of Cataloguing Practical classes also) + Class Test – 5)

Practical Examination: 40 Marks

Time: 2 Hours

Objectives:

- (i) To familiarise with the process of classification.
- (ii) To familiarise with various provisions of CC

Note: There will be *Ten* Titles and the examinees will be required to classify any *Eight* titles only.

Classification of Documents

- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.
- Representing Complex Subject.

Books Recommended

1. RANGANATHAN (S.R.). Colon Classification, Rev. ed. 6. 1963.

Part – II: AACR – II

Max. Marks: 50

Internal assessment: 10 Marks (Preparation of Cataloguing Copy)

Practical Examination: 40 Marks

Time: 2 Hours

Objectives:

- (i) To familiarise with the process of cataloguing.
- (ii) To familiarise with various provisions of AACR - II
- (iii) To familiarise with the process of preparation of Entries according to AACR – II

Note:

1. There will be *Five* Titles and the examinees will be required to attempt any *Three* Titles. All titles carry equal marks.
2. Anglo-American Cataloguing Rules – II

Conventional Documents

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Books Recommended:

1. ALA and others. Anglo American Cataloguing Rules.Revised ed. 2. 1998.
2. SEARS (ME). Sears List of Subject Headings.Latest edition.

PAPER – BLIS05: LIBRARY TOUR

Max. Marks: 50

Library Tour

- (i) Local Libraries: KUK, NIT, District Library, etc. (Any two) (10 marks)
- (ii) Two Educational tours of one day each

OR

One Educational tour of three days or more (40 marks)

Students will maintain a diary of their library tours and shall prepare the report under the guidance of a teacher supervisor. One teacher (preferably teaching the paper LIS-06: Management of Libraries and Information Centres) will accompany the students in local library tours. For tours outside Kurukshetra at least one Male and one Female teacher will accompany the students. The tour reports will be evaluated by the Committee consisting of all the regular teachers of the Department.

SEMESTER – II

PAPER – BLIS06: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Max. Marks: 100

Internal assessment: 20 Marks (Presentation/ Test – 10 + Attendance – 5+ Class Test – 5)

Theory: 80 Marks

Time: 3 Hours

Objectives:

- (i) To introduce environmental factors of Libraries and Information Centres.
- (ii) To understand organisational structure.
- (iii) To study functions and routines of different sections.

Note: The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Library Environment

- Organisation, Management and Administration: A Conceptual Framework.
- Relationship of the library with its parent organisation.
- Library Organisational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers.

UNIT – II: Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

UNIT – III: Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section

UNIT – IV: Maintenance, Building and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic elements in designing library building.
- Furniture and Equipments.

Books Recommended

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5thed. New Delhi, Metropolitan, 1983.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. Calcutta; World Press, 1972.
4. PANWAR (B S) and VYAS (S D). Library Management; Delhi; R.R. Publishing Corporation, 1986.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay; Asia, 1967.
6. SINGH (M). Library and Information Management: Theory and Practice Delhi; IBT, 1983.

7. SINGH (R S P). Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.
8. STEUART (Robert) and EASTLICK (John T). Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.
9. WILSON (A). The Planning approach to Library Management.
10. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

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PAPER – BLIS07: USERS AND INFORMATION SERVICES (THEORY AND PRACTICE)

Max. Marks: 100

Objectives

- (i) To introduce with various categories of Users and their Information Needs.
- (ii) To familiarise with different types of Information Services.
- (iii) To introduce with various Information Systems.
- (iv) To introduce with methods of organising User Education Programmes.
- (v) To develop practical skills in preparation of selected Information Products.

Part-I: Theory

Max. Marks: 60

Internal assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) +
Class Test – 5)

Theory: 50 Marks

Time: 3 Hours

Note: The paper is divided into 3 Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Information Users and their Information Needs

- Categories of Information Users
- Information Needs: Definition and Characteristics.
- Information Seeking Behaviour: Models
- User Studies: Methods and Techniques.
- Information Literacy and User Education: Concepts and Methods.

UNIT – II: Information Services and Products

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.
- Reference Process: Reference Question; Interview; Search Strategy and Reference Service

UNIT – III: Information Systems and their Services

- Overview of National, International and Commercial Information Systems and Networks.

- Introduction to the Background, their Services and Products: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC

Part-II: Practice

Max. Marks: 40

Section – A

Assignments: 10 marks

Section – B

Practical Examination: 30 Marks

Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

Note: There will be *ONE* question from the following for each examinee:

1. Preparation of Current Contents List on a specified subject.
(Broad Subject Heading arrangement).
2. Preparation of a Subject Bibliography (of about 20 books) on a specified subject. **Marks: 25**
3. Preparation of Newspaper Clippings on a specified subject.
4. Viva-voce: **Marks: 05**

Syllabus:

Preparation of: Current Awareness Bulletin, Newspaper Clippings, Contents List, Subject Bibliography.

Books Recommended

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press Calcutta.
4. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5. TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K. Agra.
6. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K. Agra.
7. USHA PAWAN and GUPTA (Pawan Kumar). SandarbhSewa :SaidhantikavomKriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

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PAPER – BLIS08: ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)

Max. Marks: 100

Objectives:

- (i) To acquaint the students with the basic concepts of computers.
- (ii) To understand various aspects of library automation.
- (iii) To develop skills in using computers technologies.

Part-I: Theory

Max. Marks: 60

Internal assessment: 10 Marks (Presentation/ Test – 5 + Attendance – 5 (includes attendance of Practical Classes also)

Theory: 50 Marks

Time: 3 Hours

Note: The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no

internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

UNIT – I: Overview of Information Communication Technology

- Overview of Computer Technology, Communication Technology, Reprography & Micrograph and Printing and Publishing Technology

UNIT –II: Introduction to Computers and Computer Architecture

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer.
- Digital vs. Analog Computers.

Computer Architecture:

- Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

UNIT – III: Software Concept

- **System Software/Operating System (OS)**
 - Definition of OS.
 - Principal functions of the OS.
 - Various Operating Systems: Single and Multiuser.
 - Basic Features of Windows XP.
- **Programming Languages: Concepts and Tools.**
- **Application Software Packages.**
- **Word Processor Software: MS-WORD:**
 - Creating a Document.
 - Editing a Document.
 - Formatting a Document.
 - Maintaining Mailing List.

Part-II: Practice

Max. Marks: 40

Internal assessment: 10 Marks (Presentation/ Test – 5 + Class Test – 5)

Practical Examination: 30 Marks

Time: 3 Hours

Note: There will be *One* question each from the following units. The examinees will be required to attempt *Two* questions in all. The candidates will be required to record the steps of database creation on the assigned area.

UNIT – I: Operating System: Introduction to WINDOWS XP

- Important Features of Windows
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories Applets.

UNIT – II: MS Office

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Slide Show. Customizing and Printing.

UNIT – III: WINISIS

- Overview of WINISIS features.
- Installation of WINISIS.
- SYSPAR.PAR Parameters.

- WINISIS Windows and Dialog Boxes.
- Database Creation.
- Formatting Language: Additional Features - Hypertext Link (within a database and among databases), Handling Multimedia.
- Database Searching, Sorting and Printing.

Books Recommended

1. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2. BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3. COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi.
4. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
5. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
6. WINISIS. Library & Information Division , Kerala Institute of Local Administration, India. Available at: <http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving%20Guide.pdf>
7. ROWLEY (J E). Basics of Information Technology.
8. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
9. RUTKOSKY. MS PowerPoint 2007. BPB Publications. New Delhi.
10. RUTKOSKY. MS Word 2007 (W/CD). BPB Publications. New Delhi.
11. JAIN (S). MS PowerPoint 2007- Made Simple. BPB Publications. New Delhi.
12. JAIN (S). MS Word 2007- Made Simple. BPB Publications. New Delhi.
13. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
14. TAXALI (R K). PC software for Windows made simple. Tata McGraw Hill.
15. UNESCO. CDS/ISIS for WINDOWS ver. 1.5: Reference Manual. Paris. 2004.
16. WEIXEL. Learning Microsoft Office XP. BPB Publications. New Delhi.

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PAPER – BLIS09: LIBRARY CLASSIFICATION & CATALOGUING PRACTICE- B
Max. Marks: 100 (50+50)

Part – I: Dewey Decimal Classification

Max. Marks: 50

Internal assessment: 10 Marks (Attendance – 5 (includes attendance of Cataloguing Practical classes also) + Class Test – 5)

Practical Examination: 40 Marks

Time: 2 Hours

Objectives:

- (i) To familiarise with the process of classification.
- (ii) To familiarise with various provisions of DDC.

Note: There will be *Ten* Titles and the examinees will be required to classify any *Eight* titles only, using latest available edition of DDC.

Classification of Documents

- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.
- Representing Complex Subject.

Books Recommended:

1. DEWEY (Melvil). Dewey Decimal Classification, Latest available edition.

Part – II: AACR – II (Non-Book Material)

Max. Marks: 50

Internal assessment: 10 Marks (Preparation of Cataloguing Copy)

Practical Examination: 40 Marks

Time: 2 Hours

Objectives:

- (i) To familiarise with the process of cataloguing.
- (ii) To familiarise with various provisions of Non Book Material
- (iii) To familiarise with the process of preparation of Entries according to AACR – II

Note: 1. Catalogue any three titles. Each title carries equal marks.

Syllabus: Cataloguing of Non-Book Material

- Atlas: Maps, Globe
- Manuscript
- Musical Works
- Sound Recordings
- Motion Picture and Video Recordings

Books Recommended:

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.

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PAPER – BLIS10: LIBRARY TRAINING/INERNSHIP FOR ONE MONTH

Max. Marks: 50

Library Training/Internship for one month

- (i) Report of the Librarian (10 marks)
- (ii) Report of Training (25 marks)
- (iii) Presentation of Report (15 marks)

Every student will be required to undergo training/internship in a university/institute library assigned by the Department. All the students will inform the Department their preferred choice of institution for Internship; however, they will be assigned the institution on the basis of merit in the 1st Semester examination and their preference. Every student shall maintain a diary of his/her daily activities performed in the library. After completion of internship, he/she shall prepare and submit a report in the Department. He/she shall also make a presentation on the internship experiences and work performed before the Committee consisting of all the regular teachers of the Department. The librarian of the concerned institution will send a report on the working of the student directly to the Department, which shall be considered by the same Committee. The Department shall devise a standard format for presentation of report by the librarian. During the internship period each student shall be assigned to a teacher of the Department who will provide guidance to the student and maintain liaison with the librarian of the concerned institution.