

संत गाडगे बाबा अमरावती विद्यापीठ

SANT GADGE BABA AMRAVATI UNIVERSITY

आंतर विद्याशाखीय अभ्यास विद्याशाखा

(FACULTY OF INTER-DISCIPLINARY STUDIES)

अभ्यासक्रमिका

ग्रंथालय व माहिती विज्ञान स्नातक, सत्र १ व २

हिवाळी / उन्हाळी - २०१७ - २०१८

PROSPECTUS  
OF

BACHELOR OF LIB.& INF. SCIENCE  
EXAMINATION, SEMESTER - I & II

WINTER / SUMMER - 2017-2018



Continued for the Session 2018-19  
(As it is)

Continued for the Session 2018-19  
(As it is)

2017

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**Subject : Examinations leading to the Degree of ग्रंथालय व माहितीशास्त्र स्नातक (Bachelor of Library and information Science).**

Whereas, the Ordinance for the Examination leading to the Degree of ग्रंथालय व माहितीशास्त्र स्नातक (Bachelor of Library and Information Science), Ordinance No. 95, Direction No. 10/2010 and Regulation No. 38/2003 are in existence in the University,

AND

Whereas, the then Faculty of Social Sciences has prepared the Draft Scheme of teaching and examinations along with Draft Ordinance / Regulation for the Degree of Bachelor of Library and Information Science (B.L.I.Sc.) as per Semester and Credit & Grade System & referred it to all Board of Studies and the Ad-hoc Committees in the Faculty of Social Sciences,

AND

Whereas, Board of Studies in Library and Information Science in then faculty of Social Sciences recommended the Draft Scheme of teaching and examination along with the Draft provisions for Ordinance / Regulation for the Degree of Bachelor of Library and Information Science as per Semester and Credit & Grade System to the Faculty of Inter-disciplinary Studies,

AND

Whereas, the Hon'ble Vice- Chancellor has approved scheme of teaching and examinations along with provisions of Ordinance / Regulation and the syllabi for the Degree of Bachelor of Library and Information Science under sub-section (7) of Section 12 of the Maharashtra Public Universities Act, 2016 on behalf the Faculty of Inter-disciplinary Studies on 26.5.2017,

AND

Whereas, the Academic Council in its meeting held on 6.6.2017 vide Item No. 43 has accepted the above recommendations of the Faculty of Inter-disciplinary Studies which is to be implemented from the Academic Session 2017-2018.

AND

Whereas, the above schemes of teaching and examinations and provisions are to be regulated by framing the Ordinance / Regulation,

AND

Whereas, making Ordinance / Regulation is a time consuming process.

Now, therefore I, Dr. Murlidhar Chandekar, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati in exercise of powers conferred upon me under Sub-section (8) of Section 12 of the Maharashtra Public Universities Act, 2016 do hereby direct as under :-

1. This Direction may be called, "Examinations leading to the Degree of ग्रंथालय व माहितीशास्त्र स्नातक (Bachelor of Library and information Science) (Semester & Credit Grade System) Direction, 2017".
2. This Direction shall come into force from the Academic Session 2017-2018.
3. There shall be Two Examinations of Bachelor of Library and information Science, Semester-I & II held at the end of each Semester.
4. The Examinations of Bachelor of Library and information Science Semester-I & II shall be held at such places and on such dates as may be appointed by the Board of Examinations and Evaluation.
5. The Duration of each Semester shall be of Six Months.
6. Subject to his/her compliance with the provisions of this Ordinance and of any other Ordinances in forces from time to time an applicant for admission to this examination shall -
  - (i) have been admitted to the (Bachelor's) Degree of the University or any other Degree recognized as equivalent thereto.
  - (ii) have since passing the examination to the (Bachelor's) Degree, prosecuted a regular course of study, for the examination for not less than one academic year in the University Department of Library & Information Science or any other recognized Institution.
7. The examination in Bachelor of Library and Information Science for each semester will have 06 theory subjects and 05 Practical Subject. Each theory paper will have maximum 80 marks and 20 marks for Internal Assessment. Minimum Passing Marks in each paper will be 40% and separate passing for theory, practical and internal.

8. An applicant for admission to an examination specified in Paragraph 3) shall prosecute a regular course of study in courses prescribed for the examination concerned for not less than one semester in a particular semester in a College affiliated to the University.
9. The Examinations shall consist of the subjects as indicated in the Scheme of Examinations as per Appendix - 'A'.

**Explanation :**

- i) While calculating 2/3<sup>rd</sup> heads of passing, fraction if any shall be ignored,
  - ii) For considering the heads of passing, every theory and every practical/Internal shall be considered as separate head of passing.
10. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examination in General, the provisions of Paragraphs 5, 7, 8, 10, 27, 31, 32 & 33 of the said Ordinance shall apply to every Collegiate candidate.
  11. The fees for each examination and practical examination shall be as prescribed by the University, from time to time.
  12. The Scheme of Teaching & Examination, Credits to be given with the maximum marks allotted to the Practical / Internal Examination in each paper, the written part and the Practical part for each of the two examinations and computation of SGPA and CGPA, shall be as indicated in concerned Annexures
  13. (i) The scope of the subjects shall be as indicated in the Syllabus.  
(ii) The medium of instructions and examinations shall be in Marathi / English. But candidates can write their answer in English/Marathi or in Hindi.
  14. The Head / Principal shall maintain in his office a complete record of marks obtained by the candidate in the sessional. He shall send it to the University in a sealed cover the final marks in sessional examination obtained by every applicant.
  15. For Internal Examination of 20 Marks, the concerned subject teacher shall assess the students on the following points.
    - 1) Class Attendance - 05 Marks
    - 2) Unit Test, Seminar and Assignments - 15 Marks.
  16. If a student fails in an examination his marks of Internal / Sessional Assessment Theory/Practical of the Examination shall be carried over for the next examination.
  17. Provisions of Ordinance No. 18 of 2001 relating to "An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute No.18", shall apply to the examinations under this Ordinance.
  18. As soon as possible after the examinations, the University shall publish result of the examinees and merit list shall be notified as per Ordinance No.6.
  19. An examinee who does not pass; or who fails to present himself/herself for the examination shall be eligible for readmission to the same examination/semester, on payment of fresh fees and such other fees as may be prescribed.
  20. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to this examination, if he has already passed this examination or an equivalent examination of any other Statutory University.
  21. A candidate who could not complete a semester satisfactorily or who has failed will be eligible for readmission to the same semester. However readmission to semester should be allowed only when a regular session is running for the particular semester.
  22. The existing Ordinance / Directions of the course shall be applicable to the students who have already sought their admission as per its provisions and shall be repealed after exhausting the chances given by the University.
  23. (i) The successful examinees shall be eligible for award of the Degree of ग्रंथालय व माहितीशास्त्र स्नातक (Bachelor of Library and Information Science) on payment of the prescribed fees.  
(ii) The Degree certificate in the prescribed form shall be signed by the Vice-Chancellor.

Date : 08/09/2017.

Sd/-  
Dr.Murlidhar Chandekar  
Vice-Chancellor,  
Sant Gadge Baba Amravati University.

## SCHEME OF TEACHING AND EXAMINATION FOR SEMESTER &amp; CREDITS PATTERN OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.)

Paper No./Code	Title of the Paper	Teaching Scheme			Examination Scheme				Total Marks		
		Theory	Pract./ Internal	Total Credits	Theory		Pract./ Internal				
		Credits	Credits		Dur.	Max. Mar.	Min. Passing Marks	Max. Mar.		Min. Passing Marks	
BL-101	Foundation of Library and Information Science	3	1	4	3 Hr.	80	20	32	20	08	100
BL-102	Library Organization	3	1	4	3 Hr.	80	20	32	20	08	100
BL-103	Library Classification and Library Cataloguing	3	1	4	3 Hr.	80	20	32	20	08	100
BL-104	Basic Computer Application in LIC	3	1	4	3 Hr.	80	20	32	20	08	100
BL-105	Reference Sources and Services	3	1	4	3 Hr.	80	20	32	20	08	100
BL-106	Library Skills and Communication	3	1	4	3 Hr.	80	20	32	20	08	100
BL-107	Library Classification: Practical	3	1	4	3 Hr.	80	20	32	20	08	100
BL-108	Library Cataloguing: Practical	3	1	4	3 Hr.	80	20	32	20	08	100
BL-109	Basic Computer Application in LIC: Practical	3	1	4	3-Hr.	80	20	32	20	08	100
BL-110	Reference Services and Information Sources: Viva-Voce	2	-	2		50		20			50
BL-111	Term Work	2	-	2		50		20			50
	<b>Total</b>	<b>31</b>	<b>9</b>	<b>40</b>		<b>820</b>	<b>180</b>				<b>1000</b>
<b>SEMESTER-II</b>											
BL-201	Librarianship as a Profession	3	1	4	3 Hr.	80	20	32	20	08	100
BL-202	Library Management	3	1	4	3 Hr.	80	20	32	20	08	100
BL-203	Knowledge Organization and Document Description	3	1	4	3 Hr.	80	20	32	20	08	100
BL-204	Advance Computer Application in LIC	3	1	4	3 Hr.	80	20	32	20	08	100
BL-205	Information Sources, Products and Services	3	1	4	3 Hr.	80	20	32	20	08	100
BL-206	Personality Development and Career Planning	3	1	4	3 Hr.	80	20	32	20	08	100
BL-207	Knowledge Organization: Practical	3	1	4	3 Hr.	80	20	32	20	08	100
BL-208	Document Description: Practical	3	1	4	3 Hr.	80	20	32	20	08	100
BL-209	Advance Computer Application in LIC: Practical	3	1	4	3 Hr.	80	20	32	20	08	100
BL-210	Information Products and Services: Practical	2	-	2		50		20			50
BL-211	Term Work	2	-	2		50		20			50
	<b>Total</b>	<b>31</b>	<b>9</b>	<b>40</b>		<b>820</b>	<b>180</b>				<b>1000</b>
	<b>Grand Total</b>	<b>62</b>	<b>18</b>	<b>80</b>		<b>1640</b>	<b>360</b>				<b>2000</b>

Annexure-B  
Credit-grade based performance and assessment system (CGPA)  
Features of the Credit System

**A) DEFINITION**

- 1) **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 2) **Credit Point:** It is the product of grade point and number of credits for a course.
- 3) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 4) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 5) **Grade Point:** It is a numerical weight allotted to each letter grade of a 10 point scale.
- 6) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- 7) **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- 8) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 9) **Semester:** Each semester will consist of 15-18 weeks of academic work of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 10) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

**B) LETTER GRADES AND GRADE POINT:**

1. The UGC recommends a 10-point grading system with the following letter grades as given below:

**Grades and Grade Points**  
**TABLE-I**

Grade	Description	Range of Marks obtained out of 100 or equivalent fraction	Grade point
O	Outstanding	90-100	10
A+	Excellent	80-89	9
A	Very Good	70-79	8
B+	Good	60-69	7
B	Above average	55-59	6
C	Average	50-54	5
P	Pass	40-49	4
F	Fail	Below 40	0
Ab	Absent	Ab	0

2. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
3. For non credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

**C) COMPUTATION OF SGPA AND CGPA :**

Based on the Grade Point obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) are computed as follows;

**i) Computation of SGPA :**

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where,  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

**ii) Computation of CGPA :** CGPA of the course shall be as prescribed by the University.

iii) Equivalence of the conventional division/class with the CGPA in final semester is in accordance with the following table 2.

Equivalence of Class/Division to CGPA

TABLE-2

Sr. No.	CGPA	Class/Division
1.	7.5 or more than 7.5	First Class with Distinction
2.	6.00 or more but less than or equal to 7.49	First Class
3.	5.50 or more but less than or equal to 5.99	Higher Second Class
4.	5.00 or more but less than or equal to 5.49	Second Class
5.	4.00 or more but less than or equal to 4.99	Pass

D) Degree will be awarded on the basis of the performance of CGPA of the course.

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**Appendix-A**  
**Sant Gadge Baba Amravati University, Amravati**  
 SYLLABUS FOR ONE YEAR BLISc WITH SEMESTER PATTERN AND CREDIT SYSTEM

1. Title of course: Bachelor of Library and Information Science (B.L.I.Sc.)
2. Duration of the Course: One year (Two Semesters with credit system)
3. Objectives of the Course: Bachelor of Library and Information Science (B.L.I.Sc.) of one year duration with semester pattern has following objectives:
  - a) To give the students an understanding of the basic principles and fundamental laws of librarianship.
  - b) To enable the students to understand and appreciate the function and purposes of LICs in the changing social, cultural, technological and economic environment.
  - c) To train the students in organization and the management of LICs including advance computer application to house-keeping activities of the libraries.
  - d) To develop thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
  - e) To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.
4. Eligibility: The course shall be open to graduates of the Sant Gadge Baba Amravati University or any other Indian University recognized by it.
5. External Students: This course is not open to external students. Only full time regular students are eligible for this course.
6. Structure of the Course:

Semester – I				
Paper No./Code	Title of the Paper	Marks		Total Marks
		External	Internal	
BL-101	Foundation of Library and Information Science	80	20	100
BL-102	Library Organization	80	20	100
BL-103	Library Classification and Library Cataloguing	80	20	100
BL-104	Basic Computer Application in LIC	80	20	100
BL-105	Reference Sources and Services	80	20	100
BL-106	Library Skills and Communication	80	20	100
BL-107	Library Classification: Practical	80	20	100
BL-108	Library Cataloguing: Practical	80	20	100
BL-109	Basic Computer Application in LIC: Practical	80	20	100
BL-110	Reference Services and Information Sources: Viva-Voce			050
BL-111	Term Work			050
<b>Total Marks</b>				<b>1000</b>

Semester – II				
Paper No./Code	Title of the Paper	Marks		Total Marks
		External	Internal	
BL-201	Librarianship as a Profession	80	20	100
BL-202	Library Management	80	20	100
BL-203	Knowledge Organization and Document Description	80	20	100
BL-204	Advance Computer Application in LIC	80	20	100
BL-205	Information Sources, Products and Services	80	20	100
BL-206	Personality Development and Career Planning	80	20	100
BL-207	Knowledge Organization: Practical	80	20	100
BL-208	Document Description: Practical	80	20	100
BL-209	Advance Computer Application in LIC: Practical	80	20	100
BL-210	Information Services and Products: Practical			50
BL-211	Term Work			50
<b>Total Marks</b>				<b>1000</b>
<b>Grand Total (Sem-I + Sem-II)</b>				<b>1000</b>

- a) Medium of Instruction: English (The medium of instruction shall be in English)
  - b) Medium of questions paper: English and Marathi only
  - c) Medium of writing examination: English, Marathi and Hindi.
7. University Terms: For the award of Bachelor of Library and Information Science (B.L.I.Sc.) a candidate should fulfill the following conditions:
    - i) A student should have attended at least 75% of the total number of lectures and practical in the said course, and shall have secured atleast 40% of marks in Theory, Practical and Term work. A student, who does not thus obtain 40% of marks in the Theory, Practical, and internal, will have to give fresh terms.

**Internship:**

Every candidate for the examination shall be required to undergo a course of practical library work for a period of not less than thirty days during or after the completions of the course in any of the libraries of the institutions recognized by the University, and degree shall be awarded only on submission of certificate of satisfactory completion of the practical library work from the Librarian of the concerned institution.

**Norms prescribed for completion of Internship of BLISc.**

For Internship the college library should have:

- a. A qualified librarian approved by the University
- b. The standing of the college library should be minimum 10 years.
- c. The library should have minimum collection of 25,000 Books.



8. Examination:

A) Total marks and their allocation per paper

Semester I	Six Theory Papers	600 Marks
	Three Practical papers	300 Marks
	BL-110 Viva-Voce	50 Marks
	BL-111: Term Work	50 Marks
<b>Total</b>		<b>1000 Marks</b>
Semester II	Six Theory Papers	600 Marks
	Three Practical papers	300 Marks
	BL-210 Viva-Voce	50 Marks
	BL-211: Term Work	50 Marks
<b>Total</b>		<b>1000 Marks</b>
<b>Grand Total</b>		<b>2000 Marks</b>

B) Standard of Passing:

1. For passing the B.L.I.Sc. Examination a candidate shall have to secure:

a) Minimum 40% marks in each theory paper and

b) Minimum 40% marks each in practical, Internal and Viva-Voce.

C) ATKT Rule:

1. An applicant who has passed Semester-I shall be eligible for admission to Semester-II subject to ATKT rules.

2. Reappearing candidate shall be awarded the actual class based on total marks obtained in the re-examination.

CERTIFICATE  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Name of the Department/College \_\_\_\_\_

This is to certify that this \_\_\_\_\_ Practical Record is original work done by  
Mr./Ms./Smt. \_\_\_\_\_ Class \_\_\_\_\_ Semester \_\_\_\_\_ during the  
academic Year \_\_\_\_\_

He/She has submitted /not submitted the Assignment/Report/Seminar/Group Discussion as prescribed by Sant Gadge Baba Amravati University, Amravati.

Signature of the Teacher

Signature of the Head of the Department

Signature of the External Examiner

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9. Pattern of Question Paper on the unit system:

A) Theory:

The pattern of question paper as per unit system will be broadly based on the following pattern.

1. Syllabus has been divided into FIVE units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type, short answer type or multiple choice types.
2. Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
3. For every question long answer type and short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
4. Each short answer type question shall contain FOUR short sub questions with no internal choice.
5. There will be no internal choice in Multiple Choice Questions.
6. Division of marks between long answer, short answer and multiple choice type questions will be as-  
There will be Long Questions of 16 Marks each on TWO units (32 Marks), FOUR Short Questions of 04 Marks each on TWO Units (32 Marks), and EIGHT Multiple Choice Questions of 02 Marks each on any ONE Unit (16 Marks).
7. Question paper will be of 80 Marks (32+32+16) and consists of five questions and all the questions shall be compulsory.
8. The duration of the paper will be three hours.

B) Practical:

1. Question paper will be of 80 marks and questions will be asked from all the units of the syllabus.
2. The duration of the paper will be of THREE hours.

C) Internal Assessment:

1. Internal Assessment Marks shall be allotted on the basis of Assignments, Class Work, Seminars and Observation of Teacher.
2. Appropriate record of assignment, class work and seminars shall be kept in the department/college.

D) TERM WORK

- Term work of Semester –I includes Newspaper clipping and Library visit of 25 marks each
- Term Work of Semester II includes Bibliography of 25 marks each.
- Details of marks and norms for marks allocation is given in the syllabus.

**SEMESTER-I**  
**BL-101 FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

Unit	Total Number of Credits = 3
Unit - 1	<b>Development of Libraries: An Overview</b> Definitions, Evolution and Development of Libraries in the World Writing Materials and Printing development in India Development of Libraries and History of Library Movement in India
Unit - 2	<b>Role of Libraries:</b> Role of libraries in formal and in-formal education Role of Library and Information Centers in Modern Societies Library as a Social Institution Reading, Reading Habits and Role of Libraries in developing Reading Habits Library as an agency of mass communication.
Unit - 3	<b>National and International Level Promoters of Library and Information Services</b> RRRLF UNESCO UGC OCLC World Bank
Unit - 4	<b>Types of Libraries:</b> Academic Libraries (School, College and University Libraries), Special Libraries and Information Centers, Public Libraries, Mobile Library, National Library of India: Concept, Functions and Services
Unit - 5	<b>Normative Principles of Library and Information Science:</b> Five Laws of Library Science Implications of Five Laws in Library and Information Activities

**BL-102 LIBRARY ORGANIZATION**

Unit	Total Number of Credits = 3
Unit - 1	<b>Document Selection and Collection Development:</b> Definitions, Need and Purpose of Book Selection Principles (Drury, Dewey & Mc-Colvin, Practices- Books on approval etc.) Book selection policies in different libraries Book selection tools: Indian and Foreign (UK & USA), Online, Reviewing Tools, Publishers Catalogue, National Bibliographies
Unit - 2	<b>Technical Services- Acquisition of Books and Serials:</b> Acquisition of Books: Objectives and Functions of acquisition sections, sources of Acquisition, Acquisition and Processing of Books and Non-print Materials Serials Control: Type of Periodicals, Selection Tools, Procurement (Direct and through Agent), Receipt and Recording of Periodicals, Shelving, Routing of Periodicals, Collation of completed volumes Good Office Committee: History and Role in Acquisition Work
Unit - 3	<b>Circulation- Work and Methods:</b> Circulation Work: Definitions, Importance and Activities in Circulation Work (Registration Work, Reservation Work, Renewal, Overdue Reminders etc.) Charging System: History and Development, Pre-requisites of a Good Charging System, Browne and Newark Charging System, Computerized Charging System, Use of Bar Code in Charging System
Unit - 4	<b>Reporting</b> Library Statistics: Purpose, Sources and Kinds Library Rules and Regulations: Need, Purpose and Draft of the Rules Annual Report: Definitions, Purpose, Contents, and its compilation.
Unit - 5	<b>Maintenance</b> Open Vs Closed Access, Protection against Enemies of Books, Binding, Conservation, Preservation and Restoration of Print, Non-Print and Electronic Materials Stock Verification: Purpose and Methods, Loss and Write off (Weeding of Books)

**BL-103 LIBRARY CLASSIFICATION AND LIBRARY CATALOGUING**

Unit	Total Number of Credits = 3
Unit - 1	<b>Classification:</b> Classification: Definition, Purpose, Natural and Artificial Classification, Classification vs. Division Knowledge Classification: Definition, Purpose, History of Knowledge Classification
Unit - 2	<b>Library Classification:</b> Library Classification: Definition, Need, Purpose and Function Methods of arrangement of books on shelves Knowledge Classification vs. Book Classification
Unit - 3	<b>Classification Schemes:</b> Dewey Decimal Classification (Latest Edition): General Outline, Main Class, Hierarchical Structure, Notation, Mnemonics, Auxiliary Tables, Synthetic Devices, Phoenix Schedules, Index and other features, Current Trends in Classification
Unit - 4	<b>Library Catalogue:</b> Nature, Functions, Need and Purpose Reading a Book Technically Kind of Catalogue: Outer (Physical) Forms of Library Catalogue (Book, Sheaf, Printed, OPAC, MARC etc.)

For Internship the college library should have:

- A qualified librarian approved by the University
- The standing of the college library should be minimum 10 years.
- The library should have minimum collection of 25,000 Books.

	Inner Forms of Library Catalogue (Classified Dictionary, Alphabetical, etc.)
Unit – 5	<b>Catalogue Entries:</b> Entries and their function (AACR): Main, Added, Analytical, Parts of entries including Unit Card System Filing of Entries: Alphabetical, Classified Alphabetization-Letter by letter, Word by word.

**BL-104 BASIC COMPUTER APPLICATION IN LIC**

Unit	Total Number of Credits = 3
Unit – 1	<b>Introduction to Computer System:</b> Computer: Definitions, Historical Development, Generations of Computer, Characteristics and Functions of Computers, Types of Computers (Mainframe, Super, Hybrid, Micro-mini, Personal-Laptop, Tab).
Unit – 2	<b>Components of Computer System:</b> Hardware: Storage Devices, Input and Output devices, CPU Software: System Software, Application Software Operating Systems: MSDOS, MS Windows, WINDOWS-NT LINUX, UNIX, etc.
Unit – 3	<b>Information Technology (IT)</b> IT: Definition, Need, Scope, Functions and Objectives Components of IT
Unit – 4	<b>Computer Application to LIC:</b> Library Automation: Concept, Need and Importance Areas of Automation- House Keeping Operations Planning, Hardware and Software requirement, Design and implementation of Automation
Unit – 5	<b>Library Software:</b> Criteria for Selection of Library Software, Special features, Modules of Library Software- WINISIS, SOUL, SLIM, LIBSYS etc. Open Source Library Management Software: e-Granthalaya and KOHA

**BL-105 REFERENCE SOURCES AND SERVICES**

Unit	Total Number of Credits = 3
Unit – 1	<b>Introduction to Reference Sources:</b> Types, Criteria for selection and evaluation of Reference Sources (Authority, Scope, Treatment, Arrangement, Special Features and Utility) Difference between General Books and Reference Books Study of Encyclopedia and Dictionary (Content, Types, Arrangement, Scope and Uses)
Unit – 2	<b>Introduction to Reference Service:</b> Reference Service: Definitions, Need, Scope and Objectives (Origin and development of Reference Service from beginning to Internet era)
Unit – 3	<b>Theories and Functions of Reference Service:</b> Theories: James I. Wyer and Samuel Rothstein Functions of Reference Service: Dr. S. R. Ranganathan and Prof. A. K. Mukherjee
Unit – 4	<b>Types of Reference Service:</b> Orientation Programme, Ready-Short and Long Range Reference Service, Reader Advisory and Guiding Service, Bibliographical and Fact Finding Assistance, Literature Search, Document Delivery Service, Web-Based Services and FAQs. Reference Services in various libraries.
Unit – 5	<b>Organization and Management of Reference Department:</b> Organization of Reference Department Evaluation of Reference Service Qualities of Reference Librarian Referral Service: Concept and Importance

**BL-106 LIBRARY SKILLS AND COMMUNICATION**

Unit	Total Number of Credits = 3
Unit – 1	<b>Library Skills:</b> Need and Importance of Library Skills Types of Skills: Administrative Skills, Managerial Skills, Conceptual Skills, Technical Skills, Human Relation Skills, Soft Skills, Logical Skills, Decision Making Skill, Analytical Skills.
Unit – 2	<b>Leadership Skill:</b> Leadership: Definitions and Concept Importance of Leadership, Nature of Leadership, Formal and Informal Leaders, Leadership Styles Leadership Role of Library Professionals
Unit – 3	<b>Library Letters and Writing Skills</b> Types of Letters: Informal Letter/Personal Letters, Formal/Official letters. Personal Letters: Application Forms/Format, Joining Letter Official Letters: Book Order, Journal Subscription, Quotation Letters, Note Sheet, Notice, Circulars, Agenda, Minutes, Resolutions, Reminders Reports: Progress Report, Inspection Report, Confidential Report, etc Records Management: Types of filing- Official and personal files, Maintenance of filing

Unit – 4	Communication and User: Principles of effective Communication, Process of Communication, Barriers and Gateway to Communication, Do and Don'ts of Communication with Users, Types of Communication
Unit – 5	Team Building and Team Work Meaning, Aspects of Team Building in Library, Skills Needed for Teamwork in Library, Characteristics of Effective Team, Role of a Librarian as a team Leader, Role of Library Staff as Team Members

**BL-107 LIBRARY CLASSIFICATION: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Classification of subjects using latest DDC Edition (60 Marks)</b>
<ul style="list-style-type: none"> <li>- Classification of Basic and Compound Subjects</li> <li>- Use of Table-1</li> <li>- Use of Table-2 (Subject + Area)</li> <li>- Use of Table-3 (Use of Literary Forms)</li> <li>- Table-4</li> </ul>
<b>Colon Classification (7<sup>th</sup> Edition) (20 Marks)</b>
<ul style="list-style-type: none"> <li>- Basic and Compound Subjects in CC</li> </ul>

**BL-108 LIBRARY CATALOGUING: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Library Cataloguing (80 Marks)</b>
<ul style="list-style-type: none"> <li>- Cataloguing of Document using AACR Latest Edition</li> <li>- Simple, Joint Author, Corporate Author, Composite Books.</li> <li>- Structure of Main Entries, Added Entries and Reference Entries</li> </ul>

**BL-109 BASIC COMPUTER APPLICATION IN LIC: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>MS-Office Suit (80 Marks)</b>
<ul style="list-style-type: none"> <li>- MS-Word: Document Creation, Formatting, Table Creation and Printing etc.</li> <li>- Creation of Resume/BIODATA using word file.</li> <li>- MS-Excel: Database Creation, Charts etc.</li> <li>- MS-Power Point: Slide Preparation and Presentation</li> <li>- Viva-Voce</li> </ul>

**BL-110 REFERENCE SOURCES AND SERVICES: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Study of Reference Sources and Evaluation (50 Marks)</b>
<ul style="list-style-type: none"> <li>- Study of Various Reference Sources with special reference to India: Dictionaries, Encyclopedias, Year Book and Directories.</li> <li>- Evaluation of selected standard reference sources</li> <li>- Finding information from above standard reference sources</li> <li>- Viva-Voce</li> </ul>

**BL-111 TERM WORK**

<b>Total Number of Credits = 2</b>
<b>Library Project (25 Marks)</b>
<ul style="list-style-type: none"> <li>- Compilation of News Paper Clippings</li> </ul>
<b>Library Visit (25 Marks)</b>
<ul style="list-style-type: none"> <li>- Visit of local College/University Libraries.</li> <li>- Preparation of visit report and submission of it.</li> <li>- After submission of Library Visit report the Head of the Department or Principal allot the Tour Report Marks.</li> </ul>

**SEMESTER-II**

**BL-201 LIBRARIANSHIP AS A PROFESSION**

<b>Unit</b>	<b>Total Number of Credits = 3</b>
<b>Unit – 1</b>	<b>Librarianship as a Profession:</b> Attribution of Profession Librarianship as a Profession Philosophy of Librarianship Professional Ethics: Need and Importance

- b. The standing of the college library should be minimum 10 years.
- c. The library should have minimum collection of 25,000 Books.

Unit – 2	<b>Library Legislation:</b> Brief History of Library Legislation in India and with special reference to Maharashtra (MPLA-1967) Brief Outline of Press and Registration Act, Delivery of Books and Newspaper Act, and Copyright Act. Need and Purpose of Library Legislation Principles of Library Legislation
Unit – 3	<b>Professional Associations:</b> National LIS Associations (ILA, IASLIC, IATLIS) International LIS Associations (IFLA, ALA, FID) Role of Professional Association in growth of LIS profession
Unit – 4	<b>Library Publicity:</b> Public Relation and Publicity Publicity and Extension Outreach Activities Promotional and Consultancy Services Library Path Finder (guides)
Unit – 5	<b>Role of Government and Its Agencies</b> Role of State and Central Government Sinha Committee Report Planning Commission(National Institution for Transforming India (NITI) Ayog) Working Group, UGC, RRRLF, National Knowledge Commission

**BL-202 LIBRARY MANAGEMENT**

Unit	Total Number of Credits = 3
Unit – 1	<b>Management:</b> Management: Definitions, Purpose and Steps , History of Management, Administration: Definitions, and Purpose Principles of Management and its application to library Functions of Management (POSDCORB) Qualities of Good Manager
Unit – 2	<b>Library Planning and Library Committee:</b> Physical Planning: Standards, Equipments, Furniture, Planning and Space Management: Modern Library Building, Sections of Modern Library Library Committees: Need, and Purpose, Composition and Functions Role of Librarian in Library Committee.
Unit – 3	<b>Personnel Management:</b> Definition, Concept, and Function of Personnel Management Manpower Planning: Recruitment and Selection of Personnel: Sources of Recruitment, Steps in Selection Procedures.
Unit – 4	<b>Financial Management:</b> Budget: Concept, Need and Importance Budgeting Techniques and Methods (Line-by-Line, Formula Budgeting, Programme Budgeting, Performance Budgeting, Planning Programming Budgeting Systems (PPBS), Zero Based Budgeting (ZBB) etc.)
Unit – 5	<b>Job Analysis and Performance Appraisal:</b> Job Analysis: Definitions and Need, Job Evaluation, Performance Evaluation and Performance Appraisal, Performance Measurement

**BL-203 KNOWLEDGE ORGANIZATION AND DOCUMENT DESCRIPTION**

Unit	Total Number of Credits = 3
Unit – 1	<b>Universe of Knowledge:</b> Structures and Attributes Universe of Subjects as mapped in DDC and CC Types of Subjects: Basic, Compound and Complex Modes of Formation of Subjects
Unit – 2	<b>Notational System:</b> Notation: Need and Importance, Types, Qualities of Good Notation, Hospitality of Notation. Call Number: Structure and various parts, Importance, and Function Species of Library Classification Schemes
Unit – 3	<b>Canons of Classification:</b> Canon: Concept and Importance Three planes of Canon: Idea, Verbal, and Notational Postulates of Facet Sequence and Analysis
Unit – 4	<b>Normative Principles and Cannons of Cataloguing:</b> Cannons of Cataloguing International Standard Bibliographic Description: ISBD (M), ISSN(S) and ISBD (NBM) Resource Description and Access (RDA): Concept and Importance
Unit – 5	<b>Catalogue-Utility and Economy</b> Subject Cataloguing: Concept and Principles Subject Heading Lists and their features Selective and Simplified Cataloguing, Cataloguing of Non-book Material, Cooperative and Centralized Cataloguing, Union Catalogue, OPAC and WEBOPAC

**BL-204 ADVANCE COMPUTER APPLICATION IN LIC**

Unit	Total Number of Credits = 3
Unit – 1	<b>Communication Technology:</b> Fundamentals of Communication Technology: Media, Mode and Components Network Media: Optical Fiber, Ethernet, Network Interface Card, Hub, Routers and Modem, Open System Interconnection (OSI) Reference Model
Unit – 2	<b>Networking Technology:</b> Types of Network-LAN, WAN, MAN Network Topologies-Bus, Star, Ring, Mesh, Tree etc. LAN: Planning, Designing and Implementation Network Software: Network Operating System, Domain Name System, Network Management System
Unit – 3	<b>Internet:</b> Internet: Concept, Components and Importance Connectivity: Dialup, Leased Lines, ISDN Protocols: FTP, HTTP Web Browsers: Internet Explorer, Netscape Navigator
Unit – 4	<b>Internet Services and Search Engines:</b> Internet Services: Need and Importance Search Engines: Concept and Need Types of Search Engines: Google, Altavista, Yahoo, Dogpile, Infoseek etc.
Unit – 5	<b>Library Security System:</b> Library Security: Need and Importance Kinds of Security System: Electromagnetic Systems, 3M Security, RFID Technology, CCTV Internet Security-Firewall and Proxy Servers

**BL-205 INFORMATION SOURCES, PRODUCTS AND SERVICES**

Unit	Total Number of Credits = 3
Unit – 1	<b>Information Sources:</b> Sources of Information: Documentary- Print and Non-print, Electronics Nature, Characteristics, Utility and Evaluation of different types of Information Sources. Non-Documentary Information Sources: Human, Institutional- Nature, Types, Characteristics and Utility. Categories of Information Sources: Primary, Secondary and Tertiary
Unit – 2	<b>Information Products:</b> Information Products: Nature, Scope and Functions Various Information Products: Abstract, Index, Bibliographies, Catalogue, Contents, Databases (CD-ROM & Web), Repositories etc.
Unit – 3	<b>Information Services:</b> Information Services: Concepts, Definition, Need and Trends Information Alert Services (CAS & SDI) Need, Techniques and Evaluation Bibliographic, Abstract, Referral, Document Delivery and Translation Services
Unit – 4	<b>Assessment of Users' Need and User Education</b> Types of Users Approaches and Needs of Users Information Seeking Behavior User Studies: Methods, Techniques and Purpose User Education: Objectives, Level and Techniques
Unit – 5	<b>Trends in Information Service:</b> Impact of IT on Information Services: Databases, Electronic Reference Sources, Electronic Document Delivery, Internet as a source of Information

**BL-206 PERSONALITY DEVELOPMENT AND CAREER PLANNING**

Unit	Total Number of Credits = 3
Unit – 1	<b>Career Opportunities in LIC:</b> Career opportunities in various libraries: Academic, Public and Special Libraries, National Library, Information Systems, Call Center, Data Base Center, and Corporate Sectors etc.
Unit – 2	<b>Interview Techniques (LIC Oriented)</b> Types of Interview, Preparation of Interview, Facing the Interview panel/board, Group Discussion Questions in Interview: Personal Questions, Questions on opted subjects, Job related Questions, Questions on General Knowledge, Questions on General Awareness, Questions on Extra-curricular Activities, Miscellaneous Questions Resume/Curriculum Vitae: Preparation of Resume/Curriculum Vitae, Different format of Resume/Curriculum Vitae
Unit – 3	<b>Career Planning in Library and Information Sector:</b> Concept and Need of Career Planning, Career Selection, Career Guidance, Career Advancement, Entrepreneurship Development in relation to Library and Information field
Unit – 4	<b>Personality Development:</b> Personality Development of Library Professionals, Inner Traits of Personality, Outer Traits of Personality, Personal Attributes required for Library Professional,

<b>Unit – 5</b>	<b>Personality Development Activities:</b> Training and Development: Need and Importance Types of Training: Induction Training, Job Instruction Training, Vestibule Training, Refresher Training, Apprenticeship Training Methods of Training: On the Job and Off the Job Professional Development Activities: Workshop, Seminar, Conference, Orientation Programme, Refresher Courses, Short Term Course, Continuing Education etc.
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**BL-207 KNOWLEDGE ORGANIZATION: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Classification of subjects using latest DDC Edition (60 Marks)</b> <ul style="list-style-type: none"> <li>- Classification of Compound and Complex Subjects</li> <li>- Use of Table-2 (Subject + Area + Area)</li> <li>- Add to Instructions using Table-1</li> <li>- Use of Table-3 Detailed Study</li> <li>- Use of Table-5, Table-6 and Table-7</li> <li>- Add to Instructions.</li> </ul> <b>Colon Classification (7<sup>th</sup> Edition) (20 Marks)</b> <ul style="list-style-type: none"> <li>- Use of PMEST Facet:</li> <li>- Use of Common Isolates (ACI)</li> </ul>

**BL-208 DOCUMENT DESCRIPTION: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Document Description (80 Marks)</b> <ul style="list-style-type: none"> <li>- Cataloguing of Document using AACR Latest Edition</li> <li>- Pseudonymous, Government Publication, Serial Publication, Collected Work, Series</li> <li>- Non-book Material: Audio, Video Disk, Microforms, Maps, Atlases, Globes.</li> </ul>

**BL-209 ADVANCE COMPUTER APPLICATION IN LIC: PRACTICAL**

<b>Total Number of Credits = 3</b>
<b>Data Base Creation, Search and Retrieval Using WINISIS / SOUL / SLIM / LYBSYS / LIBMAN Software (80 Marks)</b> <ul style="list-style-type: none"> <li>- Creation of Database</li> <li>- Data Entry using any modules</li> <li>- Searching and Retrieval</li> <li>- Report Generation and Printout</li> <li>- Viva-Voce</li> </ul>

**BL-210 INFORMATION SOURCES, PRODUCT AND SERVICES: PRACTICAL**

<b>Total Number of Credits = 2</b>
<b>Study of Reference Sources and Evaluation (50 Marks)</b> <ul style="list-style-type: none"> <li>- Study of Information Sources (Print): Bibliographical Sources, Geographical Sources, Special Reference Sources.</li> <li>- Study of Information Sources (Electronic): Portal, Blog, Databases and Repositories.</li> <li>- Study and Evaluation of Websites of Information Systems: NISCAIR, INFLIBNET, DESIDOC, NASSDOC,</li> <li>- Evaluation of selected standard reference sources</li> <li>- Finding information from above standard reference sources</li> <li>- Viva-Voce</li> </ul>

**BL-211 TERM WORK**

<b>Total Number of Credits = 2</b>
<b>Library Project (25 Marks)</b> <ul style="list-style-type: none"> <li>- Compilation of Bibliography of atleast 100 entries.</li> </ul> <b>Tour Report (25 Marks)</b> <ul style="list-style-type: none"> <li>- Education Tour of National recognized institute of LIS, Information Centers and Libraries.</li> <li>- After submission of Study Tour report the Head of the Department or Principal allot the Tour Report Marks.</li> </ul>

**Recommended Books:**

**BL-101 and 201**

- Buranhohm, Alka. Various aspects of librarianship and Information Science. New Delhi: Ess Ess, 2000.
- Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship. 24th Vol. San Diego: Academic Press, 2000
- IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
- Khanna, J.K. Library and Society, Kurukshetra: Research Publisher, 1987
- Kumar, P.S.G. Fundamentals of information science. Delhi: S.Chand, 1997
- Kumar, P.S.G. Indian Library Chronology, Ed.2 Bombay: Allied 2000
- McGarry. K.J, changing context of Information, 1993

- Ranganathan, S.R. The Five Laws OF Library Science, Ed.2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
- Sahai, Srinath. Library and Community. New Delhi: Today & Tomorrow, 1992
- Sharma, Pandey . S.K. Library and Society. Ed.2 Delhi Ess, 1992
- Surendra Singh and Sonal Singh.Ed. Library, Information and Science and Society. New Delhi: Ess Ess.2002
- Vyas , S.D. Library and society, Jaypur: Panchasheel.1993

**BL-102 & 201**

- Beardwell, Ian and Holden, Len. Ed. Human Resource Management Contemporary Perspective, New Delhi
- Bratton , John and Gold, Jeffery, Human Resource Management : theory and Practice, Basingstoke: Mac Millan, 1984
- Evans , G. Edward, " History and style of management." Management Techniques for libraries; London; Academic Press; 1983
- Evans , G. Edward," Change, creativity and the science, "Management Techniques for libraries; London; Academic Press; 1983
- Narayana. G.J., Development of management science, "Library and Information management; New Delhi; Prentice hall of India; 1991
- Narayana. G.J., " Theories and philosophy of library science" Library and Information Management; New Delhi; Prentice hall of India 1991
- Seetharama. S, " Human relationship in librarianship." Management of libraries in 21<sup>st</sup> century; New Delhi; ESS ESS; 2000
- Siwatch., Ajit Sing. Library Management; Leadership styles Strategies and organizational Climate, New Delhi; Shree, 2004
- Paranjape, Vivek. Strategic Human Resource Management. New Delhi: Allied 1997
- 10 Webber. N.A., " A Library Historians thoughts on management., " studies in library Management; Vol 1 ; edited by red fern, Brian; London ; Clive Bingley; 1971

**BL-103 and BL-203**

- Anglo American Cataloguing Rules, 2<sup>nd</sup> Edi. Rev. New Delhi, Oxford. 1988
- Barbara, M Westby, Ed. Sears List of Subject Headings. New York. HW. Wilson, 1977
- Berwick Sayers. WC Introduction to Library Classification. London, Andra Dauth. 1950
- Byrne, Deborah. JMARC Manual: Understanding and Using MARC Record. Englewood. Libraries unlimited. 1998
- Chernyi. AI Introduction to Information Retrieval Theory. London. ASLIB. 1973
- Dhyani. Pushpa. Library Classification: theory and practice. New Delhi: Vishwa prakashan. 1998
- Fritz. Deborah. A. cataloguing with AACR2 and US-MARC Record. Chicago ACA. 1998
- Jennifer. E Rowledy. Organizing Knowledge: An Introduction to Information Retrieval. Andershot. Gower. 1987
- Krishna Kumar. Theory of Library Classification , Ed.2 New Delhi. Vikas. 1980
- Maxwell. Robert and Maxwell. Margaret F. Maxwell's handbook of Aacr2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA.1997
- PSG. Kumar . Knowledge Organisation. Information Processing and Retrieval: Theory. Delhi: BR. 2003
- Ramalingam. MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz. 2000
- Ranganathan. SR. Heading and Canons. Madras. S Vishwanathan. 1955
- Ranganathan. SR. Classified Cataloguing Code. Madras. UBSPD.1988
- Ranganathan. SR. Colon Classification. 6<sup>th</sup> ed. Bangalore: Sarada Ranganathan Endowment for Library Science. 1960
- Ranganathan. SR. Library Catalogue: Fundamentals and Procedures. Madras. LA. 1950
- Ranganathan. SR. Prolegomena to Library Classification. Ed2.London. LS 1957 & 1965
- Sengupta. Benoyendra. Cataloguing: Its theory and practice. Edn3. Calcutta. World Press. 1980
- Vishwanathan. C.G. Cataloguing: Theory and Practice. Edn.4 New Delhi. Today and Tomorrow. 1980
- Mahajan. S. G. Granthalauin Talikikaran: Pratyakshik. Vol. 1 CCC Pune. Suvichar Prakashan. 1974: vol.2 Dictionary Catalogue (AACR) Pune. G. Y. Rane Prakashan. 1979

**BL-104 and BL-204**

- Arvind Kumar. Ed. Information Technology for all (2 Vol). New Delhi, Anmol,2006
- Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H.publishing Corporation, 2005
- Basandra, S.K.: Computers Today, New Delhi: Golgotia, 2002
- Decson, Eric. Managing with Information Technology, Great Britan, Kogan page. Ltd. 2000
- Forrester. W.H. And Rowland's, J.L. The Online searchers companion London, Library Association, 2002
- Gupt, Vikas, Rapidix computer course, New Delhi, Pushtak Hall, 2002
- Hunter & Shelly: Computer and Common sense, New Delhi, Pernitice Hall, 2002
- Kysyap, M.M Database Systems, New Delhi, Vikas, 2003
- Rowley, Jennifer: Information Systems, Ed.2 London, Clive Bingley, 2001
- Satyanarayana, R. Information Technology and its facets, New Delhi, Manak, 2005
- Suders, R: computer Today Ed.2 John Wiley, 2000
- Taxali Ravikant: PC Software made easy, New Delhi, 2006
- Barcode Basics. Htte://www.makebarecode.com/info/info.html
- Carter. Roger: The Information Technology Hand Book. London and Henemann. 1987
- Jeanne. F. M. A. Librarian's Guide to the Internet: A Guide to searching and evaluating information. Oxford: Chandos publishing.2006
- Kumar. PSG. Information Technology: application (theory and practice) Delhi. B.R. publication, 2004



- Lancaster, F. W. Electronic publishing and their implications for libraries and beyond. London, Civil Bingley, 1990
- Lucy, A. Tedd. An Introduction to computer based library system. Ed. 3 Chinchester. Wiley, 2005

**BL-105 and BL-205**

- Aiheton Pauline (1977) Handbook for Information systems and services, UNISCO, Paris
- Weisman, H.M.(1972) . Information systems, services and Center. John Wiley & Sons Inc. New York.
- Gorman, Jack O (2010). References Sources For Small and Medium Sized Libraries, 7<sup>th</sup> ED. American Library Association, Chicago
- Criddle, Sally and other (2000) The Public Librarian Guild to the Internet. Library Association Publishing, London.
- Gupta, B.M. et.al. (1991). Handbook of Libraries., Archive, Information Center in Indian, New Delhi, Aditya Prakashan, Related Volumes.
- Biddiscombe, Richard. The end user revolution. London: LA, 1996.
- Bose, H. C. Information Science: Principles and practice, 2<sup>nd</sup> Ed. Delhi: Sterling, 1993.
- Chaturvedi, D. Sandarbha Seva ke Vividh Ayam.Mumbai: Himalaya Publishing House, 1993.
- Cheney, F. N. and Williams, W. J. Fundamental reference sources. 3<sup>rd</sup> Ed. Chicago: ALA, 2000.
- Choukhande, V.G. Information needs and Information seeking Behaviour: Library and Information Science Research. Amravati: Shivneri Publisher and Distributors, 2008.
- Crawford, John. Evaluation of Library and Information Services. London: ASLIB, 2000.
- Foskett, D. J. Information Services in Libraries, New Delhi: Anmol Publication, 1994.
- Gates, Jean. Guide to the use of libraries and information sources. 6<sup>th</sup> Ed. New York: McGraw-Hill books, 1988.
- Guha, B. Documentation and Information .2<sup>nd</sup> Ed. Calcutta: World press, 1983.
- Katz, W. A. Introduction to Reference work. Vol- I and Vol- II, 6<sup>th</sup> Ed. New York: McGraw- Hill Book Company, 1992.
- Katz, William A. Introduction to Reference Work: Reference service and reference process. 5<sup>th</sup> Ed. 1987. New York: McGraw-Hill books, 1987.
- Kaula, P. N. Changing dimensions of Library and Information Services in India (A cluster of Essays). Agra: Y. R. Publishers, 2004.
- Kumar, Krishnan. Reference service. 5<sup>th</sup> Ed. New Delhi: Vikas Publishing House, 1996.
- Ranganathan, S. R. Documentation, Genesis and Development. New Delhi: Vikas Publishing House, 1973.
- Ranganathan, S. R. Reference Service. 2<sup>nd</sup> ed. Bangalore: Sarada Ranganathan Endowment for Library Sciences, 1961 (reprint 1992).
- Roychoudhary, Prabir and Mukhopadhyay, Nirmalalendu. Library and Information Services in India. Calcutta: IASLIC, 2000.
- Sengupta, B. And others. Documentation and Information Retrieval. Calcutta: World Press, 1997.
- Tripathi, S. M. Sandarbha aevam suchana Seva keayam (New Dimensions of Reference/ Information Services), Agra: Y. K. Publishers. 1993.
- Walford, A. J. (Ed). Concise Guide to Reference Materials, London; Library Association, 1981.

**BL-106 and BL-206**

- Onkar, R. M. Personality Development and Career Management: A Pragmatic Perspective.2<sup>nd</sup> Rev. Ed. New Delhi: S. Chand and Company Limited, 2009.
- Jain, A. K., Bhatia Pravin, S. R. and Sheikh, A. M. Professional Communication Skills. 5<sup>th</sup> Rev. Ed. New Delhi: S. Chand and Company Limited, 2009.
- Alex, K. Soft Skills: Know yourself and know the world. New Delhi: S. Chand and Company Limited, 2009.
- Hurlock, Elizabeth B. Personality Development. 26<sup>th</sup> Rev. Ed. New Delhi: Tata McGraw-Hill-Publication Limited, 2005.
- Paul, D. S. Interview Skills. New Delhi: Vee Kumar Publications Pvt. Ltd., 2005.
- Kundu, C. L. Personality Development. New Delhi: Sterling Publication, 1989.
- Moon, Chris and Bonny, Clive. Business Ethics: Facing to the issues. London (UK): Profile Books Limited, 2002.
- Bavakutly, M. and Parmesaram, M. Management of Libraries in 21<sup>st</sup> Century. New Delhi: Ess-Ess Publication, 2000.
- Hennon, Peter., Powell, Ronald R. and Young, A. P. The next library leadership. London: Libraries unlimited, 2003.
- Hayes, Robert M. Models of Library Management, Decision Making and Planning. California (USA): Academic Press, 2001.
- Riggs, Donald E. Creativity, Innovation and Entrepreneurship in Libraries. New York: The Haworth Press, 1989.