

# **Vidyasagar University**

Midnapore – 721102, West Bengal



## **Department of Library and Information Science**

### **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIB. I. Sc.) SYLLABUS**

(Choice Based Credit System)

**WITH EFFECT FROM 2018-2019 ACADEMIC SESSION**

Approved in the PGBOS meeting held on 29.05.2018

**Bachelor of Library and Information Science (B. Lib. I. Sc)**  
One Academic Year Two Semester Programme Choice Based Credit System  
(WITH EFFECT FROM 2018-2019 ACADEMIC SESSION)

## **Bachelor in Library and Information Science (B.Lib.I.Sc.)**

B.Lib.I.Sc.Course is a Post Graduate Degree Course of one year duration which is covered in two semesters. The incumbent of this course are required to be a Graduate with Hons. in any discipline with minimum 50% marks. There is an Entrance Examination in selection procedure of this course.

### **Program Details:**

<b>Duration</b>	<b>Semester</b>	<b>Total Marks</b>	<b>Marks of Practical Papers</b>	<b>Marks of Theoretical Papers</b>	<b>Research (Field Survey)</b>
1 year	2	800	350	400	50

### **Objectives**

The objectives of B.Lib.I.Sc. course are:

- A. Human Resource Development in the field of Library and Information Science.
- B. Developing academic foundation in librarianship.
- C. Capacity building in documentation.
- D. Skill Development in information handling.
- E. Increasing information literacy of the society.

### **Training**

The B.Lib.I.Sc. curriculum has been designed to cover both traditional librarianship and modern technology based library services. Academic foundation of librarianship has been emphasized through educating Classification Theory, Cataloguing Theory, and Characteristics of Information Sources etc. which are supplemented through Practice in different Classification Systems, Catalogue Codes and Reference Tools. The Information Technology (IT) components are incorporated for IT skill development of the incumbents to support technology enabled services of libraries.

### **PROGRAMME OUTCOME:**

On successful completion of the B.Lib.I.Sc. course the professionals become eligible for serving Library and Information Centres of Schools, Colleges, Research and Development Organizations, NGOs etc. in executive capacities. A Graduate in Library and Information Science is a transformed organized human being.

**Vidyasagar University**  
**B. Lib. I. Sc Syllabus (w. e. f. July 2018)**

Semester I				Semester II			
Papers	Full Marks	*Internal Assessment	Final Exam Marks	Papers	Full Marks	*Internal Assessment	Final Exam Marks
<b>BLI-101:</b> Fundamentals of Library and Information Science	50	10	40	<b>BLI-201:</b> Library and Society	50	10	40
<b>BLI-102:</b> Management of Libraries and Information Centres - I	50	10	40	<b>BLI-202:</b> Management of Libraries and Information Centres - II	50	10	40
<b>BLI-103:</b> Library Classification (Theory)	50	10	40	<b>BLI-203:</b> Library Classification (Practice) - II	50	10	40
<b>BLI-104:</b> Resource Description (Theory)	50	10	40	<b>BLI-204:</b> Resource Description (Practice) - I	50	10	40
<b>BLI-105:</b> Library Classification (Practice) -I	50	10	40	<b>BLI-205:</b> Resource Description (Practice) -II	50	10	40
<b>BLI-106:</b> Information Sources and Services (Theory)	50	10	40	<b>BLI-206:</b> Study and Evaluation of Information Sources (Practice)	50	10	40
<b>BLI-107:</b> Information Services (Practice)	50	10	40	<b>BLI-207:</b> ** Field Survey	50	-	50
<b>BLI-108:</b> Basic of ICT for Library and Information Services (Theory)	50	10	40	<b>BLI-208:</b> ICT Application in Library and Information Services (Practice)	50	10	40
Total	400	80	320		400	70	330
					<b>Grand Total</b>		800

\* Internal assessment will be done on the basis of Class Test / Project / Seminar Presentation / Viva-voce. The choice and decision regarding the basis of internal assessment will remain solely under the discretion of the respective subject teacher.

\*\* Field Survey Project will have to be submitted by the students before the formal dissolution of semester classes.

## **SEMESTER I**

### **Paper BLI-101: Fundamentals of Library and Information Science**

**Full Marks – 50**

**(Examination Marks – 40**

**Class Test / Project / Seminar Presentation – 10)**

#### **Course Outcome:**

- A. Historical Development of Libraries**
- B. Evolution of Libraries as a social institution**
- C. Role of National and International Agencies in Library Development**

#### **Unit - 1: Library as a Social Institution**

- Library-Definition, Need and Scope;
- Objectives and functions of Libraries and Information Centres (LICs) in society;
- Historical development of Libraries and Information Centres;
- Historical development of Library and Information Science as a discipline;
- Library and information system in different countries.

#### **Unit – 2: Types of Libraries and other Information Agencies**

- National and Copyright libraries - Functions, Objectives and Services;
- Academic Libraries – Functions, Objectives and Activities;
- Public Libraries - Functions, Objectives and Activities;
- Special Libraries and Information Centres - Functions, Objectives and Activities;
- Other Information Agencies.

#### **Unit – 3 : Philosophy of Library and Information Science**

- Five Laws and their implications
- UNESCO Public Library Manifesto;
- IFLA principles relating to bibliographical control;
- Eminent thinkers on libraries and information services.

#### **Unit – 4 : Library Policy, Movement and Development**

- International and National programmes and policies : NAPLIS, UAP and UBC;
- Library Resource Sharing and Networking;
- Library development and trends in India, with special reference to West Bengal, IT application in LICs in India;

- National and International promoting agencies of library and information services – RRRLF, IFLA, UNESCO, National Knowledge Commission
- Library movement in India, with special reference to West Bengal.

## Unit – 5 : Class Test / Project / Seminar Presentation

### Reading List

1. Bhattacharyya Sahu, N. & Chakrabarti, B. (2014). *Library and Society: an introduction*. Kolkata: Mitram. ISBN 978-93-80036-60-1
2. Chakrabarti, B. (2010). *Library and information society*. Kolkata: The World Press Private Limited. ISBN 978-81-87567-80-6
3. Cornish, Graham P. (2001). *Interpreting the law for libraries, archives and information services* (Rev, 3rd.). London: Facet Publishing.
4. Davis, D. W. (1975). *Public libraries as cultural and social centres*. New York: Scarecrow.
5. IFLA. (1977). *Standards for library service* (2nd ed.). Munich: Verlag.
6. India. (1959). *Advisory Committee for Libraries, Report*. Delhi: Manager of Publications.
7. Khanna, J. K. (1987). *Library & society*. Kurukshetra: Research Publications.
8. Koontz, C. & Gubbin, B. International Federation of Library Associations and Institutions. (2010). *IFLA public library service guidelines*. Berlin: De Gruyter Saur.
9. Krishan Kumar (1986). *Library organization*. Delhi: Vikas.
10. Kumar, P.S.G. (2001). *Indian encyclopedia of library & information science*. New Delhi: S. Chand.
11. Kumar, P.S.G. (2002). *A student's manual of library & information science*. Delhi: B R Publishing House.
12. Laxman Rao, S, Vishwa Mohan, V & Sudarshan Rao, S (2001). *Changing dimensions of LIS education*. Hyderabad: IATLIS.
13. Ranganathan, S. R. (1957). *Five laws of library science*. Delhi: UBS.
14. Ranganathan, S. R. et al (1968). *Free Book Service for All*. Bombay: Asia.
15. Ranganathan, S. R., & Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment.
16. Saha, Ramakrishna, Ed. (1989). *Library movement in India*. Kolkata: Bengal Library Association)
17. Sharma, Pandey S.K. (1987). *Library and society*. New Delhi: Ess Ess Publications.
18. Shera, J. H. (1970). *The foundations of education of librarianship*. Bombay: Asia.
19. Shera, J. H. (1970). *Sociological foundations of librarianship*. New York: Asia Pub. House.
20. Vashisht, C. P. (1994). *Library movement and library development in India*. Delhi: ILA.

**BLI – 102 : Management of Libraries and Information Centres – I**  
**Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

**Course Outcome:**

- A.** Concept of Management principles, their application in library administration
- B.** Organs of management process, committees and their role, responsibilities of Government
- C.** Manpower and Financial Planning for resource management, recruitment and induction.

**Unit – 1: Basics of Library Management**

- Definition and scope of library management;
- Library organization – scope, structure and process;
- Library administration: Functions, PODSCORB.
- General principles of management and their application to the management of libraries and information centres;

**Unit – 2: Managerial Tasks**

- Library Committee and Library authority: Types, need and functions;
- Library authority and Library Committee in different types of Libraries: Powers and functions;
- Different Library committees formed by the Government: Objectives and functions;
- Library rules and regulations

**Unit – 3: Personnel Management**

- Personnel management: Meaning and objectives;
- Manpower planning: methods of manpower planning, categories of library staff, and staffing requirements;
- Job analysis, deployment, job evaluation and performance appraisal;
- Delegation, communication, training and development.

**Unit – 4: Financial Management**

- Objective and scope of financial management

- Sources of library finance and resource mobilization;
- Budgeting techniques and methods, budgetary control;
- Financial estimation and cost benefit analysis.

## **Unit – 5: Class Test / Project / Seminar Presentation**

### **Reading list**

1. Biswas, A, Nausheen, S & Chakrabarti, B. ( 2011). *An Introduction to library management*. Kolkata: Progressive Publishers.
2. Bryson, J. (1990). *Effective library and information center management*. England: Gower.
3. Evans, G. E. (1983). *Management techniques for librarians*. New York: Academic Press.
4. Gupta, S. K. (1989). *Granthagar Prashasan*. Kolkata: Pashimbanga Rajya Pustak Parshad.
5. Khanna, J. K. (1984). *Fundamental of Library Organization*, New Delhi: ESS Publication.
6. Krishan Kumar (1991). *Library manual*. New Delhi: Vikas Publishing House.
7. Krishan Kumar (2006). *Library administration and management*. New Delhi: Vikas Publishing House.
8. Krishan Kumar (2006). *Library organisation*. New Delhi: Vikas Publishing House.
9. Mittal, R. L. (1987). *Library administration: Theory and practice*. Delhi: Metropoliton Book.
10. Ranganathan, S. R. (1989). *Library administration*. Bombay: Asia Publishing House.
11. Ravichandra Rao, I. K. (1983). *Quantitative methods for library and information science*. New Delhi: Wiley Eastern.
12. Simpson, I. S. (1988). *Basic statistics for libraries*. London: Library Association.
13. Singh, R. S. (1992). *Conservation of documents in libraries, archives and museums*. New Delhi: Aditya Prakashan.

**BLI – 103: Library Classification (Theory)**  
**Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project/ Seminar Presentation – 10)**

**Course Outcome:**

- A. Classification Schedule: types, components and relevance to the Universe of Subjects.**
- B. Principles and Canons of library classification**
- C. Library classification schemes and computer assisted classification**

**Unit – 1 : Basic Concepts and Terminology**

- Classification: Its different meanings, purpose and function;
- Knowledge classification and document classification;
- Classification schedule and its components;
- Kinds of scheme: Enumerative and Faceted;
- Special classification schemes.

**Unit – 2 : Universe of Subjects**

- Subject and disciplines: concept, features;
- Modes of formation of subjects;
- Subjects: Basic Subjects – Primary and Non-primary, Compound subjects, Complex subjects;
- Isolates: Common (AIC and PCI) and special;
- Facets and Facet Analysis;
- Speciators and their kinds;
- Phase Relation: levels and kinds.

**Unit – 3 : General Theory of Library Classification**

- Normative principles: laws, canons, principles and postulates;
- Three planes of work;
- Fundamental categories, Rounds and Levels;
- Notational systems: kinds, qualities, mnemonics, and devices.

**Unit – 4 : Major Schemes of Library Classification: DDC, UDC and CC**

- History, Structure and Features of DDC, UDC and CC
- Notation and Indicator digits;
- Common Isolates/Auxiliaries and Special Auxiliaries;
- Synthesis of class numbers;

- Call Number and its parts;
- Treatment of different subjects;

## **Unit – 5 : Modern Trends**

- Development and Trend in Library Classification;
- Automatic classification;
- Classification of electronic resources;
- Library Classification Scheme as a search aid.

## **Unit – 6 : Class Test / Project / Seminar Presentation**

### **Reading List**

1. Bliss, Henry Evelyn. (1933). *The organization of knowledge in libraries and the subject-approach to books*. New York: Wilson.
2. Dhyani, P. (1998). *Library classification: theory and principles*. New Delhi: Vishwa.
3. Krishan Kumar. (1988). *Theory of classification*. New Delhi: Vikas.
4. Mills, J. (1960). *A modern outline of library classification*. London: Chapman & Hall.
5. Needham, C. D. (1971). *Organising knowledge in libraries: An introduction to information retrieval*. London: Andre Deutsch
6. Ohdedar, A. K. (1994). *Book classification*. Kolkata: Bengal Library Association.
7. Palmer, B. I. & Wells, A. J. (1961). *Fundamentals of library Classification*. London: George Allen & Unwin.
8. Raju, A A N. (1984). *Decimal, Universal and Colon classification*. New Delhi: Ajanta Publication.
9. Ranganathan, S. R. (1967). *Prolegomena to library classification*. Bangalore: Sarada Ranganathan Endowment for Library Science.
10. Sayers, W. C. B. (1959). *A Manual of Classification for Librarians and Bibliographers*, 3<sup>rd</sup> ed., rev. Grafton.
11. Sayers, W. C. B. (2016). *An Introduction to Library Classification*, London: Wentworth.

**BLI – 104 : Resource Description (Theory)**  
**Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

**Course Outcome:**

- A.** Understanding of bibliographic description along with evolution and forms.
- B.** Getting knowledge on Standards, Rules, Codes and universality of cataloguing.
- C.** Concept of Metadata, subject description, bibliographic interchange

**Unit – 1 : Library Catalogue and Cataloguing**

- Library Catalogue: Importance, objectives and functions; difference from similar tools
- Physical forms: Book, sheaf, card and machine-readable (including OPAC) forms – their advantages and disadvantages and suitability in different types of libraries;
- Inner forms: Dictionary, classified and alphabetic classed catalogue – their comparative study;
- Entries: Formats, kinds and their functions;
- Unit card system and alternative heading methods;
- Filing of entries.

**Unit – 2 : Principles and Rules of Resource Description and Access**

- Principles and Rules: Cutter's rules, ICCP recommendations (Paris Principles)
- Codes of Cataloguing: Definition, objectives, components, and historical development.
- Canons of cataloguing: Implications in AACR2 R and CCC (5<sup>th</sup> Ed. 1964 with amendments);
- Main features of AACR2 R, CCC (5<sup>th</sup> Ed. 1964 with amendments) and RDA;
- Standardization of Bibliographic Description, ISBD;
- Computerized cataloguing: CCF, MARC, UNIMARC, ISO 2709;
- Cataloguing Network: OCLC, RLIN.

**Unit – 3 : Subject Cataloguing**

- Purpose and general principles of subject cataloguing;
- History of subject cataloguing;
- Library of Congress Subject Headings: Features, Principles and Structure;
- Sears List of Subject Headings: Features, Principles and Structure;
- Subject cataloguing by chain procedure.

**Unit – 4 : Organizational Strategies of Cataloguing**

- Centralized and co-operative cataloguing;
- Union Catalogue: Need, layout and compilation;

- Limited and selective cataloguing;
- Organization of cataloguing department;
- Staff Manual and Decision Table.

## Unit – 5 : Class Test / Project / Seminar Presentation

### Reading list

1. ALA (1968). *ALA Rules for filing Catalog Cards*. Chicago: ALA.
2. Bean, C.A., & Green ,R. (2001). *Relationships in organization of knowledge*. London: Kluwer.
3. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.
4. Chan, L. M. (1994). *Cataloging and classification: An introduction*. New York: McGraw-Hill.
5. Chapman, Liz. (1984). *How to catalogue: a practical handbook*. London: Clive Bingley.
6. Delsey, T. (1999). *The logical structure of AACR – Part I & Part II*. Retrieved from <http://www.nlc-bnc.ca/jsc/aacrde1.htm>
7. Girja Kumar & Krishan Kumar (1988). *Theory of cataloguing*. New Delhi: Vikas.
8. Heaney, M. (1995). *Object-oriented cataloguing*. *Information Technology and Libraries*, 14(3), 135–153.
9. Horner, J. (1975). *Cataloguing*. London: AAL.
10. Hunter, E. J. (1986). *Computerised cataloguing*. London: Clive Bingley.
11. Hunter, E. J., & Blackwell, KGB. (1983). *Cataloguing*. London: Clive Bingley.
12. IFLA. (1998). *IFLA: Functional requirements for bibliographic records: final report*. Munche: K.G. Saur.
13. *International Conference on the Principles and Future Development of AACR*, & Weihs, J. R. (1998). *The principles and future of AACR: Proceedings of the International Conference on the Principles and Future Development of AACR*, Toronto, Ontario, Canada, October 23-25, 1997. Ottawa: Canadian Library Association.
14. JISC (2006). *RDA online*. Retrieved from <http://www.rdaonline.org>
15. Krishan Kumar. (1993). *Cataloguing*. New Delhi: Har Anand.
16. Le, B. P. (2005). *Functional requirements for bibliographic records (FRBR): Hype or cure-all?*. Binghamton, NY: Haworth Information Press.
17. Livingston, E. D. (1982). *Rudiments of library cataloguing: Theory and practice*. Hyderabad: Andhra Pradesh Public Library Association.

18. Nanda, M. (2006). *Library cataloguing*. New Delhi, India: Anmol Publications.
19. Needham, C. D. (1971). *Organisation of knowledge and libraries: an introduction to classification and cataloguing*. London: Andre Deutsch.
20. Olding, R.K. (1967). *Readings in library cataloguing*. New Delhi: Lakshmi.
21. Oliver, C., & American Library Association. (2010). *Introducing RDA: a guide to the basics*. Chicago: American Library Association.
22. Patton, G. E., & International Federation of Library Associations and Institutions. (2009). *Functional requirements for authority data: a conceptual model*. M nchen: K.G. Saur.
23. Ranganathan, S. R. (1955). *Headings and canons: comparative study of five catalogue codes*. Madras: Viswanathan.
24. Sayers, W. B. (1985). *Introduction to cataloguing and classification*. Littleton: Libraries Unlimited.
25. Sengupta, B. (1975). *Cataloguing: its theory and practice*. Calcutta: World Press.
26. Svenonius, E. (1989). *The conceptual foundations of descriptive cataloguing*. San Diego: Academic Press.
27. Svenonius, E. (2000). *The intellectual foundations of information organization*. Cambridge, Mass: MIT Press.
28. Tripathy, S. M. (1978). *Modern cataloguing theory and practice*. Agra: Shivalal Agarwal & Co.
29. Vishwanathan, C. G. (1983). *Cataloguing: theory and practice*. Lucknow: Print House.
30. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. Chicago: Neal-Schuman, an imprint of the American Library Association.
31. Yee, M.M. & Layne,, S.S. (1998). *Improving online public access catalogue*. Chicago: ALA.
32. Zeng, M ,Zume , M., Salaba, A., & IFLA Working Group on the Functional Requirements for Subject Authority Records (FRSAR). (2011). *Functional requirements for subject authority data (FRSAD): a conceptual model*. Berlin: De Gruyter Saur.
33. Zeng, M. L., & Zume , M. (January 01, 2010). *Introducing FRSAD and mapping it with SKOS and other models*. International cataloguing and bibliographic control, 39, 3, 53-56.

**BLI – 105: Library Classification (Practice)**  
**Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

**Course Outcome:**

- A.** Acquaintance with Dewey Decimal Classification (DDC) 23<sup>rd</sup> edition
- B.** Construction of library classification no. using DDC
- C.** Exploring DDC 23<sup>rd</sup> ed.

**Unit – 1 : Dewey Decimal Classification**

- Fully enumerative and almost enumerative schemes: brief overview
- Introduction, genesis and history of Dewey Decimal Classification (DDC)
- Features and structure of Dewey Decimal Classification system (23<sup>rd</sup> Edition).
- Steps involved in classification by DDC

**Unit – 2 : Classification of books using schedules and Standard Sub-divisions**

- Steps involved in Practical Classification
- Classification of books representing simple subjects by DDC (23<sup>rd</sup> edition)
- Classification of books requiring use of Standard Subdivisions (Table 1)

**Unit – 3 : Classification of books using Tables and “Add” notation**

- Classification of books requiring use of Table 2, Table 5 and Table 6
- Classification of books requiring use of Special Isolate Tables, i.e. Table 3 and Table 4
- Classification of books using ‘add’ notation

**Unit – 4 : Construction of Book numbers and collection numbers**

- Construction of book numbers (By Cutter method)
- Construction of collection numbers

**Reading List**

1. Chakraborty, B (1994). *Library Classification Theory*; Calcutta: World Press.

2. Comaromi, J. P. (1976). “*Conception and development of Dewey Decimal Classification*”, *International Classification*, 3(1), 11-15.
3. Dutta, B. (2015). *Organizing knowledge: then and now*; New Delhi: Ess Ess Pub.
4. Kaushik, Sanjay K. (2012). *Dewey Decimal Classification: a practical manual of 23<sup>rd</sup> Edition*; New Delhi: Ess Ess Pub.
5. Krishan Kumar (1979). *Theory of classification*; New Delhi: Vikas Pub.
6. Maity, A. & Chakrabarti, B (2011). *A Practical guide to 22<sup>nd</sup> Edition of the Dewey Decimal Classification*; Kolkata: Progressive Publishers
7. Ranganathan, S, R. (2006). *Prolegomena to library classification*; New Delhi: Ess Ess Pub.
8. Satija, M.P (2012). *Beyond classification: book numbers*; New Delhi: Ess Ess Pub.
9. Satija, M.P (2012). *Exercises in the 23<sup>rd</sup> Edition of Dewey Decimal Classification*; New Delhi: Ess Ess Pub.
10. Sharma, Pandey S.K. (1998). *Practical Approach to DDC: Dewey Decimal Classification Made Easy*; New Delhi: Ess Ess Pub.

## **BLI – 106: Information Sources and Services (Theory)**

**Full Marks - 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

### **Course Outcome:**

- A. Understanding of users, their information needs and appropriate sources of information.
- B. Identification of information providing organizations and their services
- C. Exploration of various information systems and their different services.

### **Unit – 1 : Reference and Information Sources**

- Reference and Information Sources: Documentary and Non-documentary – their characteristics and importance;
- Indian Reference Sources, with particular reference to Bengali language;
- E-Reference and Information Sources: Types and characteristics;
- Evaluation of Reference and Information Sources;
- Reference 2.0: Cooperative Contents Creation.

## **Unit – 2 : Information Users**

- Users' and Non-users: Categories of Users and their characteristics;
- Users in Different types of Libraries and Information Centres;
- Users' Needs: Types of need;
- Information Seeking Behaviour of users;
- User Study: Need, types and techniques, Evaluation of user study;
- User Education: Objectives, types and programmes

## **Unit – 3 : Information Organization and Services**

- Reference, Referral, Documentation and Information Services: Kinds, Need, Characteristics and Differences; E-information services;
- Abstracting and Abstract: Types and Methodology of preparation of abstract;
- Indexing Language: Types, Characteristics, Objectives and Processes;
- Reference Processes: Reference Interview, Information Query and Search Strategy;
- Current Awareness Service, SDI Service, etc.;
- Document Delivery Service and translation service;

## **Unit – 4 : Information Systems and Centres**

- Library as an information system;
- Information Systems and Networks: Importance and Structure;
- International Information System and Network: UNISIST, AGRIS, INIS, DEVISIS, MEDLARS/MEDLINE, INFOTERRA, OCLC Inc., DIALOG;
- Information Centres: Types, Functions and Services;
- Objectives and Services of FID, CILIP, ASLIB, IFLA, VINITI, NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR.

## **Unit – 5 : Class Test / Project / Seminar Presentation**

### **Reading List**

1. Bopp, R. E., & Smith, L. C. (1995). *Reference and information services: An introduction*. Englewood, Colo: Libraries Unlimited.
2. Chakrabarti, B. , Chattopadhyay, T. & Chatterjee, A. (2016). *An Introduction to the Humanities Resource Centres of India*. Kolkata: Mitram.
3. Chatterjee, A. (c2017). *Elements of Information Organization and Dissemination*. Oxford: Chandos Publishing.
4. Crawford, J. (2006). *The Culture of evaluation in library and information services*. Burlington: Elsevier Science.

5. Crawford, J., & Aslib. (2000). *Evaluation of library and information services*. London: Aslib.
6. Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos Publishing.
7. Foskett, D. J. (1994). *Information service in libraries*. New Delhi: Anmol Publications.
8. Gorman, G. E. (2001). *Information services in an electronic environment*. Lanham, Md: Scarecrow Press.
9. Guha, B. (1983). *Documentation and information: services, techniques and systems*. Calcutta: World Pr. Private Ltd.
10. Katz, B. (2002). *Introduction to reference work*. Boston [etc.]: McGraw-Hill.
11. Krishan Kumar (1996). *Reference service*. New Delhi: Vikas Pub. House.
12. Lipow, A. G. (2003). *The virtual reference librarian's handbook*. Berk[e]ley [Calif.]: Library Solutions Press.
13. Lipson, C. (2006). *Cite right: A quick guide to citation styles--MLA, APA, Chicago, the sciences, professions, and more*. Chicago: University of Chicago Press.
14. Ranganathan, S. R. (2006). *Documentation: Genesis and development*. Reprint. New Delhi: Ess Ess Publications.
15. Ranganathan, S. R. (1963). *Documentation and its facets*. Bombay: Asia Publishing House.
16. Ranganathan, S. R. (2006). *Reference service*. Bangalore: Sarada Ranganathan Endowment for Library Science.
17. Singh, G. (2013). *Information sources, services and systems*. Delhi: PHI Learning Private Limited.
18. Stevens, R. E., & Smith, L. C. (1986). *Reference work in the university library*. Littleton, Colo: Libraries Unlimited.
19. Walford, A. J., Mullay, M., & Schlicke, P. (1989). *Guide to reference material*. Gran Bretaña: Library Association.
20. Wood, M. Sandra, & Seeds, Robert S. (1974). *Development of SDI Services from a Manual Current Awareness Service to SDILINE*.

## **BLI-107: Information Services (Practice)**

**Full Marks -50  
(Examination Marks – 40, Viva-voce -10)**

### **Course Outcome:**

- A.** Formation of theoretical foundation of Documents and their types.
- B.** Comprehension of Documentation, its history, practices and role of librarians.
- C.** Documentation Service design and compilation.

### **Unit 1: Theoretical Background**

- Document: Definition, Types, Use
- Documentation: Concept, Genesis, Relevance
- Methodology of Studying a Subject
- Citation Style of Bibliographical References

### **Unit 2: Compilation of Secondary Information Product**

- [Each student will be assigned a topic on which a secondary information product has to be compiled]

### **Unit 3: Viva-voce**

### **Reading List**

1. Chatterjee, A. (1983). *Elements of documentation*. Calcutta: Mukherji Books House.
2. Chatterjee, A. (2017). *Elements of Information Organization and Dissemination*. Oxford: Chandos Publishing
3. Guha, B. (1983). *Documentation and information: Services, techniques and systems*. Calcutta: World Press.
4. Ranganathan, S. R. (1963). Documentation and its Facets. Bombay: Asia Publishing House.
5. Ranganathan, S. R. (2006). Documentation: Genesis and Development. New Delhi: Ess Ess Publications.
6. Sengupta, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.

## **BLI – 108 : Basics of ICT for Library and Information Service (Theory)**

**Full Marks – 50**

**(Examination Marks – 40**

**Class Test / Project /Seminar Presentation- 10)**

### **Course Outcome:**

- A.** Introduction to computers, theoretical foundation of automated library housekeeping activities
- B.** Concept of Networking in libraries for information interchange.
- C.** Knowledge on Programming language and database design for information management.

### **Unit –1 : Basics of Computer and Networking**

- ICT : Scope, and application in library and Information science ;
- Computer : Generation and types; Hardware and Software; Output/ Input Devices
- Text Representation and Number System;
- Computer Network and Networking: Scope, purpose, types, features, advantages; Telecommunication and transmission media; (including wireless communication); Switching system, Bandwidth, Protocols; Networking topology;
- Internet: Origin and development, components and architecture; connection options, access tools and techniques; Internet services – browsing, web browsers, search engines

### **Unit – 2 : Programming Languages**

- Scope and use of programming languages; classification, application domain and generations;
- Program development tools: Compiler, interpreter, loader, linker and locator;
- Programming process: Steps, algorithm and flowcharting;
- Overview of popular high-level languages: C, C++, Java , Visual Basic, etc.

### **Unit – 3 : Database Management System (DBMS)**

- Scope, purpose and advantages of DBMS;
- Data models – hierarchical, network and relational;
- Basics of Bibliographic databases;
- Search strategy and techniques of data retrieval.

### **Unit – 4 : Automation of Library Housekeeping Operations**

1. Library system and subsystems; Procedural model of library automation;
2. Automation of housekeeping operations: Planning and implementation; acquisition and cataloguing subsystems; serial control subsystem; circulation and maintenance subsystems (including RFID based circulation system);
3. Application of library automation software in housekeeping operations.

## Unit – 5 : Class Test / Project / Seminar Presentation

### Reading List

1. Alur R, Arzen KE, Baillieul J, Henzinger TA, (2007). *Handbook of networked and embedded control systems*. Springer Science & Business Media.
2. Balaguruswamy, E. (1995). *Object oriented programming with C++*, New Delhi: Tata McGraw-Hill Publishing.
3. Harbour, Robin T. (1994). *Managing library automation*. London: ASLIB.
4. Kanetkar, Y.: *Let Us C*. Delhi: BPB Publications,
5. Kumar, A., Manjunath, D. and Kuri, J. (2008). *Wireless networking*. Elsevier Inc.
6. Mahapatra, M., & Ramesh, D.B. (2004). *Information Technology Application in Libraries: A textbook for beginners*. Bhubaneswar: Reproprint.
7. Maier, D. (1983). *The theory of relational databases*. Vol. 11. Rockville: Computer science press.
8. Mukhopadhyay, P. (2008). *Library Automation through Koha*. Prova Prakashani.
9. Murihead, G. (1994). *The System Librarian*. London: Library Association Publishing.
10. Narang, R. (2011). *Database management systems*. PHI Learning.
11. RamKrishnan, R. and Johannes G. (2000). *Database management systems*. McGraw Hill.
12. Ravichandra Rao, I.K. (1990). *Library Automation*. New Delhi: Wiley Eastern Ltd.
13. Robertazzi, T. (2011). *Basics of Computer Networking*. New York: Springer.
14. Rowley, J. (1998). *The Electronic Library*. London: Library Association Publishing.
15. Sinha, P. K. & Sinha, P. (2003). *Computer Fundamentals*. Delhi: BPB Publications.
16. Sirohi, S. and Gupta, A. (2010). *Koha 3 Library Management System*. Packet Publishing Ltd.
17. Tedd, L.A. (1993). *An Introduction to Computer-Based Library System*. Chichester, England: John Wiley & Sons.

## **SEMESTER II**

**BLI – 201: Library and Society**  
**Full Marks - 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

### **Course Outcome:**

- A. Library Movement: History, Significance and diversity.**
- B. Professionalism, Professional Bodies and ethical aspects of librarianship.**
- C. societal role of information and emergence of the Community Information System.**

### **Unit – 1 : Legislation Relating to Libraries and Information**

- Library legislation: Need, purpose, objectives and Model Library Act;
- Library legislation in India, with special reference to West Bengal;
- Laws relating to legal deposit of documents: Press and Registration Act, Delivery of Books (Public Libraries) Act;
- Copy Right Act and Intellectual Property Right Acts;
- Right to Information Act in India.

### **Unit – 2 : Library and Information Profession**

- Attributes of a profession; Differences between occupation, vocation and profession;
- Library and information profession in India and abroad;
- Professional ethics: Need and different aspects; Code of ethics – basis and facets; ethical dilemmas of library and information workers;
- LIS Education and Research;
- Professional associations: Objective and function, Role of professional associations in professional development of library and information workers; Role of professional associations in library development; State library association – BLA; national library associations – ILA, IASLIC, IATLIS; International library association – IFLA, FID, ALA, SLA and LA.

### **Unit – 3 : Public Relations and Extension Activities**

- Library extension activities: Need, extension programmes
- Role of library in formal and informal education (literacy, post-literacy, adult and continuing education programmes);
- Local history collection and Area profile;

## **Unit – 4 : Information and Society**

- Information: Scope and characteristics;
- Information society: Genesis and characteristics;
- Information literacy: Need, scope and method, Role of different types of libraries in information literacy programmes.
- Community information services in India and abroad;

## **Unit – 5 : Class Test / Project / Seminar Presentation**

### **Reading List**

1. Bhattacharyya Sahu, N. and Chakrabarti, B. (2014). *Library and Society: an introduction*. Kolkata: Mitram. ISBN 978-93-80036-60-1.
2. Chakrabarti, B. (2010). *Library and information society*. Kolkata: The World Press Private Limited. ISBN 978-81-87567-80-6.
3. Venkatappaiah, V. (1990). *Indian library legislation*. Delhi: Daya Publishing House.
4. Venkatappaiah, V. (2006). *Public library legislation in the new millennium: New model Public Library Acts for the Union, States and Union territories*. New Delhi: Concept Publishing.
5. Rout, R. K. (1991). *Library legislation in India*. New Delhi: Reliance.
6. Sahai, S. (1973). *Library and community*. New Delhi: Today & Tomorrow.
7. Feather, J. (2000). *The information society*. London: Library Association
8. McGarry, K. J. (1993). *The changing concept of information: an introductory analysis*. (2nd. ed.). London: Facet Publishing.
9. Masuda, Y. (1993). *The information society*.

**BLI – 202: Management of Libraries and Information Centres – II**  
**Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

**Course Outcome:**

- A. Understanding the aspects of Planning, its scope, types and process for libraries.
- B. Knowledge of Statistics for managing libraries.
- C. Theoretical foundation for library collection development, records and accounts management.

**Unit – 1: Library and Information Centre Planning**

- Scope, types and purpose of planning library/information centre;
- Planning methodology, Factors in planning, Assessment of needs;
- Policy making, Decision making, Forecasting;
- Library Building, Furniture and Equipment: Standards.

**Unit – 2: Library Housekeeping Operations**

- Different sections of a library/and information centre and their functions;
- Collection Development: Policies, procedures – selection, ordering and accessioning; evaluation and weeding;
- Technical Processing;
- Circulation control: Methods of charging and discharging;
- Maintenance work: Binding, shelving, stock rectification and stock verification; Archiving, conservation, preservation and restoration of print, non-print and digital objects.

**Unit – 3: Library records**

- Library records: Types of records, records preparation and management;
- Library reports: types and importance;
- Annual report: compilation, content and style;
- Library Accounts.

**Unit – 4: Library Statistics**

- Library Statistics: Scope and importance;
- Organization of data: Tools and techniques;
- Presentation of data: Charts and diagrams;

- Measurement of Central tendency: Mean, Median and Mode;
- Measurement of dispersion.

## Unit – 5: Class Test / Project / Seminar Presentation

### Reading list

1. Bryson, J. (1990). *Effective library and information center management*. England: Gower.
2. Evans, G. E. (1983). *Management techniques for librarians*. New York: Academic Press.
3. Gupta, S. K. (1989). *Granthagar Prashasan*. Kolkata: Pashimbanga Rajya Pustak Parshad.
4. Khanna, J. K. (1984). *Fundamental of Library Organization*, New Delhi: ESS Publication.
5. Krishan Kumar. (1991). *Library manual*. New Delhi: Vikas Publishing House.
6. Krishan Kumar. (2006). *Library administration and management*. New Delhi: Vikas Publishing House.
7. Krishan Kumar. (2006). *Library organisation*. New Delhi: Vikas Publishing House.
8. Mittal, R. L. (1987). *Library administration: Theory and practice*. Delhi: Metropoliton Book.
9. Ranganathan, S. R. (1962). *Library manual*. Madras: Madras Library Association.
10. Ranganathan, S. R. (1989). *Library administration*. Bombay: Asia Publishing House.
11. Ravichandra, R. I. K. (1983). *Quantitative methods for library and information science*. New Delhi: Wiley Eastern.
12. Simpson, I. S. (1988). *Basic statistics for libraries*. London: Library Association.
13. Singh, R. S. (1992). *Conservation of documents in libraries, archives and museums*. New Delhi: Aditya Prakashan.

## **BLI – 203: Library Classification (Practice) – II**

**Full Marks – 50  
(Examination Marks – 40  
Class Test / Project / Seminar Presentation – 10)**

### **Course Outcome:**

- A. Acquaintance with the Universal Decimal Classification (UDC)**
- B. Practical Classification of library documents following UDC**
- C. Concept of Subject Indexing**

### **Unit – 1 : Universal Decimal Classification**

- Almost faceted, rigidly faceted and freely faceted schemes: brief overview
- Introduction, genesis and history of Universal Decimal Classification (UDC)
- Features and structure of UDC (International Medium Edition).
- Steps involved in classification by UDC

### **Unit – 2 : Classification of Books using Schedules and Common Auxiliaries**

- Classification of books using schedules
- Classification of books requiring use of common auxiliaries (sign auxiliary, independent auxiliaries and dependent auxiliaries)

### **Unit – 3 : Classification of Books using Special Auxiliaries**

- Classification of books requiring use of special auxiliaries (hyphen series, point-naught series and apostrophe series)
- Classification of books representing multiple facets

### **Unit –4: Subject Indexing and Book Number Construction**

- Chain indexing using DDC and UDC class numbers
- Construction of book numbers [Cutter system]

### **Reading List**

1. Batley, Susan (2014). *Classification in Theory and Practice*. 2<sup>nd</sup> ed. Oxford: Chandos Publishing.

2. Bose, H. (1990). *Universal Decimal Classification*. 2<sup>nd</sup> ed. New Delhi: Sterling publishers.
3. British Standard Institutions (2005). *UDC: Universal Decimal Classification*
4. Chakraborty, B (1994). *Library Classification Theory*; Calcutta: World Press
5. Dhyani, P. (1998). *Library classification: theory and principles*; New Delhi: New Age International
6. Dutta, B. (2015). *Organizing knowledge: then and now*; New Delhi: Ess Ess Pub.
7. Gilchrist, A and Stachen, D. Eds. (1990). *The UDC: essays for a new decade*, London: Aslib
8. Krishan Kumar (1979). *Theory of classification*; New Delhi: Vikas.
9. McIlwaine, I. C. (2007). The *Universal Decimal Classification: A Guide to its use*. The Hague: UDC Consortium.
10. Raju, A A N. (2007). *Universal Decimal Classification (IME-1993): Theory and Practice: a Self Instructional Manual*. New Delhi: S S Publications.
11. Wright, A. (2014). *Cataloging the World: Paul Otlet and the Birth of the Information Age*; New York: Oxford University Press

**BLI – 204: Resource Description (Practice) – I**  
**.Full Marks – 50**  
**(Examination Marks – 40**  
**Class Test / Project / Seminar Presentation – 10)**

**Course Outcome:**

- A.** Acquaintance with the Anglo-American Cataloguing Rules 2<sup>nd</sup> Revision (AACR2R) and Classified Catalogue Code (CCC).
- B.** Practical Cataloguing of library documents following AACR2R and CCC.
- C.** Preparation of Catalogue Cards for Bengali books following AACR2R

**Unit - 1: Preparation of catalogue entries following AACR 2R**

- Rules for descriptions: Monographs, Multi-volume books and composite books, Serials, Other forms
- Rendering of access points: Persons, Corporate bodies, Title, Uniform title
- Conflict of authorship
- Preparation of Subject Heading by using Sears' List of Subject Heading

**Unit- 2: Preparation of catalogue entries of Bengali Books by using AACR 2R**

**Unit- 3: Preparation of catalogue entries by using CCC**

- Rules for description: Simple and composite books, Government documents, Serials
- Rendering of Access Points: Personal authors, Corporate authors
- Preparation of subject heading by Chain Indexing

**Reading List**

1. Clack, D. H. (1990). *Authority control: Principles, applications, and instructions*. Chicago: American Library Association.
2. Hasan, N. (1984). *Cataloguing practice: According to classified catalogue code*. New Delhi: Gitanjali Pub. House.
3. Hoffmann, C. F. B. (1980). *Getting ready for AACR 2: The cataloger's guide*. White Plains, N.Y: Knowledge Industry Publications.
4. Hunter, E. J. (1979). *AACR 2: An introduction to the second edition of Anglo-American cataloguing rules*. London: C. Bingley.

5. Hunter, E. J., & Fox, N. J. (1980). *Examples illustrating AACR 2: Anglo-American cataloguing rules second edition*. London: Library Assoc.
6. Hunter, E. J. (1989). *An introduction to AACR 2: A programmed guide to the second edition of the Anglo-American cataloguing rules*, 1988 revision. London: C. Bingley.
7. Hunter, E. J. (1989). *Examples illustrating AACR 2 1988 revision*. London: Library Association.
8. IFLA International Programme for UBC. (1984). *Guidelines for authority and reference entries*. London: IFLA International Programme for UBC.
9. Lehnus, D. J. (1971). *How to determine author and title entries according to AACR: An interpretive guide with card examples*. Dobbs Ferry, N.Y: Oceana Publications.
10. Olson, N. B., Intner, S. S., & Swanson, E. (1992). *Cataloging of audiovisual materials: A manual based on AACR 2*. DeKalb, Ill: Minnesota Scholarly Press.
11. Olson, N. B., Intner, S. S., & Swanson, E. (1998). *Cataloging of audiovisual materials and other special materials: A manual based on AACR 2*. DeKalb, Ill: Minnesota Scholarly Press.
12. Parameswaran, M., & Ranganathan, S. R. (n.d.). Headings and access points for personal authors and corporate bodies: A comparative study of the Anglo-American Cataloguing Rules (2nd ed.) and the Classified Catalogue Code (5th ed.). Thesis (MSc) -- Loughborough University of Technology, 1988.
13. Ranganathan, S. R., & Neelameghan, A. (1964). *Classified Catalogue Code, with additional rules for dictionary catalogue code*. London: Asia Pub. House.
14. Rogers, J. A. V., & Saye, J. D. (1987). *Non-print cataloging for multimedia collections: A guide based on AACR 2*. Littleton, Colo: Libraries Unlimited.
15. Salinger, F. A., & Zagon, E. (1985). *Notes for catalogers: A sourcebook for use with AACR 2*. White Plains, N.Y: Knowledge Industry Publications.
16. Sharma, C. D. (1973). *Classified catalogue code in theory and practice*. Delhi: Metropolitan Book Co.
17. Sharma, C. D., & Ranganathan, S. R. (1972). *Practical cataloguing, classified catalogue*. Delhi: Metropolitan Book Co.
18. Singh, S. N., & Prasad, H. N. (1985). *Cataloguing manual AACR-II*. Delhi: B.R. Pub.
19. Swanson, E., & Minnesota AACR 2 Trainers. (1982). *A Manual of advanced AACR 2 examples*. Lake Crystal, Minn: Published for the Minnesota AACR 2 Trainers by Soldier Creek Press.
20. Swanson, E., & Minnesota AACR 2 Trainers. (1985). *A manual of AACR 2 examples for "in" analytics: With MARC tagging and coding*. Lake Crystal, Minn: Published for the Minnesota AACR 2 Trainers by Soldier Creek Press.
21. Swanson, E., McClaskey, M. J., & Minnesota AACR 2 Trainers. (1980). *A Manual of AACR 2 examples*. Lake Crystal, Minn: Soldier Creek Press.

22. Taylor, A. G. (1982). *AACR 2 headings: A five-year projection of their impact on catalogs*. Littleton, Colo: Libraries Unlimited.
23. Varma, A. K. (1987). *Classified catalogue code: Entries and procedure*. Delhi: Vishwa-Kala Prakashan.
24. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. Chicago: Neal-Schuman, an imprint of the American Library Association.

## **BLI-205 : Resource Description (Practice) – II**

**Full Marks -50**  
**(Examination Marks -40**  
**Class Test / Project / Seminar Presentation -10)**

### **Course Outcome:**

- A.** Acquaintance with the MAchine-Readable Cataloging (MARC21).
- B.** Practical on describing library documents following MARC21 Format.
- C.** Entry, Editing and Exclusion of records in MARC21 Format.

### **Unit -1: Content Designation of print materials following MARC -21 (Marks - 40)**

### **Unit -2: Class Test/ Project/ Seminar Presentation (Marks -10)**

### **Reading List**

1. Aswal, R. S. (2004). *Marc 21: Cataloging format for 21st century*. New Delhi: Ess Ess Publications.
2. Fritz, Deborah A. and Fritz, Richard J. (2003). *MARC 21 for Everyone: A Practical Guide*. Atlanta: ALA Editions.
3. Mukhopadhyay, A. (2012). *Guide to MARC 21 (with CD)*. New Delhi: Viva Books.
4. Welsh, A and Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. Facet Publishing: London.

**BLI – 206: Study and Evaluation of Information Sources (Practice)**  
**Full Marks – 50**  
**(Examination Marks – 40, Viva-voce – 10)**

**Course Outcome:**

- A.** Hands on practice on Reference Tools.
- B.** Evaluation of Reference Tools.
- C.** Exploration and Evaluation of Electronic and Digital Media.

**Unit – 1: Study of Conventional Reference Tools and Electronic / Digital Information Sources using a prescribed proforma (30 marks)**

**Unit – 2: Answering specific reference question from reference tools (10 marks)**

**Unit – 3: Viva-voce (10 marks)**

**Reading List** (Latest available edition)

1. *All India Book Trade Directory*. Delhi: Modern Publications.
2. Association of Indian Universities. *Bibliography of doctoral dissertations: social sciences*. New Delhi: The Association.
3. Association of Indian Universities. *University Handbook*. 2 vols. New Delhi: AIU.
4. Bintrim, R. (2017). Guinness World Records. *Americas Quarterly*, 11(4), 120-120.
5. *Books in Print*. 6 vols. New York: R.R. Bowker.
6. Brown, L. *The new shorter Oxford English Dictionary: on historical principles*. 2v. Oxford: Clarendon Press.
7. Burchfield, R. W. *A supplement to the Oxford English Dictionary*. Oxford: Clarendon Press.
8. Catherine, S. and Stevenson, A. *Concise Oxford English Dictionary*. New Delhi: Oxford University Press.
9. Census Commissioner, India. *Census of India*. New Delhi: The Commission.
10. Collocott, T. C. *Chamber's World Gazetteer and Geographical Dictionary*. London: W. R. Chambers.
11. Collocott, T.C. and Thorne, J. O. *Chambers's world gazetteer and geographical dictionary*. Whitcombe & Tombs. [Note: Sl. Nos. 9 and 10 are possibly same document of different editions]
12. Degenhardt, H. W. *Political parties of the world: a Keesing's reference publication*. USA: Longman.
13. East, R. *Keesing's Record of World Events*. London: Longman.

14. *Encyclopaedia Britannica Book of the Year*. New Delhi: Encyclopaedia Britannica India.
15. *Encyclopedia Americana*. 30 vols. Danbury: Scholastic Library Publishing.
16. Feather, J., & Sturges, P. *International encyclopedia of information and library science*. London: Routledge.
17. Gladman, A. *The Europa World of Learning*. London: Routledge.
18. *Harrods' Librarian's Glossary*. London: Routledge.
19. Hunter, W. W. *The Imperial Gazetteer of India*. London: Oxford: Clarendon Press.
20. *ICSSD: International Bibliography of the Social Sciences*. London: Routledge.
21. *India Who's Who*. New Delhi: INFA Publications.
22. *Indian National Bibliography*. Calcutta: Central Reference Library.
23. *Institute for Scientific Information*. Science Citation Index. Philadelphia: ISI. (Now published by Thomson Reuters)
24. Johnson, B. L. C. *Geographical Dictionary of India*. New Delhi: Vision Books.
25. Keegan, J. *Who was who in World War II*. London: Bison Books
26. Keenan, S and Johnston, C. *Concise Dictionary of Library and Information Science*. London: K.G Saur Verlag.
27. Kent, A. *Encyclopedia of Library and Information Science*. Florida: Crc Press.
28. Landau, T. *Who's Who in Librarianship and Information Science*. London: Abelard-Schuman.
29. Lane, H.U. *The World Almanac & Book of Facts*. New York: Newspaper Enterprise Association.
30. Lewis, D. S. *The Annual Register: world events*. Cambridge: Proquest.
31. *Library and Information Science Abstracts*. London: Library Association. [Note: Indian Library Science Abstracts may also be added]
32. Malley, L.S.S.O. *Bengal District Gazetteers Midnapore*. Calcutta: The Bengal Secretariat Book Depot.
33. *McGraw- Hill Encyclopaedia of Science and Technology*. 20 vols. New York: McGraw-Hill.
34. *Merriam-Webster's Geographical Dictionary*. New York: A Genuine Merriam-Webster.
35. India. Ministry of Information and Broadcasting. *India: A Reference Annual*. Delhi: Publications Division Ministry of Information and Broadcasting.
36. India. Ministry of Information and Broadcasting. *The Gazetteer of India*: Indian Union. Faridabad: Publications Division.
37. Landau, T. Encyclopaedia of librarianship.
38. Onions, C.T. *The Shorter Oxford English Dictionary*. Oxford: Clarendon Press.
39. Parker, S. P. *McGraw-Hill Dictionary of Scientific and Technical Terms*. New York: McGraw-Hill.

40. Parmar, P.P. *Encyclopaedic Dictionary of Library and Information Science*. New Delhi: Anmol Publication.

41. Pearsall, J. *The Concise Oxford English Dictionary*. Oxford: New York: Oxford University Press.

42. *Reader's Guide to Periodical Literature*. New York: H.W. Wilson.

43. Safra, J.E. *Encyclopaedia Britannica Almanac*. Chicago: Encyclopaedia Britannica.

44. Schuchrt, C. *Atlas of Paleogeographic Maps of North America*. New York: John Wiley & Sons.

45. Simpson, J.A. Comp. *The Oxford English Dictionary*. Oxford: Oxford University Press.

46. Sleeman, E. *The International Who's Who*. London: Europa.

47. Solimine, G. (2012). World encyclopedia of library and information services. *Bollettino AIB* (1992-2012), 35(2), 256-257.

48. *The New Encyclopaedia Britannica*. Chicago: Encyclopaedia Britannica

49. Turner, B. *The Statesman's Yearbook: the politics, cultures and economies of the world*. New York: Palgrave Macmillan.

50. *Ulrich's International Periodicals Directory: including irregular serials and annuals*. New Providence: R.R. Bowker.

51. *Webster's New Geographical Dictionary*. Springfield: Merriam-Webster.

52. *Whitaker's Almanac*. London: Bloomsbury Publishing.

53. *Who Was Who: a companion to who's who*. London: Adam & Charles Black.

54. Winch, K. L. *International Maps and Atlases in Print*. New York: R.R. Bowker.

55. Woods, T. *Who's Who of Twentieth - Century Novelists*. London: Routledge.

56. Young, H. *The ALA Glossary of Library and Information Science*. Chicago: American Library Association.

## **BLI – 207: Field Survey** **Full Marks – 50**

### **Course Outcome:**

- A.** A life-time opportunity to explore libraries of repute.
- B.** A learning of team-work and togetherness
- C.** Application of assimilated knowledge while exploring, evaluating and reporting.

**Unit – 1: Survey of libraries and / or information centres (25 marks)**

**Unit – 2: Survey of users of information (25 marks)**

**Note:** Students are required to conduct field survey and submit report of the survey for evaluation.

## **BLI – 208: ICT Application in Library and Information Services (Practice)**

**Full Marks – 50**

**Examination Marks – 40**

**Class Test / Project / Seminar / Viva-Voce – 10**

### **Course Outcome:**

- A.** Working on Database Management Software (DBMS) for libraries.
- B.** Hands on practice on Library Management Software (LMS).
- C.** Practice on Web page Designing and Online information retrieval.

### **Unit – 1: Operating Systems: Single user and Multitasking Environment**

### **Unit – 2: Introduction to general DBMS and Bibliographic DBMS**

### **Unit – 3: Basics of Web page Design; Basics of Online Search and retrieval**

### **Unit – 4: Library Management Software and introduction to ILMS; Office Search and Retrieval**

### **Unit – 5: Class Test / Project / Seminar Presentation / Viva-Voce**

### **Reading List**

1. Hatua, S. R. (2013). *LIS Info Mine Library & Information Science*: Kolkata: Arpita Prakashani.
2. Majumdar, A. K. & Bhattacharyya, P. (1996). *Database management system*. New Delhi: Tata Mc Graw Hill.
3. Leon, A. & Leon, M. (2002). *Database management system*. Chennai: Leon Vikas.
4. Kahate, A. (2009). *Introduction to database management system*. Delhi: Person education.

## **The B.Lib.I.Sc. Program – At a Glance**

**Basics of Librarianship** - The basics of the subject Library Science, its subsequent evolution into Library and Information science has been covered in BLI-101 and BLI-201. The incumbents are encouraged to find their niche in the domain of librarianship.

**Managing Library and Information Centres** - The managerial aptitude is important for every budding Library and Information Science Professionals. The syllabus emphasizes in teaching of Basics of Management and Administration in libraries through the Paper BLI- 102 , and BLI-202.

**Organizing Documents in Libraries** – Organizing documents in helpful manner is the most important and critical part of libraries. The librarianship training is centered on the scientific methodologies of document classification and organization of documents for its subsequent retrieval. BLI-103, BLI-105 and BLI-203 has been designed to train the budding information professionals through theory and practice.

**Resource Description** – One of the most earliest practices of libraries is describing its resources. The resource describing techniques through universally accepted norms and codes has made the process easier. The librarianship trainees are trained in resource description following international standards. BLI – 104, BLI-204 and BLI-205 is devoted towards making both theoretical and practical foundation in resource description of the librarianship trainees.

**Information Sources and Services** – The professional course in library science facilitates the trainees to explore the reference tools and also prepare information products as a part of the real life information service demonstrations in the Paper BLI- 106, BLI-107 and BLI-206.

**Information Communication Technology Application** – Information Communication Technology (ICT) has enabled the libraries in seamless access to information sources and facilitated automated library house-keeping activities. The Paper BLI- 108 and BLI-208 has been devoted to capacity building of library science entrants in ICT enabled library services.