NATIONAL EDUCATION POLICY-2020

Common Minimum Syllabus for all

Uttarakhand State Universities and Colleges for

Five Years of Higher Education

PROPOSED STRUCTURE OF

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

SYLLABUS

2021

Curriculum Design Committee, Uttarakhand

Sr.No.	Name & Designation	
1.	Prof. N.K. Joshi Vice-Chancellor , Kumaun University Nainital	Chairman
2.	Prof. O.P.S. Negi Vice-Chancellor , Uttarakhand Open University	Member
3.	Prof. P. P. Dhyani Vice-Chancellor , Sri Dev Suman Uttarakhand University	Member
4.	Prof. N.S. Bhandari Vice-Chancellor, Soban Singh Jeena University Almora	Member
5.	Prof. Surekha Dangwal Vice-Chancellor, Doon University, Dehradun	Member
6.	Prof. M.S.M. Rawat Advisor, Rashtriya Uchchatar Shiksha Abhiyan, Uttarakhand	Member
7.	Prof. K. D. Purohit Advisor, Rashtriya Uchchatar Shiksha Abhiyan, Uttarakhand	Member

Expert Committee

S.N.	Name	Designation	Department	Affiliation
1.	Prof Manoj Joshi	Professor	Library and Information Science	Kurushestra University,Haryana
2.	Prof Nirmal Kumar Swain	Professor	Library and Information Science	Maharshi Dayanand University,Rohtak
3.	Dr. Sunil Goria	University Librarian	Library and Information Science	Baba BhimRao University,Lucknow
4.	Dr. Yougal Joshi	Co-ordinator/ Information Scientist	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
5.	Dr. Farzana Azim	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
6.	Hem Chandra	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
7.	Deepa Rana	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital

Syllabus Preparation Committee

S.N.	Name	Designation	Department	Affiliation
1.	Dr. Yougal Joshi	Co-ordinator/ Information Scientist	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
2.	Dr. Farzana Azim	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
3.	Hem Chandra	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital
4.	Deepa Rana	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University,Nainital

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

First Semester

Semester	Course Code	Paper Title	Theory/Practical	Credits
I	B101T	Library and Information Society	Theory	4
	B102T	Information Sources	Theory	4
	B103T	Users, Information Systems and Services	Theory	4
	B104T	Library Classification	Theory	4
	B105P	Information Sources	Practical	3
	B106P	Library Classification	Practical	3
		Library Tour and Viva-Voce	Project	3
		Total		**25**

Second Semester

II	B201T	Management of Libraries and Information Centers	Theory	4
	B202T	Information Literacy	Theory	4
	B203T	Library Cataloguing	Theory	4
	B204T	ICT Application in LIS	Theory	4
	B205P	Library Cataloguing	Practical	3
	B206P	Information Technology	Practical	3
		Library Training & Viva-Voce		3
		Total		**25**

Programme outcomes (Pos)- Library and Information Science) aims to:

PO1- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.Impart education and training for generating budding library professionals in the present scenario of information age. To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.

PO2- Develop manpower for libraries and information centers for effective and efficient services, professional values,dedication and attitude.To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.Enable to become lifelong learners for their personal growth and development.

Program Outcome

Library and Information Science Department aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.

- Impart education and training for generating budding library professionals in the present scenario of information age.

- Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude.

- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.

- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.

- Enable to become lifelong learners for their personal growth and development.

B.Lib. &I.Sc. Semester- I
B.Lib.&I.Sc. 101T: LIBRARY & INFORMATION SOCIETY
IA-30 (Max.)   Theory-70 (Max.)   Total-100 (Max.)

Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts.

UNIT – I: -Concept of Library in Society

- Social and historical foundations of library.

- Development of libraries with special reference to India.

- Different types of libraries - their distinguishing features and functions.

UNIT – II: Normative Principles of Library and Information Science

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

UNIT – III: Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.

- Copyright Act and Delivery of Books (Public Libraries) Act.

- Librarianship as a Profession

- Professional ethics

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

-Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO

- Definition: Facets and programmers of PR and Extension Services

- Resource Sharing and Library Networking

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

B.Lib.&I.Sc. 102T: INFORMATION SOURCES (THEORY)

IA-15 (Max.)   Theory-35 (Max.)   Total-50 (Max.)

Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the Bibliographical and other sources of searching information. Understand the latest trends in Reference & Information Sources and Services.

UNIT – I: Reference and Information Sources

- Sources of Information: Documentary and Non-Documentary; Print and Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Human and Institutional: Nature, types, Characteristics and utility
- Electronic Resources: Characteristics and Types

UNIT – II: Types and Evaluation of Reference Sources

- Reference Sources and their Types
- Criteria for evaluation of Reference Sources: Print and Electronic
- Study of- Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources

UNIT – III: Bibliographical and other Sources

- Reference Sources for Current Events and Ready Reference Sources.

- Bibliographical Sources: Functions and Types; and Branches.
- Study of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Books Recommended

1. Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.
2. Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Books, 1967.
3. Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
4. Katz, William A. Introduction to Reference Work. New York:, McGraw-Hill.1987.
5. Khan(T. M) Information and Communication
6. Kumar (Krishan) Reference Services. New Delhi, Vikas
7. Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press, 1975.
8. Ranganathan (SR) Reference Service ed. 2. Bombay, Asia. 1961.
9. Satyanarayan, (R). Information and its Facets
10. Sheehy, Eugene P., ed. Guide to Reference Books. 10th ed. Chicago: A.L.A., 1986.

B.Lib&.I.Sc.-103T : USERS, INFORMATION SYSTEMS AND SERVICES

IA-30 (Max.)   Theory-70 (Max.)   Total-100 (Max.)

Course Outcome After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the concept of information users and information seeking behavior models. Understand the various information systems and their services CAS and SDI including ENVIS, INFLIBNET, DELNET, INIS, AGRIS and OCLC.

UNIT – I: Information Users and their Information Needs

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

UNIT – II: Information Services and Products-I

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.

UNIT – III: Information Services and Products-II

- Reference Process: Reference Question; Reference Interview; Search Strategy
- Reference Service- Need and Purpose, Types

UNIT – IV: Information Systems and their Services

- Overview of National, International and Commercial Information Systems and Networks.
- Introduction to Services and Products of: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC

Books Recommended

1.   ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2.   BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3.   GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta.
4.   KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5.   KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
6.   KRISHAN KUMAR. Reference Service.Rev.ed.3.1987.Vikas, New Delhi.
7.   LALOO (Bikka Tariang).Information Needs, Information seeking behavior and users.2002.Ess Ess, New Delhi.

8.   PRASAD (HN).Information needs and users.Rev.ed.2. 1991. BR Publications, New Delhi.
9.   TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K., Agra.
10.   TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
11.   USHA PAWAN and GUPTA (Pawan Kumar). SandarbhSewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

B.Lib.&I.Sc. 104T: LIBRARY CLASSIFICATION (THEORY)

IA-15 (Max.)   **Theory-35 (Max.)**   **Total-50 (Max.)**

Course Outcome- After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and
Mnemonics in Library Classification.

UNIT – I: Library Classification Theory

- Library Classification: Definition, Need and Purpose.
- Modes of Formation of Subjects.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number

Unit-II: Theory of Colon Classification

- Postulation Approach: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Analysis.
-Overview of Colon Classification

UNIT – III: Library Classification Schemes and Current Developments

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

Books Recommended

1. DHYANI (Pushpa). Theory of Library Classification, 2000.VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
3. RANGANATHAN (S R) Prolegomena to library classification. 3 rd ed. 1967.SardaRanganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.

B.Lib.I.Sc.-105P: INFORMATION SOURCES (PRACTICAL)

IA-15 (Max.)   Theory-35 (Max.)   Total-50 (Max.)

Course outcomes: After doing this Practical, students shall be able to study and evaluation of different information sources. Understanding methods of searching sources on a given topic.

Study and Evaluation of following Information Sources:

1. *Bibliographical Sources:* Indian National Bibliography, Indian Books-in-Print.

2. *Indexing and Abstracting:* Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.

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

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

5. *Geographical Sources:* Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.

6. *Biographical Sources:* India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.

7. *Reference Sources for Current Events:* Asian News Digest, Keesing's Record of World Events.

8. *Year Books:* Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.

9. *Directories:* Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.

10. *Statistical Sources:* Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.

11. *Handbooks:* Limca Book of Records, Guinness Book of World Records.

12. *Almanacs:* Whitaker's Almanac.

B.Lib.&I.Sc. 106P: LIBRARY CLASSIFICATION (PRACTICE)

IA-15 (Max.)   **Theory-35 (Max.)**   **Total-50 (Max.)**

Course Outcome After studying the paper, students shall be able to classify and construct the class numbers simple titles using CC 6th Rev. Ed., Dewy Decimal Classification Scheme Edition 22nd Synthesize class numbers by using the tables.

UNIT-I: **Colon Classification (6th Rev. ed.)**

       Classification of Documents

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

UNIT-II: Dewey Decimal Classification (Simple and compound DDC 22ed.)

SEMESTER – II

B.L.I.Sc. 201T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

IA-30 (Max.)   **Theory-70 (Max.)**   **Total-100 (Max.)**

Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centers and book selection procurement process. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report.

UNIT – I: Library Environment

        - Organization, Management and Administration: A Conceptual Framework.

        - Relationship of the library with its parent organization.

        - Library Organisational Structure, Ranganathan's Staff Formula

        - Library Committee: Types, functions and powers.

UNIT – II: Library Finance and Budgeting

        - Sources of Finance.

        - Methods of Estimating Library Finance.

        - Budget Preparation for different types of Libraries.

        - General Administration: Annual Report, Library Statistics, Library Rules.

UNIT – III: Sections of the Library

        - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.

        - Technical Processing Section.

        - Periodicals Section.

        - Circulation Section.

        - Reference Section

UNIT – IV: Maintenance, Building and Space Management

        - Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.

        - Basic elements in designing library building.

        - Furniture and Equipments.

Books Recommended

1.   Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.

2.   MITTAL (R L). Library Administration: Theory and Practice. 5thed. New Delhi, Metropolitan, 1983.

3.   MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. Calcutta; World Press, 1972.

4.   PANWAR (B S) and VYAS (S D). Library Management; Delhi; R.R. Publishing Corporation, 1986.

5.   RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay; Asia, 1967.

6.   SINGH (M). Library and Information Management: Theory and Practice Delhi; IBT, 1983.

7.   SINGH (R S P). Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.

8.   STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.

9.   WILSON (A). The Planning approach to Library Management.

10.   TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

B.Lib.&I.Sc.- 202T: INFORMATION LITERACY

IA-30 (Max.)   **Theory-70 (Max.)**   **Total-100 (Max.)**

Course Outcome After studying the paper, students shall be able to understand the Growth and development of information literacy and their models. To know the information literacy and libraries and current trends in information literacy.

UNIT-I: **Growth and Development of Information Literacy**

- Information Literacy: concept, definition, need and importance
- Types of Information Literacy – Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Historical perspective of Information Literacy
- Information Literacy and Lifelong Learning

UNIT- II: **Information Literacy and International Organizations**

- Models of Information Literacy: SCONUL
- Partners of Information Literacy: UNESCO, IFLA
- Information Literacy Standards & Guidelines : ALA, ACRL

    UNIT - III: **Information Literacy and Libraries**

- Role of Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries
- Information Literacy and LIS Education

UNIT- IV: **Current trends in Information Literacy**

- Information Literacy: Initiatives and Forums in India
- Information Literacy: Competencies
- Information Literacy Implementation: Challenges

Books Recommended

1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm

5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine).The Seven Faces of Information Literacy. 1997. Adelaide,Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra ,Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.

B.Lib.&I.Sc. -203T: LIBRARY CATALOGUING (THEORY)
IA-15 (Max.)   Theory-35 (Max.)   Total-50 (Max.)

Course Outcome After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

UNIT – I: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue
- Physical forms: Conventional and Non-conventional
- Bibliography, Union Catalogue, Reference List, etc.

UNIT – II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II.
  ALA Rules for filing Entries.

UNIT – III: Subject Cataloguing

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

Books Recommended

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.
2 FOSKETT (A C). Subject approach to information. 5thEd. 1990. Bingley, London.
3. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Cataloguing theory (Hindi Medium). 1998. Y.K. Agra.

B.Lib.&I.Sc.-20T: ICT APPLICATIONS IN LIS (THEORY)

IA-30 (Max.)   Theory-70 (Max.)   Total-100 (Max.)

Course Outcome The aim of this course is to understand the overview of Information communication Technology in libraries with the concept of library automation, planning and implementation. To understand the programming language and concept of the various system software / OS.

UNIT – I: Overview of Information Communication Technology

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

UNIT –II: Introduction to Computers and Computer Architecture

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

Computer Architecture:

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

UNIT – III: Software Concept

System Software/Operating System (OS)

– Definition of OS.
- Principal functions of the OS.
 - Various Operating Systems: Single and Multiuser.
- Basic Features of Windows XP.

UNIT- IV

Programming Languages: Concepts and Tools.
Application Software Packages.
Word Processor Software: MS-WORD:

- Creating a Document.
- Editing a Document.
- Formatting a Document.
- Maintaining Mailing List.

Books Recommended

1.   BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2.   BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3.   COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi.

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

B.Lib.&I.Sc.- 205P: LIBRARY CATALOGUING (PRACTICE)

IA-15 (Max.)   **Theory-35 (Max.)**   **Total-50 (Max.)**

Course Outcome- Catalogue entries by Anglo American Cataloguing Rules (AACR-II).

Conventional Documents

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

Books Recommended

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

2.   SEARS (ME). Sears List of Subject Headings. Latest edition.

.

B.Lib.&I.Sc.- 206P: INFORMATION TECHNOLOGY- PRACTICAL

IA-30 (Max.)   **Theory-70 (Max.)**   **Total-100 (Max.)**

Course outcomes: After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding MS Office in which they studying MS Word, MS PowerPoint and MS Excel.

UNIT – I: Operating System: Introduction to WINDOWS XP

- Important Features of Windows

- Desktop, My Computer, Control Panel, Windows Explorer

- Accessories Applets.

UNIT – II: MS Office

- *MS WORD*: Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.

- *MS POWER POINT*: Creating Presentation Slides, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.

- *MS EXCEL:* Creating data sheets, Mathematical, Statistical Formula's and data sorting.