

Syllabus for Bachelor of Library & Information Sciences (B. Lib.)

SEMESTER: I - II

Session: 2022-23



Directorate of Open & Distance Learning Guru Nanak Dev University

(ESTABLISHED UNDER STATE LEGISLATURE ACT NO. 21 OF 1969)

Accredited by National Assessment and Accreditation Council (NAAC) At 'A++' Grade (Highest Level) As Per Modified Criteria Notified On 27/07/2017 And Conferred 'University with Potential for Excellence' Status and 'Category-I University' As Per University Grants Commission (F. No. 1-8-2017/(CPP-II) Dated 12/02/2018)

Grand Trunk (G.T.) Road, Chheharta, Amritsar (Punjab) – 143005

Phone No.: 0183-2258802-09 Extn. 3198, 2258819

Email: odlgndu@gmail.com Website: odl.gndu.ac.in



Note:

- (i) Copy rights are reserved.
Nobody is allowed to print it in any form.
Defaulters will be prosecuted.

Subject to change in the syllabi at any time. Please visit the University website time to time

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

**BACHELOR OF LIBRARY & INFORMATION SCIENCE (SEMESTER SYSTEM) under
Directorate of Open & Distance Learning, Guru Nanak Dev University, Amritsar**

Eligibility: Must have passed B.A./B.Sc./B.Com.

OR

M.A./M.Sc./M. Com with at least 50% marks or equivalent examination.

Semester-I

Paper Code	Subject	Marks			Credits
		Internal Assessment	End Term	Total	
ODBLB-101T	Foundations of Librarianship	20	80	100	4
ODBLB-102T	Knowledge Organization: Classification (Theory)	20	80	100	4
ODBLB-103P	Knowledge Organization: Classification (Practice)	20	80	100	4
ODBLB-104T	Information Technology: Basics (Theory)	20	80	100	4
ODBLB-105P	Information Technology: Basics (Practice)	20	80	100	4
Total Marks & Credits		100	400	500	20

Semester-II

Paper Code	Subject	Marks			Credits
		Internal Assessment	End Term	Total	
ODBLB-201T	Management of Libraries and Information Centres	20	80	100	4
ODBLB-202T	Library Cataloguing (Theory)	20	80	100	4
ODBLB-203P	Library Cataloguing (Practice)	20	80	100	4
ODBLB-204T	Information Sources and Services (Theory)	20	80	100	4
ODBLB-205P	Information Sources and Services (Practice)	20	80	100	4
Total Marks & Credits		100	400	500	20

ODBLB-101T : FOUNDATIONS OF LIBRARIANSHIP

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

To study library in social context and to acquaint students with basic philosophy of library and information science.

Section A

1. Concept of Library and its Services: Definition, purpose and functions, Changing dimensions; Five laws of Library Science: Their relevance in electronic era.
2. Library as a Social Institution: Role of library in dissemination of information.
3. Types of Libraries: Public, Academic, Special and National Libraries- Definition, purpose and functions of each type of library.

Section B

4. Library Cooperation: Definition, types, levels; Resource sharing and library networking, Role of INFLIBNET.
5. Library Legislation: Need and purpose, a brief account of its present position in India.

Section C

6. Library and Information Profession: Librarianship as a profession, professional ethics.
7. Library Associations: Role of Library Associations: ILA, IASLIC, ALA, CILIP.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

8. Promoters of Library & Information Services: At national level RRLF and at international level UNESCO and IFLA: their role in promotion and development of libraries.

Section D

9. Public Relations: Definition, need, objectives and methods.
10. Extensions Services: Definition, need, objectives and programmes
11. Publicity: Definition, need, objectives and programmes

Suggested Readings:

1. Damrita, J. Future Concepts of Library & Information Science: Changes, Challenges and Role of Library Professionals. New Delhi: Ess Ess Publications, 2009.
2. Gerard, David, Ed. Libraries in Society: A Reader. London: Clive Bingley, 1978.
3. India, Advisory Committee for Libraries. Report. Delhi: Manager of Publications, 1957.
4. Kent, Allen, ed. Resource Sharing in Libraries, why, how, when, next action step. New York: Bekker, 1974.
5. Khanna, J.K. Library & Society. Kurukshetra: Research Publications, 1987.
6. Kumar, P.S.G. Foundations of Library & Information Science. Delhi: B.R. Publishing Corporation, 2003.
7. Mukherjee, Bhaskar. Information Communication and Society. New Delhi: ESS ESS Publication, 2012.
8. Ranganathan, S.R. Five Laws of Library Science. 2nd Ed., Reprint. Bangalore: Sharda Ranganathan Endowment for Library Science, 1986.
9. Rout, R.K. ed. Library Legislation in India. New Delhi: Reliance Publishing House, 1986.
10. Sahai, Shrinath. Library and the Community. New Delhi: Today and Tomorrow, 1973.
11. Shera, J.M. Sociological Foundations of Librarianship. Bombay: Asia Publishing House, 1970.
12. Sri Devi, J. Library & Society. New Delhi: Shree Publishers, 2005.
13. <http://www.swayam.gov.in>
14. <http://edx.org> (formerly <http://mooc.org>)

BACHELOR OF LIBRARY & INFORMATION SCIENCE

ODBLB-102T - KNOWLEDGE ORGANISATION: CLASSIFICATION (Theory)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

To study library classification as a base for knowledge organization.

Section A

1. Knowledge organization: Concept, Structure of Universe of knowledge.
2. Library Classification: Definition, need and purpose.
3. Models of Classification Schemes: Enumerative and faceted: their merits and demerits.

Section B

4. Classification Schemes: Introduction to major schemes of classification: Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC) and Colon Classification (CC). Electronic Classification: Dewey for windows, Web Dewey, Brief Introduction of OCLC Classify and UDC Online Summary.
5. Mapping of Knowledge: Mapping of the universe of knowledge in the major schemes of classification (DDC, UDC and CC).

Section C

6. Notation: Need, purpose and qualities of notation.
7. Modes: Modes of formation of subjects.

Section D

8. Classification Theory: Canons of Classification, Postulates, steps in classification process, Principles of Helpful Sequence, Fundamental Categories and Facet Analysis, Common Isolates, Devices and Phase Relation.
9. Concept of Call Number: Class Number, Book Number and Collection Number.
10. Development and Trends in Classification: Activities of DRTC and ISKO.

Suggested Readings:

1. Khanna, J.K. and Vashisht, K.K. Knowledge, Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.
2. Krishan Kumar. Theory of Classification. Delhi: Vikas Latest Ed.
3. Ranganathan, S.R. Descriptive Account of Colon Classification. Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
4. Ranganathan, S.R., Prolegomena to Library Classification, 3rd ed., Bombay : Asia, 1967. Duetsch, 1975.
5. Rowley, J.F. Organising Knowledge: An Introduction to Information Retrieval. Aldershot: Gower, 1987.
6. Satija, M.P. & Aggarwal, S.P. Book number: Some Indian Methods. New Delhi: Concept, 1990.
7. Satija, M.P. Colon Classification: A Practical Introduction. 7th Ed., New Delhi: Ess Ess, 1989.
8. Satija, M.P. The Theory and Practice of the Dewey Decimal Classification System. Oxford: Chandos Publishing, 2007.
9. Sayers, W.C.B. Manual of Classification for Librarians. Rev. 5th Ed., Ed by Arthur Maltby. London: Andre Duetsch, 1975.
10. Sharma, C.K. & Sharma, Amrit K. Library Classification. New Delhi: Atlantic, 2007.
11. Shabahat Hussain. Library Classification: Facets and Analyses. Delhi: B. R. Publishing, 2004.
12. <http://www.swayam.gov.in>
13. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

ODBLB-103P : KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

The aim of this paper is to train students in techniques of classifying titles of documents according to the DDC 22nd edition and Colon Classification. (Rev. Ed. 6).

Copies of DDC 22nd Edition and Colon Classification. (Rev. Ed. 6) will be provided to the candidates for use in examination hall. The candidates will also be provided a standard dictionary for use in examination hall.

**Section A
DDC numbers using Table I and II**

**Section B
DDC numbers using Table III and IV**

**Section C
DDC numbers using Table V and VI**

**Section D
Numbers according to CC 6th revised edition**

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

Suggested Readings:

1. Dewey, Melvil: Dewey Decimal Classification. 22nd Ed. (2003)
2. Ranganathan, S.R. Colon Classification. 6th Rev. Ed., Bangalore: Sharda Ranganathan Endowment for Library Science, 1960 (Reprint 2001).
3. Satija, M.P. Exercises in the 22nd Edition of the Dewey Decimal Classification. Delhi: Ess Ess, 2004.
4. Satija, M.P. A Manual of Practical Colon Classification. 4th ed. Delhi: Concept, 2002.
5. Sewa Singh, Colon Classification: New Practical Manual, New Delhi: B.R. Publishing Corpn; 2005.
6. <http://www.swayam.gov.in>
7. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

ODBLB-104T: INFORMATION TECHNOLOGY: BASICS (Theory)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

To provide students the basic knowledge of Computer and its applications in library and information activities.

PART-I (THEORY)

Section A

1. Introduction to Computers: Generations of computers, Architecture and salient features of computers.
2. Types of Computers: Super computers, mainframes, mini and microcomputers.
3. Computer Hardware: Input and output devices.

Section B

4. Programming Languages: Types and functions.
5. Software: System software and application software (Basics only).
6. Operating Systems: Definitions and functions, types. (MS-DOS, Windows (Latest Version), UNIX) (Basic features).

Section C

7. Word-Processing Software: MS-Word: Creating, editing and searching information in a document.
8. Information Communication Technology: Network Types: LAN, MAN, WAN; Topologies- BUS, STAR, RING, TREE, MESH.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

Section D

9. Library Automation: Need for computerization in libraries.
10. Application of computers in different areas in libraries.

Suggested Readings:

1. Crawford, Sharon. Windows 98. New Delhi: BPB Pub. 1998.
2. Getting started Microsoft Windows 98, 2nd Ed., USA: Microsoft Corp; 1999.
3. Kumar, P. S. G. Information Technology: Basics. Delhi. B. R. Publishing Corp. 2003.
4. Lovecy, Ian. Automating Library Procedures. London: Library Association, 1984.
5. Mini-Micro CDS/ISIS: Reference Manual. Paris: UNESCO, 1989.
6. Neelameghan (A) and Lalitha (S K). Tutor : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. Norton, Peter. Introduction to Computers. 2nd Ed., New Delhi: Tata McGraw-Hill, 2006.
8. Ravichandra Rao, I.K. Library Automation. 2nd Ed., New Delhi: Wiley Eastern, 1996
9. Rowley, J. Computer for Libraries. 2nd Ed., London: Clive Bingley, 1984.
10. Rowley, J. The electronic Library. 4th Ed., London: Library Association, 1998.
11. Rowley J. The Basics of Information System. London: LA, 1996.
12. Satyanarayana, B, Ed. Information Technology: Issues and Trends. New Delhi: Cosmo, 1998.
13. Sharma, Neetan. Automation and Digitization of Universities Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre, 2012.
14. Swihart, Stantley J. and Hafley, B.F. Computer system. London: LA, 1996.
15. Tedd, L.A. An introduction to Information Technology: Basics. Delhi, B. R. Publishing Corp. 2003.
16. Winship, I. The Students' Guide to the Internet. London: LA, 2001
17. <http://www.swayam.gov.in>
18. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)**

ODBLB-105P: INFORMATION TECHNOLOGY: BASICS (PRACTICE)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

NOTE: Modalities for the conduct of Practical Exam:

It will consist of the following units:

Unit-I Word Processing 20 Marks

Unit-II Power Point Presentation 20 Marks

Unit-III Operating a library software (LIBSYS/WINISIS) 20 Marks

Unit-IV Searching Internet through search engines & URLs 20 Marks

Note: Practical Exam will be conducted by an external Examiner.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

PAPER-ODBLB-201T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections & departments in a library/ information centre.

Section A

1. Concept of Management: Principles of scientific management and their application to libraries and information centres.
2. Library Planning: Need, purpose and objectives.
3. Library Organisation: Structure; Library authority and library committee.

Section B

4. Library Finance: Sources of finance; Budgeting procedures and methods.
5. Human Resource Management: Policy and staffing; Staff manual.
6. Collection Development: Acquisition of library material.

Section C

7. Technical Processing of Documents: Classification, cataloguing and filing routines.
8. Storage and Maintenance Section: Stacking arrangement, open vs. closed access, binding.
9. Periodical Section: Acquisition, methods of recording with special reference to Kardex.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

Section D

10. Circulation Section: Membership/Registration; Charging and discharging system; Library rules.
11. Reference and Information Section: Functions.
12. Library Statistics and Annual Report: Need, purpose and types.

Suggested Readings:

1. Corbett, Edmund V. *Fundamentals of Library Organization and Administration: A Practical Guide*. New Delhi: Oxford, 1979.
2. Krishan Kumar. *Library Administration and Management*. New Delhi: Vikas, 1993.
3. Kumar, P. S. G. *Management of Library and Information Centres*. Delhi: B. R. Publishing Corp. 2003.
4. Mittal, R.L. *Library Adminisatration: Theory and Practice*. New Delhi: ESS ESS Publications, 2007.
5. Morgan, Steve. *Performance Assessment in Academic Libraries*. New York: Mansell, 1995.
6. Narayana, G.J. *Library and Information Management*. New Delhi: Prentice Hall, 1991.
7. Navalani, Kishni. *Library Management in Changing Scenario: Concepts, Operations and Practices*. Patiala: Madaan Publishing, 2006.
8. Ranganathan, S.R. *Library Administration*. 2nd Ed., Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
9. Thompson, James. *Introduction to University Library Administration*. 3rd Ed., London: Clive Bingley, 1979.
10. Zhang, Allison B. *Creating Digital Collections: A Practical Guide*. Chambers Publishing, 2008.
11. <http://www.swayam.gov.in>
12. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

ODBLB-202T: LIBRARY CATALOGUING (Theory)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

To study the principles and theory of library cataloguing.

Section A

1. Library Catalogue: Definition, need, purpose and functions.
2. Physical Forms: Conventional and Non- conventional.
3. Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetico-classed Catalogue.

Section B

4. Catalogue Entries: Main entry and added entries according to CCC, 5th ed. and AACR-II.
5. Filing of Entries: Arrangement of entries in dictionary catalogue and classified catalogue.
6. Standard Codes of Cataloguing: AACR and CCC.

Section C

7. Normative Principles of Cataloguing: Canons and principles of cataloguing.
8. Authorship: Personal and corporate: Their choice and rendering.
9. Subject Cataloguing: Principles of subject cataloguing; Subject heading lists and their features. (Sears List of Subject Headings and Chain Procedure).

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

Section D

10. Cooperative and Centralized Cataloguing: Definition, need and purpose: CIS, CIP and Pre-natal cataloguing.
11. Current Trends in Standardization, Description and Exchange: ISBD, MARC 21.

Suggested Readings:

1. Anglo American Cataloguing, Rules. 2nd Ed., London: Library Association, 1978.
2. Chan, Lois Mai, Cataloguing and Classification: An Introduction. 2nd Edition, New York: McGraw Hill, 1993
3. Foskett, A.C., Subject Approach to Information. 5th Ed., London: Clive Bingley, 1990
4. Girja Kumar and Krishan Kumar, Theory of Cataloguing. 5th Ed., New Delhi: Vikas, 1986.
5. Hunter, E.J. and Bakewell, K.G.B. Advanced Cataloguing. London: Clive Bingley, 1989.
6. Krishan Gopal, Library online Cataloguing in Digital Way. Delhi: Author Press, 2000.
7. Krishan Kumar, An Introduction to AACR 2. 3rd Ed., New Delhi: Vikas, 1995.
8. Ranganathan, S.R., Classified Catalogue Code. 5th Ed., Bombay: Asia, 1964.
9. Satija, M.P., Sears List of Subject Headings: A Practical Introduction for Indian Students, New Delhi: Concept, 2000.
10. Sears, Minnie Earl, Sears List of Subject Headings, 18th Ed., New York: H.W. Wilson, 2004.
11. <http://www.swayam.gov.in>
12. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

ODBLB-203P: LIBRARY CATALOGUING (PRACTICE)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Separate titles should be given for cataloguing by AACR-II and CCC. Copies of Colon Classification (Ed 6. with amendments), Dewey Decimal Classification 22nd ed. and Sears List of Subject Headings 18th ed. will be provided to the candidates for use in the examination hall.

Objectives:

To train the students in cataloguing of documents according to AACR-II and CCC.

The following types of documents shall be catalogued according to both AACR-II and CCC.

Section A

AACR II

1. Single Personal Author
2. Joint Author
3. Pseudonym

Section B

AACR II

4. Works under editorial direction and of mixed responsibility
5. Corporate Author: Government Institution and Conference
6. Multivolume

Section C

CCC

7. Single personal author, joint and mixed author
8. Multi-volumes, corporate authorship, Govt. Publications, Institutions/Associations (Commission Reports, Conference proceedings are excluded)

BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)

Section D

AACR II

9. Periodicals
10. Cartographic material

Suggested Readings:

1. American Library Association et.al. Anglo-American Cataloguing Rules. Ed 2 1978.
2. Ranganathan, S.R. Classified Catalogue Code. 5th Ed., Bombay: Asia, 1964.
3. Sears List of Subject Headings. 18th ed. New York: Wilson, 2004.
4. <http://www.swayam.gov.in>
5. <http://edx.org> (formerly <http://mooc.org>)

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

ODBLB-204T: INFORMATION SOURCES AND SERVICES (Theory)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Instructions for the Paper-Setter/examiner:

1. Question paper shall consist of Four sections.
2. Paper setter shall set Eight questions in all by selecting Two questions of equal marks from each section. However, a question may have sub-parts (not exceeding four sub-parts) and appropriate allocation of marks should be done for each sub-part.
3. Candidates shall attempt Five questions in all, by at least selecting One question from each section and the 5th question may be attempted from any of the Four sections.
4. The question paper should be strictly according to the instructions mentioned above. In no case a question should be asked outside the syllabus.

Objectives:

The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students.

Section A

1. Documentary and Non-Documentary Sources of Information: Print, non-print, human and institutional.
2. Categories of Information Sources: Primary, Secondary and Tertiary.

Section B

3. Reference and Information Sources and their Evaluation: Different types of reference and information sources, including electronic and Web resources ; Criteria for their evaluation.
4. Reference and Information Services: Concept, definition, need, types, theories and trends. Reference interview.

Section C

5. Alerting Services (CAS and SDI): Need, techniques and evaluation
6. Bibliographic, referral and translation services.
7. Users and their Information Needs: Categories of information users. User studies: Concept, need, purpose, techniques and methods.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

Section D

8. User Education: Concept, objectives and techniques.
9. Services and Products of Documentation and Information Centres, Information Systems and Networks at National and International levels: NISCAIR, NASSDOC, INFLIBNET.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

ODBLB – 205P: Information Sources and Services (Practice)

Time: 03 Hours

Max. Marks: 100 Marks

Internal Assessment: 20 Marks

End Term: 80 Marks

Objectives:

To train the students in the use of reference and information sources and in answering queries of users.

1. Study and evaluation of information sources. (List enclosed) 20 Marks
2. Compilation of bibliography.
Every student will be given a separate topic by the class teacher to prepare a systematic bibliography of literature available on any topic. 20 Marks
3. Identification of appropriate reference source for particular query. 40 Marks

Note: Practical Exam. will be conducted by an external Examiner.

Suggested Readings:

1. Cheney, F. N. and William, W.J. *Fundamental Reference Sources*. 2nd Ed., Chicago: ALA, 1980.
2. Davidson, Donald, *Reference Service*, London : Clive Bingley, 1980.
3. Foskett, D.J. *Information Service in Libraries*. London: Lockwood, 1970.
4. Girja Kumar: *Philosophy of User Education*. New Delhi: Vikas, 1993.
5. Grogan, Denis. *Practical Reference Work*.2nd Ed., London: LA, 1981.
6. Gupta, B.M. et. al., Eds., *Handbook of Libraries, Archives and Information Centres in India*.16 V. New Delhi: Information Industry Publications, 1985-96.
7. Katz, William A. *Introduction to Reference Work: Reference Services and Reference Processes*. 2V. 5th Ed., New York: McGraw Hill, 1987.
8. Krishan Kumar. *Reference Service*. 3rd Rev. Ed., New Delhi: Vikas, 1996.
9. Kumar, P.S.G. *Fundamentals of Information Science*. New Delhi: S.Chand, 1998.
10. Neelameghan, A. and Prasad, K.N., Eds., *Information Systems, Networks and Services in India*, 2 Vols., Chennai: Ranganathan Centre for Information Studies, 1998.
11. Ranganathan, S.R. *Reference Service*. 2nd Ed., Bombay: Asia Pub. House, 1961.
12. Rastogi, K. G. *Reference Services in Library Science*. New Delhi: Alfa Publications, 2006.
13. Satija, M.P. & Sewa Singh. *Sandharb ate Soochna Sarot*. Patiala: Punjabi University Publication Bureau, 1996 (in Punjabi).

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

14. Sewa Singh. Manual of Reference and Information Sources. 2nd Ed., 2V. Delhi: B.R. Publishers, 2004.
15. Sewa Singh. Reference Service in Academic Librarian. New Delhi: Ess Ess Publications. 1986
16. Walford, A.J. Guide to Reference Books. 4th Ed. 3V. London; Library Association, 1980.
17. <http://www.swayam.gov.in>
18. <http://edx.org> (formerly <http://mooc.org>)

List of Reference and Bibliographical Sources for Evaluation and Practical work.

Latest editions of the following sources should be covered.

DICTIONARIES:

1. Harrod's Librarians' Glossary and Reference Book. Ashgate Pub Ltd; 10 edition.
2. Roget's International Thesaurus. London:Harper Collins.
3. Oxford English Dictionary, Second edition, Oxford. N.Y.: The Clarendon Press,1993, 20 vols.
4. Webster's Third New International Dictionary of the English Language, US Marriam Webster, 3 vols.

ENCYCLOPAEDIAS:

GENERAL:

- 1 Encyclopedia Americana, Scholastic Library Publishing. 30 vols.
- 2 Encyclopedia Britannica, Chicago: Encyclopaedia Britannica Inc. Latest ed.
- 3 World Book Encyclopedia Chicago: World Book. 22 vols.

SUBJECT:

1. Encyclopaedia of Library and Information Science, New York: Marcel Dekker.
2. International Encyclopaedia of the Social and behavioral Sciences, N.Y. : The McMillan and The Free Press, 18 vols.
3. McGraw-Hill Encyclopaedia of Science and Technology. N.Y., McGraw-Hill.
4. World Encyclopaedia of Library and Information Services. 3rd ed. Chicago: American Library Association, 1993.

BIOGRAPHICAL DICTIONARIES:

1. Dictionary of American Biography, N.Y. Charles Scribner's, 1928. 37 Vols.
2. Dictionary of National Biography, edited by S.P. Sen. Calcutta: Institute of Historical Studies, 1972-74, 4 vols.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

3. India Who's Who. New Delhi: INFA Publications.
4. Oxford Dictionary of National Biography. London: Oxford University.
5. The International Who's Who. London: Europa.

GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:

1. The Columbia Gazetteer of the World, N.Y.: Columbia University Press; Revised & enlarged edition (June 23, 2008).
2. The Gazetteer of India. New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India, 1978.
3. The Times Comprehensive Atlas of the World, London: Times Books.

YEAR BOOKS:

1. Commonwealth Universities yearbook. London: Association of Commonwealth Universities.
2. India: A Reference Annual New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India.
3. Library and Book Trade Almanac. (formerly Bowker Annual Library and Book Trade Almanac) Medford (NJ): Information today inc.
4. The Europa World of Learning.
5. The Europa World Yearbook.
6. The Statesman's Yearbook, Palgrave Macmillan.
7. The world Almanac and Book of facts. US: world Almanac Books.
8. Universities Handbook. New Delhi: AIU. Latest edition.
9. Whitaker's Almanac.

NEWS DIGESTS:

1. Asia news digest: A Weekly Record on Governance, Economy, Development, Human Rights, and Environment, New Delhi : Asian News Chroniclers? Keesing Ask News Digest.
2. Keesing's Record of World Events (Formerly Keesing's Contemporary Archives) 1931- Longman Group, UK.

STATISTICAL SOURCES:

1. Census of India.
2. Statistical Abstracts of Punjab. Department of planning, Govt. of Punjab.
3. United Nations Statistical Yearbook.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER - II)**

BIBLIOGRAPHIES:

1. Books in Print: A World List of Books in English Language. R.R. Bowker.
2. British National Bibliography (BNB). Boston Spa: British Library National Bibliographical Service, 1950.
3. Cumulative Book Index: A World List of Books in English Language. N.Y.: H.W. Wilson, 1933.
4. Indian Books in Print. New Delhi: Indian bibliographies Bureau.
5. Indian National Bibliography (INB). Calcutta: Central Reference Library.
6. Ulrich's Periodicals Directory: A Classified Guide To Current Periodicals, Foreign and Domestic.
7. Whitaker Books in Print. London; Whitaker, 1967(Annual).

UNION CATALOGUES:

1. National Union Catalogue of Scientific Periodical in India (NISCAIR), Print form and database.
2. Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).
3. Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC).

INDEXING And ABSTRACTING SERVICES:

1. Guide to Indian Periodical Literature. Gurgaon: Indian Documentation Services, (Quarterly).
2. Library Literature and Information Science, H.W. Wilson Company
3. Reader's Guide to Periodical Literature. N.Y: H.W. Wilson, 1990.
4. Dissertation Abstracts International. Print form and database.
5. Library and Information Science Abstracts (LISA).