

**Controller of Examinations**  
**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA**  
Sambalpur (Odisha), PIN- 768 019



**PHONE and Fax:0663-2430806**  
**e-mail: [coesuniv@gmail.com](mailto:coesuniv@gmail.com)**

**Urgent**

**( Both by post and by e- mail)**

No. 8179 / Acd.-I

Dated: 02-11-16

To

***The Principals,***

(All the Affiliated Colleges under Sambalpur University having  
Three Year Degree Courses excluding Autonomous Colleges.)

**Sub: Syllabus & Implementation of CBCS pattern Arts/Science/Commerce (Pass and  
Hons.) from the Academic Session 2016-17.**

**Ref :- This office letter No 5314/ Acd.-I dated 21.7.16 and letter No. 5970/Acd.-I  
dated 8.8.16.**

Sir,

In continuation to the letters and the subject cited above, I am directed to intimate you that the Vice- Chancellor has been pleased to approve the syllabus for Courses / papers related to ***Library & Inf. Science*** for CBCS + 3 courses degree B.A. (Both Pass & Hons. ) examinations under 6 (15) of O.U. Act -1989 giving it effect from the Academic Session, 2016-17. The detail Courses of Studies is enclosed herewith for your reference and necessary action.

**This may kindly be noted that it is the final syllabus for *Library & Inf. Science* subject/ papers under CBCS pattern. It may be made available to teachers and students concerned. Further you are requested to ensure teaching of the courses in your colleges accordingly.**

**Any error and omission etc. may kindly be intimated to this office.**

. Any queries on the matter may be made through e-mail: [coesuniv@gmail.com](mailto:coesuniv@gmail.com).

Thanking you,

Yours faithfully,

Encl: *As above*

*P.K. W.*  
*02/11/16*  
**Controller of Examinations**

**P.T.O.**

Memo No. 8/80 /Acad.-I(BOS),

dtd. 02-11-16

**Copy forwarded with enclosure for information and necessary action to:**

1. The Chairman, Post Graduate Council, Sambalpur University.
2. The H.O.D., P.G. Department of *Library & Inf. Science*, Sambalpur University.
3. The Director, College Development Council, Sambalpur University.
4. The Director, Directorate of Distance and Continuing Education, Sambalpur University.
5. The Co-ordinator, Private Examination Cell, Sambalpur University.
6. Asst. Registrar (Examination), Sambalpur University.
7. Programmer, University Computer Unit, Sambalpur University.
8. Asst. Controller of Examinations, Sambalpur University.
9. Section Officer / Assistant –in- Charge, *e – Governance Cell*, Sambalpur University with request to provide all the materials in the official web- site accordingly. ( as + 3 cbcs- syllabus – *Library & Inf. Science –Final*)
10. Section Officers, Computer Unit, E.G.-I, EG-II, E.C-I, EC-II, EC-VI Sections.
11. Five spare Copies for Academic-I Sections with enclosure.

Memo No. 8/81 /Acad.-I(BOS),

*f.k.w*  
*02/11/16*  
Controller of Examinations  
*Blaik*  
dtd. 02-11-16

**Copy forwarded without enclosure for information and necessary action to:**

1. *The Dy. Director, e – Governance Cell*, Sambalpur University with request for needful to provide all the materials in the official web- site accordingly .
2. P.A. to the Vice- Chancellor, Sambalpur University.
3. P.A. to the Registrar, Sambalpur University.
4. P.A. to the Controller of Examinations, Sambalpur University.

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Controller of Examinations  
*Blaik*

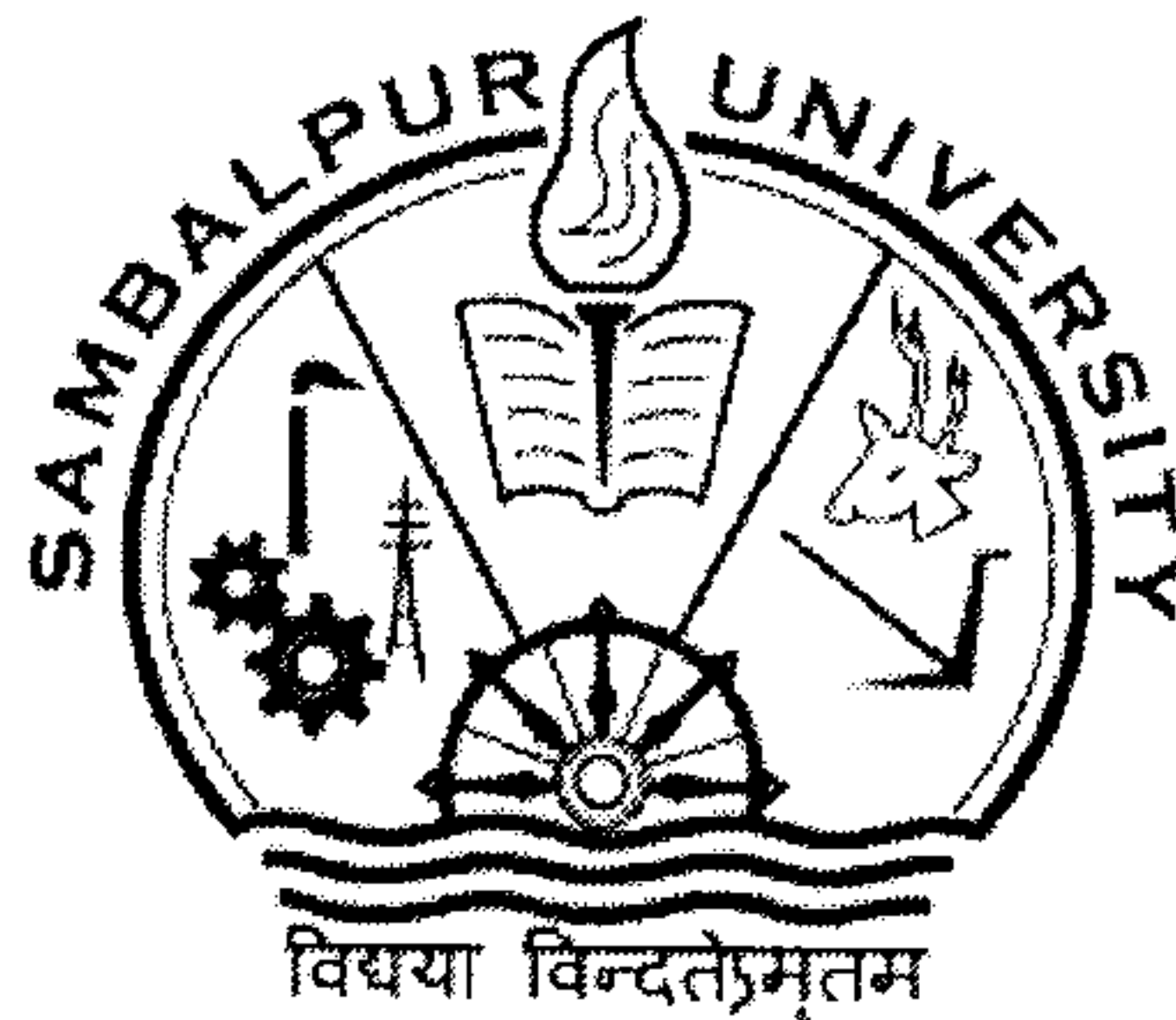
Appendix - 1  
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**SYLLABUS FOR**  
**+3 ARTS (HONOURS AND PASS)**  
**SUBJECT: LIBRARY & INFORMATION**  
**SCIENCE**

**WITH**

**CHOICE BASED CREDIT SYSTEM**

**2016-2019**



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**P. G. DEPARTMENT OF LIBRARY & INFORMATION  
SCIENCE**

**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA-768019**  
Website: <http://www.suniv.ac.in>

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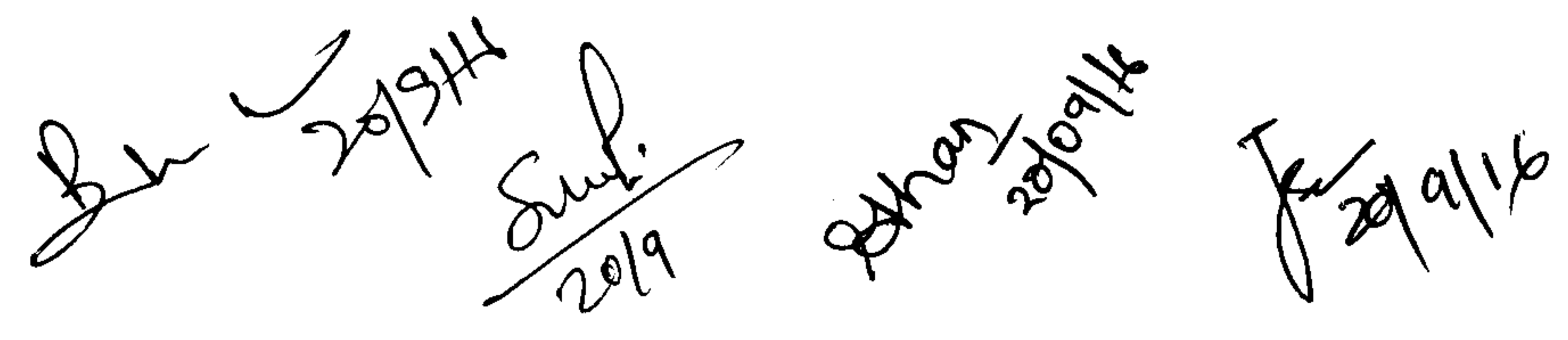
**HONOURS COURSES**  
**SUBJECT: LIBRARY AND INFORMATION SCIENCE**

**DISCIPLINE SPECIFIC CORE (14 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
DSC-H-LIB-1	FIRST	Foundation of Library & Information Science	5	1	6	
DSC-H-LIB-2		Library Systems	5	1	6	
DSC-H-LIB-3	SECOND	Information Sources	5	1	6	
DSC-H-LIB-4		Information Services	5	1	6	
DSC-H-LIB-5	THIRD	Knowledge Organization (Classification)	4	2	6	
DSC-H-LIB-6		Knowledge Organization (Cataloguing)	4	2	6	
DSC-H-LIB-7		Library Development in India	5	1	6	
DSC-H-LIB-8	FOURTH	Computer Fundamentals	4	2	6	
DSC-H-LIB-9		Library Automation	4	2	6	
DSC-H-LIB-10		Internet & the World Wide Web	4	2	6	
DSC-H-LIB-11	FIFTH	Management of Libraries & Information Centres	5	1	6	
DSC-H-LIB-12		Library House Keeping Operations	4	2	6	
DSC-H-LIB-13	SIXTH	Library Documentation	4	2	6	
DSC-H-LIB-14		Library Extension and Public Relation	5	1	6	

**DISCIPLINE SPECIFIC ELECTIVE (4 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
DSE-H-LIB-1	FIFTH	Preservation of Library Resources	5	1	6	
DSE-H-LIB-2		Library Users and Information Need	5	1	6	
DSE-H-LIB-3	SIXTH	Digital Library	4	2	6	
DSE-H-LIB-4		Web based Information Resources	4	2	6	


  
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**GENERIC ELECTIVE (4 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
GE-LIB-1	FIRST	Libraries in Information Society	5	1	6	
GE-LIB-2	SECOND	Community Information System	5	1	6	
GE-LIB-3	THIRD	Library Laws/Acts/Legislations	5	1	6	
GE-LIB-4	FOURTH	Searching WWW	4	2	6	

**SKILL ENHANCEMENT COURSES-LIST-A (Any 1 Paper)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
SEC-LIB-1	THIRD	Tourism and Travel Management	5	1	6	
SEC-LIB-2	THIRD	Information Technology	4	2	6	

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# FIRST SEMESTER

## PAPER- DSC-H-LIB-1: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

### UNIT-1 LIBRARY AS A SOCIAL INSTITUTION

- Role of Libraries in Modern Society
- Role of Library in Formal and Informal Education
- Libraries as Preserver of Cultural Heritage

### UNIT-2 LAWS OF LIBRARY SCIENCE

- Five Laws of Library Science
- Implications of Five Laws in Library activities
- Interpretation of Five Laws in changing society

### UNIT-3 LIBRARY AND INFORMATION PROFESSION

- Librarianship as a Profession and Professional Ethics of librarianship
- Library Associations: Need and functions
- Library Associations in India: Indian Library Association (ILA) and Indian Association of Special Libraries and Information Centres (IASLIC)

### *Suggested Readings*

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1995. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

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## SECOND SEMESTER

### PAPER- DSC-H-LIB-3: INFORMATION SOURCES

#### UNIT-1: DOCUMENTARY SOURCES OF INFORMATION

- Information Sources: Concept, Need and Functions
- *Primary Sources of Information*: Periodicals, Conference proceedings, Patents, Standards, Theses/ Dissertations, Trade Literature, Handbooks and Manuals.
- *Secondary Sources of Information*: Text Books, Indexing and Abstracting Periodicals, News Digests, Statistics, etc.
- *Tertiary Sources of Information* : Directories, Bibliography of Bibliographies, Union Catalogues

#### UNIT-2: REFERENCE SOURCES AND THEIR EVALUATION

- Reference Sources: Concept, Need, and Features
- Reference Sources: Dictionaries, Encyclopedia, Bibliography, Maps, Atlases, Guidebooks, Gazetteers: Features, Functions
- Evaluation of Reference Sources: Need and Criteria

#### UNIT-3 NON DOCUMENTARY AND ELECTRONIC INFORMATION SOURCES

- Human Sources: Subject Experts, Information Specialists, Knowledge Managers
- Institutional Information sources: Documentation Centres, Data Banks, R & D institutions
- Electronic information sources: E-Journals, E-books, Web sites, Information Gateways

#### *Suggested Readings*

Sharma, Jagdish Saran, Reference service and sources of information, New Delhi, ESS ESS Publication. (1987)

Seetharama, S.(1997), Information Consolidation& repackaging , New Delhi , ESS ESS Publication.

Singh, Gurudev. Information Sources, Services and Systems, PHI Learning Pvt.Ltd. 2013

Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 5th Ed., New York: McGraw Hill, 1987

Kawatra, P. S. 1984. Fundamentals of Documentation. New Delhi: Advent Books

Ranganathan, S.R. (1991), Reference service, Bangalore, SaradaRanganathanendowment

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PAPER- DSC-H-LIB-4: INFORMATION SERVICES

UNIT-1: INTRODUCTION TO INFORMATION SERVICE

- Information Services: Concept, Definition, Need
- Types of Information Service provided by Public, Academic and Special Libraries
- Information Service vis-à-vis Reference service

UNIT-2: INFORMATION SERVICES

- Current awareness service (CAS), Sélective Dissémination of Information (SDI), Document Delivery Service (DDS), Reprographic and Translation services.
- Abstract and Abstracting Services : Meaning, Types, Use and Parts of an Abstract
- Index and Indexing Services : Meaning, Types, Use and Parts of an Index

UNIT-3: INFORMATION SERVICES

- Current awareness service (CAS), Sélective Dissémination of Information (SDI), Document Delivery Service (DDS), Reprographic and Translation services.
- Abstract and Abstracting Services : Meaning, Types, Use and Parts of an Abstract
- Index and Indexing Services : Meaning, Types, Use and Parts of an Index

UNIT-3: REFERENCE SERVICES

- Reference service: Concept, Definition, need
- Types of Reference Service: Short Range and Long Range reference services
- Reference service vs. Referral Service
- Trends of Reference service in Digital Age

*Suggested Readings*

1. Krishan Kumar. Reference service. 3rd Rev. Ed., New Delhi: Vikas, 1996.
2. Guha, B. (1983) Documentation & information Services, Calcutta, World press.
3. Ranganathan, S.R. (1991), Reference service, Bangalore, SaradaRanganathanendowment.
4. Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 5th Ed., New York: McGraw Hill, 1987.
5. FOSKETT (D J). Information service in libraries. Ed.2. 1967.
6. Sunitha Asija(1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.

# THIRD SEMESTER

## PAPER- DSC-H-LIB-5: KNOWLEDGE ORGANIZATION (CLASSIFICATION)

### UNIT-1: CONCEPT OF LIBRARY CLASSIFICATION

- Concept of Library Classification: Definition, Need, Purpose and Functions, Knowledge Classification vrs Book Classification
- Species of Library Classification: Enumerative and Faceted Systems: features, merits and limitations
- Introduction to Major Classification Schemes: Dewey Decimal Classification (DDC), Universal Decimal Classification Scheme (UDC) and Colon Classification (CC)

### UNIT-2: THOERIES OF LIBRARY CLASSIFICATION

- Fundamental Categories [P, M, E, S, &T] in CC and its role in Colon Classification, Common Isolates-definition, origin, and their types in DDC, UDC and CC.
- Canons of Classification, Postulates, Principles of Helpful Sequence
- Facet analysis and Phase Analysis

### UNIT-3: NOTATIONAL SYSTEMS

- Definition, Need, Purpose, functions and Qualities of Notation
- Types of Notational Systems: Pure & Mixed, Hierarchical & Non-hierarchical, Faceted & Non-faceted, Canons of Notation
- Call Number: Class Number, Book Number and Collection Number

### PRACTICAL COMPONENTS

#### Classification of Books (According to DDC 19<sup>th</sup> Edition)

- Introduction, Structure and Organization of DDC
- Steps in Classification in DDC
- Classification of Simple Subjects
- Classification of Documents using Tables
- Classification of Complex titles using add instructions

#### *Suggested Readings*

Krishan Kumar. 2008. Theory of Classification. Delhi: Vikas Publishing House.  
 Satija, M.P. 1989. Colon Classification: A Practical Introduction. 7th Ed., New Delhi: Ess Ess  
 Satija, M.P. 2007. The Theory and Practice of the Dewey Decimal Classification System. Oxford: Chandos Publishing.  
 Hussian, Shabahat. 2004. Library Classification: Facets and Analyses. Delhi: B. R. Publishing.  
 Rowley, J.F. Organising Knowledge: An Introduction to Information Retrieval. Aldershot: Gower, 1987.  
 Ranganathan, S. R. Colon Classification, 6<sup>th</sup> ed. Bangalore: Sarada Ranganathan Endowment for Library science  
 Foskett, A.C.1990. Subject Approach to Information. 5th Ed., London: Clive Bingley.

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**PAPER- DSC-H-LIB-6: KNOWLEDGE ORGANIZATION (CATALOGUING)**

**UNIT-1: BASICS OF LIBRARY CATALOGUING**

- Library Catalogue-Definition, Purpose and Functions
- Types of Catalogue-Dictionary and Classified
- Kinds of Entries-Main and Added Entries

**UNIT-2: STANDARD CODES OF CATALOGUING & SUBJECT CATALOGUING**

- Features of Classified Catalogue Code
- Features of AACR-II (Revised Edition)
- Principles of Subject Cataloguing

**UNIT-3: CURRENT TRENDS IN CATALOGUING & STANDARDISATION**

- Features of Online Public Access Catalogue (OPAC)
- ISBDS
- ISO-2709

**PRACTICAL COMPONENT**

Cataloguing of document using AACR-II Revised Edition

- Personal Author
- Joint Authors
- Pseudonyms
- Corporate Bodies

***Suggested Readings***

Chan, LoisMai. 1993. *Cataloguing and Classification: An Introduction*. 2<sup>nd</sup> Edition, New York: McGraw Hill.

Foskett, A.C. 1990. *Subject Approach to Information*. 5th Ed., London: Clive Bingley.

Krishan, Gopal. 2000. *Library online Cataloguing in Digital Way*. Delhi: Author Press.

Kumar, Krishan. 1995. *An Introduction to AACR 2*. 3rd Ed., New Delhi: Vikas.

Ranganathan, S.R. 1964. *Classified Catalogue Code*. 5th Ed., Bombay: Asia.

Satija, M.P. 2000. *Sears List of Subject Headings: A Practical Introduction for Indian Students*, New Delhi: Concept.

Kumar, Girja. And Kumar, Krishan. 1986. *Theory of Cataloguing*. 5th Ed., New Delhi: Vikas.

Hunter, E.J. and Bakewell, K.G.B. 1989. *Advanced Cataloguing*. London: Clive Bingley.

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**PAPER- DSC-H-LIB-7: LIBRARY DEVELOPMENT IN INDIA**

**UNIT-1: HISTORICAL PERSPECTIVES**

- Libraries in Ancient India
- Libraries in Medieval India
- Libraries in Modern India

**UNIT-2: PLANNING ENDEAVOURS FOR LIBRARIES**

- Development of libraries under different Five Year Plans
- Role of Education Commission for growth of libraries
- Role of UGC Library Committees for growth of libraries

**UNIT-3: LIBRARY SYSTEMS, EDUCATION AND ASSOCIATIONS IN ODISHA**

- Present trends in development of libraries in Odisha
- Current scenario of LIS Education in Odisha
- Role of LIS Associations in Odisha

***Suggested Readings***

India. Ministry of Education and Youth Affairs. (1959). Report of Advisory Committee for Libraries, Manager of Publications: Delhi.

India. Ministry of Human Resource Development Department of Culture (1986). National Policy on Library and Information System - A Presentation. New Delhi.

Planning Commission (1966). Report of the Working Group on Libraries, New Delhi.

Planning Commission (1984). Report of the Working Group on Modernisation of Libraries and Informatics for the Seventh Five Year Plan 1985-90, New Delhi.

Rajagopalan, T.S. (1988). Year's Work in Indian Librarianship, Indian Library Association: Delhi.

Report of the Working Group of the Planning Commission on Libraries and Informatics for the Eighth Five Year Plan 1990-95. (1989). New Delhi, Department of Culture.

Report of the Working Group of the Planning Commission on Libraries and Informatics for the Ninth Five Year Plan 1997 -2002. (1996). New Delhi, Department of Culture.

University Grants Commission (1959). University and College Libraries, Containing the Report of the Library Committee of the UGC and the Proceedings of the Seminar on From Publisher to Reader held on March 4-7, 1957, UGC: New Delhi

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# FOURTH SEMESTER

## PAPER- DSC-H-LIB-8: COMPUTER FUNDAMENTALS

### UNIT-1: BASICS OF COMPUTER HARDWARE

- Introduction to Computers: Characteristics, Generations and Basic Architecture
- Types of Computers: Super computers, mainframes, mini and microcomputers
- Computer Hardware: Input, Output & Storage devices

### UNIT-2: BASICS OF COMPUTER SOFTWARE

- Software: System software and application software (Basics only).
- Operating Systems: Definitions and functions, types, Basic features of MS-DOS, Windows-2007 and Linux
- Programming Languages: Types and functions

### UNIT-3: APPLICATION SOFTWARE

- Word-Processing Software: MS-Word: Creating, editing and searching information in a document.
- Spread Sheet Software: MS Excel
- Database Management Software: MS-ACCESS

### *Essential Readings*

1. Rajaramanna, V (1990), Fundamentals of computer, New Delhi, Willey Eastern
2. Jaiswal, S.(2000), Information Technology Today, New Delhi, Galgotia publication.
3. Basandra. Suresh K.(1999), Computers today, New Delhi , Galgotia Publication.
4. Mahapatra, M. & Ramesh, D.B., Ed.(2004), Information technology application in libraries: A text book for Beginners, Bhubaneswar , Reprint.
5. Satyanarayan, R.(1996), Information technology & its facets , New Delhi, Mammals publication

### **Lab work/ Practical**

1. Operating System- Windows
2. application software: MS-Word, MS-Excel and MS-PowerPoint
3. Database management system: MS-Access

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**PAPER- DSC-H-LIB-9: LIBRARY AUTOMATION**

**UNIT-1: CONCEPT OF LIBRARY AUTOMATION**

- Definition, Need, Purpose and Advantages
- Use of computer in Housekeeping operations: Acquisition, Cataloguing (OAPC), Circulation and Serial Control
- Computerized library services: CAS, SDI, Generation of reports, alerts, bibliographic services, etc.

**UNIT-2: LIBRARY SOFTWARE PACKAGES**

- Library Automation Software: Evolution & General Functions
- Library Automation Software: types and their features
- Criteria for evaluation of Library Automation software

**UNIT-3: PLANNING FOR LIBRARY AUTOMATION**

- Steps in Automation Process: Planning, Identifying goals, feasibility study
- Hardware and Software requirements for Library Automation
- Selection and implementation of Library Automation Software

***Essential Readings***

1. Satyanarayana, N. R. A Manual of Computerization of Libraries. New Delhi: Viswa Prakashan, 1995.
2. Chudhury, G. G. Modern Information Retrieval.
3. Aswal, R.S. : CDS/ISIS for windows. New Delhi, Ess Ess, 2003.
4. Haravu, L.J. : Library automation : design, principles and practice. New Delhi, Allied, 2004.
5. Dwivedi, S C. Digital Library". 2001; Shree Publications
6. Tiwari, Purusottam. "Digital Library". 2006; New Delhi; APH Publishers

***Suggested Readings***

1. William Saffady. Itroduction to Automation for Librarians. ALA. 1999.
2. Lesk, Michael. "Understanding Digital Libraries". 2004; Morgran Kauffman Press.

**Labwork/Practical**

- Creation of Bibliographic Database using Winisis
- Library Automation software- E-Granthalaya or SOUL or LIBSYS or KOHA (Any one)

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**PAPER- DSC-H-LIB-10: INTERNET AND WORLD WIDE WEB**

**UNIT-1: BASICS OF INTERNET**

- Internet: Concept of Internet, features and work process
- Basic components to access internet
- Basic Web Terminologies: TCP/IP, DNS, and URL

**UNIT-2: WORLD WIDE WEB**

- History and Development of world wide web
- Basic components of world wide web
- Web Browser: Concept, features and Functions
- Features and functions of Internet explorer, Mozilla Firefox, Google chrome
- Internet vs Web

**UNIT-3: APPLICATION OF INTERNET AND WWW**

- Information communication and Sharing
- Online Education and training
- E-Commerce
- Online Publishing

**PRACTICAL COMPONENT**

- Exploring features and functions of web browser-Internet explorer, Google Chrome
- Exploring Online Education and training sites
- Exploring E-Commerce

***Suggested Readings***

WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet.2000. Library Association, London.  
 Bell, Suzanne S. Librarian's Guide to Online Searching, 3<sup>rd</sup> ed. 2012, Publisher: Libraries Unlimited  
 Nair, Raman R. Internet for Information Services.

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## FIFTH SEMESTER

### PAPER- DSC-H-LIB-11: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

#### UNIT-1: BASICS OF MANAGEMENT

- Concept, Scope and Functions of Management
- Management Styles, Approaches & Schools of Thought
- Principles of Management: General Principles (POSDCORB) and Scientific Management

#### UNIT-2: HUMAN RESOURCE MANAGEMENT

- Concept and Scope of HRM
- Recruitment Procedures, Training & Development
- Performance Appraisal

#### UNIT-3: FINANCIAL MANAGEMENT

- Principles of Financial Management
- Sources of Funds
- Financial Estimation
- Budget and Budgetary Methods

#### ***Suggested Readings***

- Corbett, Edmund V.1979. *Fundamentals of Library Organization and Administration: A Practical Guide*. New Delhi: Oxford Publications.
- Corbett, Edmund V.1979. *Fundamentals of Library Organization and Administration: A Practical Guide*. New Delhi: Oxford.
- Kumar, Krishan.1993. *Library Administration and Management*. New Delhi: Vikas.
- Kumar, P. S. G.2003. *Management of Library and Information Centres*. Delhi. B. R. Publishing Corp.
- Lock, R. N. 1973. *Library Administration. 3rd Ed., London: Crossby Lockwood Staples*.
- Mittal, R.L .1984. *Library Administration: Theory and Practice*. 4th Ed., Delhi: Metropolitan.
- Narayana, G.J.1991. *Library and Information Management*. New Delhi: Prentice Hall.
- Ranganathan, S.R .1989. *Library Administration*. 2nd Ed., Bangalore: Sarda Ranganathan Endowment for Library Science.
- Thompson, James.1979. *Introduction to University Library Administration*. 3rd Ed., London: Clive Bingley.

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**PAPER- DSC-H-LIB-12: LIBRARY HOUSE KEEPING OPERATIONS**

**UNIT-1: BASICS OF LIBRARY HOUSE KEEPING OPERATIONS**

- Different Sections of the Library and their Functions
- Selection Principles of Library Resources: Drury, Dewey and Ranganathan's principles
- Different Types of Selection Tools :Print and Non-Print Materials

**UNIT-2: ACQUISITION PROCEDURE**

- Document Selection
- Document Procurement: Means of Procurement
- Document Accessioning

**UNIT-3: TECHNICAL PROCESSING, CIRCULATION AND RECORD KEEPING**

- Technical Processing of Documents: Classification and Cataloguing
- Physical Processing of Documents
- Circulation control: Charging Systems, Interlibrary Lending
- Library Records and Their Maintenance

***Suggested Readings***

- Corbett, Edmund V.1979. *Fundamentals of Library Organization and Administration: A Practical Guide*. New Delhi: Oxford Publications.
- Corbett, Edmund V.1979. *Fundamentals of Library Organization and Administration: A Practical Guide*. New Delhi: Oxford.
- Kumar, Krishan.1993. *Library Administration and Management*. New Delhi: Vikas.
- Kumar, P. S. G.2003. *Management of Library and Information Centres*. Delhi. B. R. Publishing Corp.
- Lock, R. N. 1973.*Library Administration. 3rd Ed., London: Crosby Lockwood Staples.*
- Mittal , R.L .1984. *Library Administration: Theory and Practice*. 4th Ed., Delhi: Metropolitan.
- Narayana , G.J.1991. *Library and Information Management*. New Delhi: Prentice Hall.
- Ranganathan, S.R .1989. *Library Administration*. 2nd Ed., Bangalore: Sarda Ranganathan Endowment for Library Science.
- Thompson,James.1979. *Introduction to University Library Administration*. 3rd Ed.,London: Clive Bingley.

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## SIXTH SEMESTER

### PAPER- DSC-H-LIB-13: LIBRARY DOCUMENTATION

#### UNIT-1: INTRODUCTION TO DOCUMENTATION

- Documentation: Concept, Definition, Need
- Introduction to active documentation activities: Abstracting, Indexing, Translations, Current awareness products, SDI services, Reviews, Bibliographies
- Introduction to passive documentation activities: Literature search and preparation of reading lists, Reprographic services

#### UNIT-2: DOCUMENTATION ACTIVITIES IN LIBRARY

- Indexing : Indexing Languages , Methods of preparation of Index
- Examples of Indexing services : Index Medicus, Compendex
- Abstracting : Abstracting Techniques, Stages of Abstracting, Anatomy of a typical abstract
- Examples of Abstracting services : Chemical Abstract, Biological Abstract, Indian Science abstract

#### UNIT-3: COMPUTERISED DOCUMENTATION AND DOCUMENTATION CENTRES

- Computerised documentation : Concept and importance
- Computer aided abstracting
- Computer aided indexing
- Machine translations
- Documentation Centres- NISCAIR, NASSDOC, NISSAT

#### PRACTICAL COMPONENTS

##### Compilations of

- Bibliography on a subject (20 Records in APA style of citation)
- Creation of Index (Keyword Index of any 10 papers with 5 keywords each)
- Creation of Abstract (Indicative abstract of about 120-150 words of 10 titles)

##### *Suggested Readings*

- Krishan Kumar. Reference service. 3rd Rev. Ed., New Delhi: Vikas, 1996.
- Guha, B. (1983) Documentation & information Services, Calcutta, World press.
- Ranganathan, S.R. (1991), Reference service, Bangalore, SaradaRanganathanendowment.
- Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 5th Ed., New York: McGraw Hill, 1987.
- Sunitha Asija(1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
- Neelameghan A. and Prasad, K.N. Eds. (2005).Information systems and services in India. Bangalore: SRELS.

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**PAPER- DSC-H-LIB-14: LIBRARY EXTENSION AND PUBLIC RELATION**

**UNIT-1: LIBRARY EXTENSION SERVICE**

- Definition of Library Extension Service
- Objectives of Library Extension Service
- Pre-requisites of Library Extension
- Library outreach activities

**UNIT-2: FORMS OF LIBRARY EXTENSION SERVICE**

- Library Orientation/Library Tour
- Reading Circle/Study Circle
- Celebration of important events
- Public Lectures and Talks
- Book Fair and Exhibition
- Book Mobile Service
- Library Publications

**UNIT-3: PUBLIC RELATION**

- Definition
- Objectives
- Pre-requisites
- PR Programmes

**TUTORIAL COMPONENTS**

The students will be demonstrated how to plan library extension services for specific target groups by a library- Public, Academic and Special. They will be taught about the development various tools for library extension such as- videos, presentations, print materials, etc.

***Suggested Readings***

Jolliffe, Harold. 1968. Public Library Extension Activities. CILIP. London. ISBN 10: 0853653305 / ISBN 13: 9780853653301

McColvin, Lionel R. 1949. Public Library Extension. UNESCO. Paris [Online] Available at <http://unesdoc.unesco.org/images/0005/000538/053876eo.pdf>

JUDITH I. BOYCE AND BERTR. BOYCE. Library Outreach Programs in Rural Areas. [Online] Available at [https://www.ideals.illinois.edu/bitstream/handle/2142/8010/librarytrendsv44i1i\\_opt.pdf?sequence=1](https://www.ideals.illinois.edu/bitstream/handle/2142/8010/librarytrendsv44i1i_opt.pdf?sequence=1)

Khanna, J. K. 1984. Fundamentals of Library Organisation. Ess Ess. New Delhi. ISBN: 81-7000-178-1

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# FIFTH SEMESTER

## DISCIPLINE SPECIFIC ELECTIVE

### PAPER- DSE-H-LIB-1: PRESERVATION OF LIBRARY RESOURCES

#### UNIT-1: BASIC CONCEPT OF PRESERVATION

- Preservation: Concept, Need & History
- Importance of Preservation of Library Resources
- Professional Responsibilities of Librarians

#### UNIT-2: FACTORS OF DETERIORATION OF LIBRARY MATERIALS

- Environmental Factors – Temperature, Humidity, Light and Dust
- Biological Factors – Fungi and Insects
- Human Factors of Deterioration

#### UNIT-3: PREVENTIVE MEASURES: STRATEGIES AND METHODS

- Preventive Measures for Environmental Factors
- Preventive Measures for Biological Factors
- Care and Handling of Library Resources

#### *Suggested Readings*

Chakrabarti, B.and Mahapatra, P.K. 1991. Library Collection: Selection and Preservation, Calcutta: Word Press.

Chunha, G.D.M 1971. Conservation of Library Materials. 2<sup>nd</sup> ed. Metuchen: Scare crow press.

Greenfield, N.J. Jane 1983. Books: Their Care and Repair. New York: Wilson.

Kathpaila. Y.P. 1973. Conservation and Restoration of Archival Materials. Paris: UNESCO.

Winger, H.W. 1970. Deterioration and Preservation of Library Materials. Chicago: University of Chicago Press.

Chopra, H.S. 1995 Library Conservation. New Delhi: Commonwealth Publishers

Harvey Ross. Preservation in Libraries: Principles, Strategies and Practices for Librarians. London: R. Bowker.

Morrow, Carolyn Clark. 1983 The Preservation Challenges: A guide to conserving Library Materials. Knowledge Industry Publication.

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**PAPER- DSE-H-LIB-2: LIBRARY USERS AND INFORMATION NEED**

**UNIT-1: INFORMATION USERS AND THEIR NEEDS**

- Categories of Information Users
- Types of information need and Assessment
- Information Seeking Behaviour: The Concept

**UNIT-2: METHODS AND TECHNIQUES OF USER STUDIES**

- User Study: Its Need, and Types
- Methods and Techniques of Planning User Studies
- Evaluation of User Studies

**UNIT-3: USER EDUCATION & INFORMATION LITERACY**

- Goals and Objectives of User Education Programme
- Information Literacy: Meaning and Concept
- Salient Features of Information Literacy

***Suggested Readings***

- DEVARANJAN (G). "User's, Approach to information in libraries". 1989; New Delhi ; EssEsspublication
- KUMAR ( PSG) "Library and users theory and practice" 2004; Delhi ; B.R .Corporation
- LALOO(BT). "Information need, information seeking behavior and users". 2002; New Delhi; EssEss publication
- PRASAD (H N). " Information needs and users". 1992; Baranasi; Indian Bibliographic center.
- RANAIAH(L S) .et .al .Information and Society". 1997; New Delhi ; EssEss publication.

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## SIXTH SEMESTER

### PAPER- DSE-H-LIB-3: DIGITAL LIBRARY

#### UNIT-1: BASICS OF DIGITAL LIBRARY

- Digital Library- Definition, Purpose, functions
- Traditional Library Vrs Digital Library
- Components of Digital Library
- Major Digital Library initiatives in India

#### UNIT-2: COLLECTION DEVELOPMENT IN DIGITAL LIBRARY

- Different types of digital collection: Born-digital Materials – types, digitized materials and links to external materials.
- Digitization – Definition, process and work flow management- selection, conversion, organization, and access

#### UNIT-3: INFORMATION RETRIEVAL IN DIGITAL LIBRARY

- Browse, Search, User Interfaces
- Digital reference services
- Search Engines search techniques- Keyword, Boolean, Proximity, Truncation

#### *Suggested Readings*

Chowdhury, G G and Chowdhury, Sudatta (2003). Introduction to digital libraries. London : Facet.

Lesk, Michael. (2004). Understanding Digital Libraries. 2<sup>nd</sup> Edition. Morgan Kaufmann.

Cooper, Michael D.(1996). Design of Library Automation Systems: File Structures, Data Structures and Tools. New York: John Wiley.

Deegan, Marilyn & Tanner, Simon : (2002) Digital futures : strategies for the information age. London : Library Association.

Parekh, Harsha & Sen, Bharati (2001). Introduction to digitization – a librarian's guide. Mumbai : SHPT School of Library Science.

Rowley, Jennifer (1993). Computers for libraries. London : LA. 15 | P a g e Saffady, William (1994). Introduction to Automation for Librarians. Chicago: American Library Association. Sportack,

Sridevi, J. and Vijay Laxshmi (2004) Model of digital library. New Delhi : Shree.

Stern, David (ed.). (1999) Digital Libraries: Philosophies Technical Design Considerations and Example Scenarios. New York : Haworth.

T Ashok Babu [ et al ] (eds.). (2000). Vision of Future Library and Information Systems /. New Delhi : Viva Books

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**PAPER- DSE-H-LIB-4: WEB BASED INFORMATION RESOURCES**

**UNIT-1 WEB BASED INFORMATION RESOURCES IN GENERAL**

- E-resources on the Web: E-books, E-journals
- E-databases: Bibliographic, Full text, Numeric , Citation Searching
- Information gateways on Web
- Open access databases: DOAJ, DOAR

**UNIT-2 SUBJECT BASED WEB INFORMATION SOURCES**

- Web based Social Science Information
- Web based Information Sources in Health and Medicine
- Web Based Information Sources in Engineering

**UNIT-3 WEB INFORMATION SOURCES IN LIS**

- Online repository- RCLIS
- Abstracts: LISA, LISTA
- Infolibrarian

**WEB BASED INFORMATION RESOURCES -PRACTICAL**

Each student will be assigned to search following web resources in front of the examiner  
LISTA, Infolibrarian, E-Prints at RCLIS, DOAJ, DOAR, Repec

***Suggested Readings***

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## FIRST SEMSTER

### PAPER- GE-LIB-1: LIBRARIES IN INFORMATION SOCIETY

#### UNIT-1: LIBRARIES AS KNOWLEDGE CENTRES

- Historical perspectives of libraries in India
- Libraries as agents of social development: repositories of social and cultural heritage, eradication illiteracy, informal and continuous learning, community information centres
- National repository of intellectual resources

#### UNIT-2: ROLE OF LIBRARIES IN INFORMATION SOCIETY

- Information Society: Concept and features
- Role of libraries in information society: Acquisition, Organization, Processing, Storing and Dissemination of information
- Role of libraries as prescribed by National Knowledge Commission of India, National Mission on Libraries

#### UNIT-3: CURRENT TRENDS IN LIBRARIES

- Automated Libraries: Definition, features, functions and services, advantages over traditional libraries
- Digital Libraries: Concept, features, functions and services; Digital library initiatives in India
- Library Networks and consortia: Concept, features, functions and services, Library networks and consortia in India-INFLIBNET, UGC-INFONET, N-LIST, and INDEST

#### *Suggested Reading*

- BHATT(R K).Historyanddevelopmentoflibrariesin India.1995.MittalPublications,NewDelhi.
- CHAPMAN (EA)andLYNDEN (FC).Advancesinlibrarianship. 2000.AcademicPress, SanDiego.
- CHOWDHURY(G G),BURTON (PF)andMcMENEMY(D). Librarianship:the complete introduction. 2008.Neal-SchumanPublishers, NewYork.
- KHANNA(JK).Libraryandsociety.1995. ResearchPublication, Kurukshetra.
- MARTIN (W J). The informationsociety.1988. Aslib,London.
- National Knowledge Commission of India (NKC). Report. Available at [http://eprints.rclis.org/7462/1/National\\_Knowledge\\_Commission\\_Overview.pdf](http://eprints.rclis.org/7462/1/National_Knowledge_Commission_Overview.pdf)

#### *Websites for reference*

1. National Knowledge Commission: <http://knowledgecommission.gov.in/>
2. National Mission on Libraries: <http://www.nmlindia.nic.in/>
3. Information and Library Network (INFLIBNET): <http://www.inflibnet.ac.in/>
4. Ndian National Digital Library in Engineering Science & technology (INDEST) <http://www.inflibnet.ac.in/>
5. Developing Library Network (DELNET): <http://delnet.nic.in/>
6. Digital Library of India (DLI): <http://www.dli.ernet.in/>

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**SECOND SEMESTER**

**PAPER- GE-LIB-2: COMMUNITY INFORMATION SYSTEM**

**UNIT-1: COMMUNITY INFORMATION**

- Community Information: Concept, Nature, Users & their needs
- Survival Information and Citizen Action Information, Community of Place vs. Community of Interest
- Areas of Community Information: Health, Education, Employment, Agriculture, Village Industries, Transport, Sources of Finance, Daily necessities, Govt. Welfare Schemes, Consumer services and Utilisation of local resources etc.

**UNIT-2: COMMUNITY INFORMATION RESOURCES**

- Documentary resources, Institutional resources, Human resources, Cultural Heritage resources and Digital Resources
- Access to Community Information Resources: Media and Mechanisms
- Multilingual Community Information systems: Indian Script based interface, processing and retrieval

**UNIT-3: COMMUNITY INFORMATION SERVICES**

- Community Information Services: Definition, Need, Features and Objectives
- Providers of Community Information Services: Systems, Agencies and Institutions
- Library as Community Information Service Provider: Global and Indian scenario

***Suggested Readings***

- Mukhopadhyay, P. Digital Community Information System: A Framework for India. Lambert Academic Publishing, 2011
- Joan Begg, Margaret Mylrea. LOCOM Community Information System: Guidelines for Collecting, Processing and Retrieving Information in a Community Information Service, New South Wales, Council of Social Service, 1979
- Kamila, K., & Biswas, S.C. (2000). Public libraries as community information centers. Librarian (7): 3-10.
- M. Joseph Sirgy, Rhonda Phillips, D. Rahtz. Community Quality-of-Life Indicators: Best Cases V. Springer, 2011
- UNESCO (1972). UNESCO Public Library Manifesto. UNESCO Bulletin for Libraries 26 (3): 129-131.
- Toru Ishida, Community Computing and Support Systems: Social Interaction in Networked Communities. Springer, 1998
- Giggey, S. (1988). Rural community resources: A guide for developing countries. MacMillan: London, 11-12.

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### THIRD SEMESTER

#### PAPER- GE-LIB-3: LIBRARY LAWS, ACTS, AND LEGISLATIONS

##### UNIT-1: FUNDAMENTAL LAWS OF LIBRARY SCIENCE

- Five Fundamental Laws of Library Science
- Implications of the Laws of Library Science
- Wider Interpretation of the Laws of Library Science in Present Era

##### UNIT-2: LIBRARY ACTS AND POLICIES

- Delivery of Books (Public Libraries) Act-1954
- Indian Copyright Act-1957
- Right to Information Act-2005
- National Policy on Library and Information Science(NAPLIS)

##### UNIT-3: LEGISLATIONS FOR LIBRARIES AND LIBRARY LEGISLATION IN INDIAN STATES

- Objectives and Need for Library Legislation
- Components of Library Legislation
- Library Legislation in Indian States with Specific Reference to Odisha

##### *Suggested Readings*

- Khanna, J.K.1984. Fundamentals of Library Organization, Delhi,Ess EssPublications
- Khanna, J.K.1987. *Library & Society. Kurukshetra* : Research Publication.
- Ranganathan, S.R.1986. *Five Laws of Library Science*. 2nd Ed., Bangalore:Sarda Ranganathan Endowment for Library Science.
- Rout, R.K. (edr.)1986. *Library Legislation in India*. New Delhi: Reliance Publishing House.
- Sahai, Shrinath.1973. *Library and the Community*. New Delhi: Today and Tomorrow.
- Shera, J.H. 1972.*The Foundation of Education for Librarianship*. New York: Becker and Hayes.
- Shera, J.H. 1970.*Sociological Foundations of Librarianship*. Bombay: Asia Publishing House.

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**FOURTH SEMESTER**

**PAPER- GE-LIB-4: SEARCHING WWW**

**UNIT-1: BASIC SEARCH TECHNIQUES**

- Process of Searching on web
- Searching and Refining
- Basic Search Techniques: Key Word and Phrase, Boolean, Truncation, Limit Search Techniques

**UNIT-2: ONLINE SEARCH TOOLS**

- Search engines: Primary search engine, Meta search Engine, Subject Specific Search engine
- Information gateways
- Web Directories

**UNIT-3: SEARCH TOOLS AND TECHNIQUES IN GOOGLE**

- Working of Google
- Tools in Google: Google Scholar, Image search, Google Books, Google Drive
- Search Techniques in Google

**SEARCHING WORLD WIDE WEB- PRACTICAL**

Each student will be assigned to search and find specific information asked by the examiner from following Sources .

- Google,
- RePec,
- Yahoo

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**SKILL ENHANCEMENT COURSE**

*(Any 1 Paper)*

**SEC-LIB-1: TOURISM AND TRAVEL MANAGEMENT**

**SEC-LIB-2: INFORMATION TECHNOLOGY**

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**PASS COURSES**  
**SUBJECT: LIBRARY AND INFORMATION SCIENCE**

**DISCIPLINE SPECIFIC CORE (4 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
DSC-P-LIB-1	FIRST	Fundamentals of Library & Information Science	5	1		
DSC-P-LIB-1	SECOND	Organization of Knowledge Resources	4	2		
DSC-P-LIB-3	THIRD	Information Sources and Services	5	1		
DSC-P-LIB-4	FOURTH	Library Management	5	1		

**DISCIPLINE SPECIFIC ELECTIVE (2 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
DSE-P-LIB-1	FIFTH	Computer Application in Libraries	5	1	6	
DSE-P-LIB-2	SIXTH	Searching WWW	4	2	6	

**GENERIC ELECTIVE (2 PAPERS)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
GE-LIB-1	FIFTH	Libraries in Information Society	5	1	6	
GE-LIB-3	SIXTH	Library Laws/Acts/Legislations	5	1	6	

**SKILL ENHANCEMENT COURSES-LIST-A (Any 1 Paper)**

Course Number	Semester	Title of the Course	Credit		Total Credit	Marks
			Theory	Tutorial/ Practical		
SEC-LIB-1	THIRD	Tourism and Travel Management	5	1	6	
SEC-LIB-2	THIRD	Information Technology	4	2	6	

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# FIRST SEMESTER

## PAPER- DSC-P-LIB-1: FUNDAMENTALS OF LIBRARY & INFORMATION SCIENCE

- UNIT-1 LIBRARY AS A SOCIAL INSTITUTION
- Role of Libraries in Modern Society
  - Role of Library in Formal and Informal Education
  - Libraries as Preserver of Cultural Heritage
- UNIT-2 LAWS OF LIBRARY SCIENCE
- Five Laws of Library Science
  - Implications of Five Laws in Library activities
  - Interpretation of Five Laws in changing society
- UNIT-3 LIBRARY AND INFORMATION PROFESSION
- Librarianship as a Profession and Professional Ethics of librarianship
  - Library Associations: Need and functions
  - Library Associations in India: Indian Library Association (ILA) and Indian Association of Special Libraries and Information Centres (IASLIC)

### *Suggested Readings*

4. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
5. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
6. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1995. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

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