Vidyasagar University

Midnapore-721102, West Bengal

The SYLLABUS for

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

(B.Lib. I. Sc.)

Under Choice Based Credit System (CBCS)

(Semester Programme)



[w.e.f. 2022-23]

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Title and Commencement

The program shall be called the Bachelor of Library and Information Science (B Lib I Sc).This is a Post Graduate Degree Course of one year duration which is covered in two semesters. This syllabus shall come into force from the academic session 2022 - 2023.

Objectives of the Programme

The primary objective of the Bachelor of Library and Information Science (B Lib I Sc) program is to educate the students on foundation of librarianship to deal information and manage knowledge so that they could serve the society through their devotional services in libraries and information centres. However, specific objectives of the programme are as follows:

1 To enhance comprehensive knowledge and understanding on different aspects of Library and Information Science among the incumbents of librarianship and also among the students of other interdisciplinary subjects.

2 To build broad and balanced knowledge and understanding of fundamental concepts, principles and theories related to Library and Information Science.

3 To equip the students with necessary skills and techniques to execute library activities and to render required library and information services with the help of ICT.

4 To instill professional attitude, ethical and moral values to cater the information needs of the society.

5 To prepare skilled library professionals and skilled communicators.

6 To make executive and operational staffs for library and information Centers.

7 To nurture students for their further studies in Library and Information Science and in related areas and also to help them in developing a range of generic skills which will be helpful for their future endeavour.

Eligibility: Minimum honours graduate from any stream from any recognised university.

Intake capacity: Thirty seven (37). (Reservation will be provided as per State Government rules).

Academic calendar: As per the University Academic calendar.

Duration and Semester System: The duration of the programme leading to the Degree of Bachelor of Library and Information Science (B.Lib.I.Sc) shall be one academic year. A student must complete the programme within one year from the date of admission to the programme. The academic year shall be divided into two semesters.

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Programme Outcomes (PO)

The programme outcomes of the Bachelor of Library and Information Science course are given below:

1. Ability to perceive basic concepts and terminology, theories and principles of different aspects in Library and Information Science.
2. Ability to interpret different Library Acts, ethics of librarianship. library philosophy etc to provide adequate library services to build the informed citizenry.
3. Strengthen the knowledge and skills to execute library activities and to satisfy the needs of users.
4. Enhancing capability to train the budding library professionals for smooth application of Information and Communication Technology (ICT) in information handling activities.
5. To provide hands-on experience on library application software.

Program Specific Outcomes (PSO)

The programme specific outcomes of the Bachelor of Library and Information Science are as follows:

1 The ability to understand library operations within the framework of society, functions and objectives of different kinds of libraries, philosophy of librarianship, library policies and movements.

2 The capability to infer various library legislation and Acts and to imbibe ethical and moral values for professionalism, to act effectively for public relation and extension activities.

3 To understand various organization and managerial activities as well as required exposure to housekeeping, personnel and financial activities of Libraries and Information centres.

4 To understand the principles and theory of library classification and to develop the skills for classifying various kinds of documents following different classification schemes.

5 To help the students in learning various principle and rules associated with library catalogue and its organization and to develop the skills for cataloguing various kinds of documents applying different cataloguing codes.

6 To know relevant sources of information, their organization and services and the ability to compile information packages.

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7 To expose students to the real life library organization and services of various renowned libraries and Information Centres of India through field survey programme.

8 To make the students aware about the state-of-the-art ICT tools and technique and the use of different system and application software.

Programme Career Opportunities

1 Library trainee in different institutions.

2 Librarian in Secondary/ Higher Secondary Schools.

3 Librarian in Public Libraries.

4 Cataloguer/ Sorter/ Technical Assistant/ Records Manager.

5 Senior Library Information Assistant.

6 Library Clerk/ Assistant in General Degree College/ Government aided College/ Medical College etc.

Course Structure

- B.Lib.I.Sc curricula consist of 96 credits distributed in 16 courses in 1 academic year divided into 2 semesters.
- 90 credits are meant for Core Courses and required to be completed/earned by each student.
- 6 credits are assigned to Open Courses. Students of B.Lib.I.Sc course may opt for one Open Course either from open courses offered by this Department or from open courses offered by any other department of the University.
- Students from other departments of this University may opt for Open Courses offered by this Department.
- B.Lib.I. Sc course has a total 800 marks (50 x 15 Core Courses + 50 x 1 Open Courses)
- Internal Assessment marks of a course are either through Continuous Evaluation (CE) or Practical (PRC) or Project (PRJ) or a combination of these elements as decided by the Course Teacher concerned.
- If internal assessment is based on CE, then it will be a combination of Test and/or Term paper and/or Seminars presentation and / or colloquia.

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Credit Structure

Semester - I

Course Code	Course Title	Credit Value (L-T-P)	Marks Distribution		
			Semester Examination	Internal Assessment	Total Marks
BLI-101	Fundamentals of Library and Information Science	6 (4-12-0)	40	10	50
BLI-102	Management of Libraries and Information Centres - I	6 (4-2-0)	40	10	50
BLI-103	Library Classification (Theory)	6 (4-2-0)	40	10	50
BLI-104	Resource Description (Theory)	6 (4-2-0)	40	10	50
BLI-105	Library Classification (Practice) -I	6 (0-2-4)	40	10	50
BLI-106	Information Sources and Services (Theory)	6 (4-2-0)	40	10	50
BLI-107	Content Generation and Documentation (Practice)	6 (0-2-4)	40	10	50
BLI-108	Basic of ICT for Library and Information Services (Theory)	6 (4-2-0)	40	10	50
	Total	**48**	**320**	**80**	**400**

Semester - II

Course Code	Course Title	Credit Value (L-T-P)	Marks Distribution		
			Semester Examination	Internal Assessment	Total Marks
BLI-201	Library and Society	6 (4-2-0)	40	10	50
BLI-202	Management of Libraries and Information Centres - II	6 (4-2-0)	40	10	50
BLI-203	Library Classification (Practice) -II	6 (0-2-4)	40	10	50
BLI-204	Resource Description (Practice) -I	6 (0-2-4)	40	10	50

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BLI-205	Resource Description (Practice) -II	6 (0-2-4)	40	10	50
BLI-206	Study and Evaluation of Information Sources (Practice)	6 (2-1-3)	40	10	50
BLI-207	** Field Survey	6 (0-2-4)	40	10	50
BLI-208	ICT Application in Library and Information Services (Practice)	6 (0-2-4)	40	10	50
	Total	**48**	**320**	**80**	**400**

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

The total credit for the course is 98. Total marks 800

Distinctive features of course content :

- **Employability/entrepreneurship/ skill development:** BLI-102, BLI-103, BLI-104, BLI-105, BLI-106, BLI-202, BLI-203, BLI-204, BLI-205
- **Digital content:** BLI-108, BLI-203
- **Ethics, gender, human values, environment & sustainability:** BLI-101, BLI-201
- **New course introduced:** BLI-101, BLI-201

Course Structure

Course Contents Structure			**Marks distribution**		
Course Code	**Course Title**	**Course Summary**	**Semester Exam**	**Internal Assessment**	**Total Marks**
BLI-101	Fundamentals of Library and Information Science	Unit - 1: Library as a Social Institution Unit - 2: Types of Libraries and other Information Agencies Unit - 3: Philosophy of Library and Information Science Unit - 4: Library Policy, Movement and Development Unit - 5: Class Test / Project / Seminar Presentation	40	10	50
BLI-102	Management of Libraries and Information Centres – I	Unit - 1: Basics of Library Management Unit - 2 : Managerial Tasks Unit - 3 : Personnel Management Unit - 4: Financial Management Unit -5 : Class Test / Project / Seminar Presentation	40	10	50

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BLI-103	Library Classification (Theory)	Unit – 1: Basic Concepts and Terminology Unit – 2 : Universe of Subjects Unit – 3 : General Theory of Library Classification Unit – 4 : Major Schemes of Library Classification: DDC, UDC and CC Unit – 5 : Modern Trends Unit - 6 : Class Test / Project / Seminar Presentation	40	10	50
BLI-104	Resource Description (Theory)	Unit – 1 : Library Catalogue and Cataloguing Unit – 2 : Principles and Rules of Resource Description and Access Unit – 3 : Subject Cataloguing Unit – 4 : Organizational Strategies of Cataloguing Unit - 5 : Class Test / Project / Seminar Presentation	40	10	50
BLI-105	Library Classification (Practice) -I	Unit – 1 : Dewey Decimal Classification Unit – 2 : Classification of books using schedules and Standard Sub-divisions Unit – 3 : Classification of books using Tables and “Add” notation Unit – 4 : Construction of Book numbers and collection numbers Unit - 5 : Class Test / Project / Seminar Presentation	40	10	50
BLI-106	Information Sources and Services (Theory)	Unit – 1 : Reference and Information Sources Unit – 2 : Information Users Unit – 3 : Information Organization and Services Unit – 4 : Information Systems and Centres Unit - 5 : Class Test / Project / Seminar Presentation	40	10	50
BLI-107	Content Generation and Documentation (Practice)	Unit - 1 : Theoretical Background Unit - 2 : Content Creation through Documentation Tools and Techniques	40	10	50

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		Unit - 3 : Viva-voce			
BLI-108	Basic of ICT for Library and Information Services (Theory)	Unit –1 : Basics of Computer and Networking	40	10	50
		Unit – 2 : Introduction to Programming Languages			
		Unit – 3 : Database Management System (DBMS)			
		Unit – 4 : Automation of Library Housekeeping Operations			
		Unit - 5 : Class Test / Project / Seminar Presentation / Viva-Voce			

Course Code	**Course Title**	**Course Summary**	**Semester Exam**	**Internal Assessment**	**Total Marks**
BLI-201	Library and Society	Unit – 1 : Legislation Relating to Libraries and Information Centres	40	10	50
		Unit – 2 : Library and Information Profession			
		Unit – 3 : Public Relations and Extension Activities			
		Unit – 4 : Information and Society			
		Unit - 5: Class Test / Project / Seminar Presentation			
BLI-202	Management of Libraries and Information Centres - II	Unit – 1: Planning of Libraries and Information Centres	40	10	50
		Unit – 2: Library Housekeeping Operations			
		Unit – 3: Library Records and Library Accounts			
		Unit – 4: Library Statistics			
		Unit - 5 : Class Test / Project / Seminar Presentation			
BLI-203	Library Classification (Practice) -II	Unit – 1 : Introduction to Universal Decimal Classification	40	10	50
		Unit – 2 : Classification of Books using Schedules and Common Auxiliaries			
		Unit – 3 : Classification of Books using Special Auxiliaries			
		Unit –4: Subject Indexing and Book Number Construction			
		Unit - 5 : Class Test / Project / Seminar Presentation			

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BLI-204	Resource Description (Practice) -I	Unit - 1: Preparation of catalogue entries following AACR 2R Unit - 2: Preparation of catalogue entries of Bengali Books by using AACR 2R Unit- 3: Preparation of catalogue entries by using CCC Unit- 4: Preparation of subject headings Unit - 5 : Class Test / Project / Seminar Presentation	40	10	50
BLI-205	Resource Description (Practice) -II	Unit - 1 : Content Designation of Books following MARC -21 Unit - 2 : Class Test/ Project/ Seminar Presentation	40	10	50
BLI-206	Study and Evaluation of Information Sources (Practice)	Unit – 1: Study of Conventional Reference Tools and Electronic / Digital Information Sources using a prescribed proforma (30 marks) Unit – 2: Answering specific reference question from reference tools (10 marks) Unit – 3: Viva-voce (10 marks)	40	10	50
BLI-207	Field Survey	Unit – 1: Survey of libraries and / or information centres (25 marks) Unit – 2: Survey of users of information (25 marks)	40	10	50
BLI-208	ICT Application in Library and Information Services (Practice)	Unit – 1: Desktop setup; Use of Operating Systems: Single user and Multitasking Environment; Use of Word Processor, Power Point, Spread Sheet Management Unit – 2: Introduction to general DBMS and Bibliographic DBMS Unit – 3: Basics of Web page Designing; Basics of Online Search and retrieval Unit – 4: Library Management Software and introduction to ILMS; Online Search and Retrieval Unit - 5 : Class Test / Project / Seminar Presentation / Viva-Voce	40	10	50

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FIRST SEMESTER

Course Outcomes and Syllabus Contents of each Course

Course Code : BLI - 101

Course Title - Fundamentals of Library and Information Science

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

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Comprehend the concepts of Information as well as understand the field of Library and Information Science;
2. Understand the evolution of libraries;
3. Distinguish libraries according to the nature of their functions and their purpose;
4. Understand the role that the libraries play in the growth of different aspects of the society like eradicating gender inequality, bringing social justice, etc.;
5. Learn the fundamental philosophy of Library and Information Science;
6. Emphasize the role of various library promoters at the national and international level.

Course Contents:

Unit - 1: Library as a Social Institution

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

Unit – 2: Types of Libraries and other Information Centres

- National and Copyright libraries - Functions, Objectives and Services;
- Public Libraries - Functions, Objectives and Activities;
- Academic Libraries – Functions, Objectives and Activities;
- Special Libraries and Information Centres - Functions, Objectives and Activities;
- Libraries in online environment and other Information Centres.

Unit – 3 : Philosophy of Library and Information Science

- Five Laws of Library Science and their implications
- Interpretation of Five laws in Information science and its implications;
- UNESCO Public Library Manifesto;

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- IFLA principles relating to bibliographical control;
- Eminent thinkers on libraries and information services.

Unit – 4 : Library Policy, Movement and Development

- International and National programmes and policies : NAPLIS, UAP and UBC;
- Library Resource Sharing and Networking;
- Library development and trends in India, with special reference to West Bengal, IT application in LICs in India;
- National and International promoting agencies of library and information services – RRRLF, IFLA, UNESCO, National Knowledge Commission;
- Library movement in India, with special reference to West Bengal.

Unit – 5 : Class Test / Project / Seminar Presentation

Reading List

1. Bhattacharyya Sahu, N. & Chakrabarti, B. (2014). *Library and Society: an introduction.* Kolkata: Mitram. ISBN 978-93-80036-60-1
2. Chakrabarti, B. (2010). *Library and information society.* Kolkata: The World Press Private Limited. ISBN 978-81-87567-80-6
3. Cornish, Graham P. (2001). *Interpreting the law for libraries, archives and information services* (Rev, 3rd.). London: Facet Publishing.
4. Davis, D. W. (1975). *Public libraries as cultural and social centres*. New York: Scarecrow.
5. IFLA. (1977). *Standards for library service* (2nd ed.). Munich: Verlag.
6. IFLA (2015). IFLA School library guidelines. Retrieved from https://www.ifla.org/files/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf
7. IFLA (2022). IFLA Uesco Public library manifesto. Retrieved from https://repository.ifla.org/bitstream/123456789/2006/1/IFLA-UNESCO%20Public%20Library%20Manifesto%202022.pdf
8. India. (1959). *Advisory Committee for Libraries, Report*. Delhi: Manager of Publications.
9. Khanna, J. K. (1987). *Library & society*. Kurukshetra: Research Publications.
10. Koontz, C. & Gubbin, B. International Federation of Library Associations and Institutions. (2010). *IFLA public library service guidelines*. Berlin: De Gruyter Saur.
11. Krishan Kumar (1986). *Library organization*. Delhi: Vikas.

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12. Kumar, P.S.G. (2001). *Indian encyclopedia of library & information science*. New Delhi: S. Chand.

13. Kumar, P.S.G. (2002). *A student's manual of library & information science*. Delhi: B R Publishing House.

14. Laxman Rao, S, Vishwa Mohan, V & Sudarshan Rao, S (2001). *Changing dimensions of LIS education*. Hyderabad: IATLIS.

15. Ranganathan, S. R. (1957). *Five laws of library science*. Delhi: UBS.

16. Ranganathan, S. R. et al (1968). *Free Book Service for All.* Bombay: Asia.

17. Ranganathan, S. R., & Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment.

18. Saha, Ramakrishna, Ed. (1989). *Library movement in India*. Kolkata: Bengal Library Association)

19. Sharma, Pandey S.K. (1987). *Library and society*. New Delhi: Ess Ess Publications.

20. Shera, J. H. (1970). *The foundations of education of librarianship*. Bombay: Asia.

21. Shera, J. H. (1970). *Sociological foundations of librarianship*. New York: Asia Pub. House.

22. Vashisht, C. P. (1994). *Library movement and library development in India*. Delhi: ILA.

Course Code : BLI - 102
Course Title - Management of Libraries and Information Centres - I
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Learn the concept of management principles, their application in library administration.
2. Know the organs of management process, committees and their role, responsibilities of Government.
3. Carry out manpower and financial planning for resource management, recruitment and induction.

Course Contents:

Unit – 1: Basics of Library Management

- Library organization – concept, scope, structure and process;

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- Library administration - definition, functions, PODSCORB; library organization vs library administration;
- Library management – definition, scope, function, library administration vs library management;
- General principles of management and their application to the management of libraries and information centres.

Unit – 2: Managerial Tasks

- Library committee and Library authority - types, need and functions;
- Library authority and Library committee in different types of libraries - powers and functions;
- Different Library committees formed by the Government - objectives and functions;
- Library rules and regulations.

Unit – 3: Personnel Management

- Personnel management – meaning, nature and objectives;
- Manpower planning: needs, importance, process of manpower planning, categories of library staff, staffing requirements and staff formula;
- Job analysis, job evaluation and performance appraisal; skill requirement in modern library services;
- Training and development – importance, steps and methods.

Unit – 4: Financial Management

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

Unit – 5: Class Test / Project / Seminar Presentation

Reading list

1. Biswas, A, Nausheen, S & Chakrabarti, B. (2011*). An Introduction to library management*. Kolkata: Progressive Publishers.
2. Bryson, J. (1990). *Effective library and information center management*. England: Gower.

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3. Evans, G. E. (1983). *Management techniques for librarians.* New York: Academic Press.
4. Gupta, S. K. (1989). *Granthagar Prashasan*. Kolkata: Pashimbanga Rajya Pustak Parshad.
5. Ian, Beard W and Len, Holden (1996). *Human Resource Management: A Contemporary Perspective*. London. Longman
6. Khanna, J. K. (1984). *Fundamental of Library Organization*, New Delhi: ESS Publication.
7. Krishan Kumar (2007). *Library Management in Electronics Environment*. New Delhi. Har-Anand Publications.
8. Krishan Kumar (1991*). Library manual*. New Delhi: Vikas Publishing House.
9. Krishan Kumar (2006*). Library administration and management*. New Delhi: Vikas Publishing House.
10. Krishan Kumar (2006). *Library organisation*. New Delhi: Vikas Publishing House.
11. Mittal, R. L. (1987). *Library administration: Theory and practice.* Delhi: Metropoliton Book.
12. Ranganathan, S. R. (1989). *Library administration.* Bombay: Asia Publishing House.
13. Ravichandra Rao, I. K. (1983). *Quantitative methods for library and information science*. New Delhi: Wiley Eastern.
14. Simpson, I. S. (1988). *Basic statistics for libraries*. London: Library Association.
15. Singh, R. S. (1992). *Conservation of documents in libraries, archives and museums*. New Delhi: Aditya Prakashan.

Course Code P: BLI - 103
Course Title - Library Classification (Theory)
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Outcomes (CO)

After studying this course, students shall be able to:

1 Comprehend classification schedule: types, components and relevance to the Universe of Subjects.

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2 Explain the principles and canons of library classification.
3 Know library classification schemes and computer assisted classification.

Course Contents:

Unit – 1: Basic Concepts and Terminology

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

Unit – 2: Universe of Subjects

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

Unit – 3 : General Theory of Library Classification

- Normative principles: Basic concept;
- Three planes of work;
- Fundamental categories, Rounds and levels;
- Notational systems - kinds, qualities, mnemonics, and devices.

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

- History, structure and features of DDC, UDC and CC;
- Notation and indicator digits;
- Common isolates/ auxiliaries and special auxiliaries;
- Synthesis of class numbers;
- Call number and its parts;
- Treatment of different subjects.

Unit – 5 : Modern Trends

- Development and trend in Library Classification;
- Automatic classification, Web Dewey;
- Classification of electronic resources;
- Library Classification Scheme as a search aid.

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Unit – 6 : Class Test / Project / Seminar Presentation

Reading List

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

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

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Equip themselves with the theoretical concepts of library cataloguing, they will understand the principles behind the development of cataloguing rules.

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2. Review the features and development of different cataloguing codes.
3. Gather knowledge about different forms of catalogue and will understand different approaches of deriving subject headings.
4. Know different ways and methods of organising cataloguing department.
5. Examine recent trends of cataloguing.

Course Contents:

Unit – 1 : Library Catalogue and Cataloguing

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

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

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

Unit – 3 : Subject Cataloguing

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

Unit – 4 : Organizational Strategies of Cataloguing

- Centralized and co-operative cataloguing;
- Union Catalogue:Need, layout and compilation;
- Limited and selective cataloguing;
- Organization of cataloguing department;

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- Staff Manual and Decision Table.

Unit – 5 : Class Test / Project / Seminar Presentation

Reading list

1. ALA (1968). *ALA Rules for filing Catalog Cards*. Chicago: ALA.

2. Bean, C.A.., & Green ,R. (2001). *Relationships in organization of knowledge*. London: Kluwer.

3. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.

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10. Hunter, E. J. (1986). *Computerised cataloguing*. London: Clive Bingley.

11. Hunter, E. J., & Blackwell, KGB. (1983). *Cataloguing*. London: Clive Bingley.

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18. Nanda, M. (2006). *Library cataloguing. New Delhi, India*: Anmol Publications. Needham, C. D. (1971). *Organisation of knowledge and libraries: an introduction to classification and cataloguing.* London: Andre Deutsch.

19. OCLC-http://www.oclc.org/en/services.html

20. Olding, R.K. (1967). *Readings in library cataloguing*. New Delhi: Lakshmi.

21. Oliver, C., & American Library Association. (2010). *Introducing RDA: a guide to the basics.* Chicago: American Library Association.

22. Patton, G. E., & International Federation of Library Associations and Institutions. (2009). *Functional requirements for authority data: a conceptual model* M nchen: K.G. Saur.

23. Ranganathan, S. R. (1955). *Headings and canons: comparative study of five catalogue codes*. Madras: Viswanathan.

24. Sayers., W. B. (1985*). Introduction to cataloguing and classification*. Littleton: Libraries Unlimited.

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26. Statement of International Cataloguing Principles (ICP) http://www.ifla.org/wp-content/uploads/2019/05/assets/cataloguing (PDF File).

27. Svenonius, E. (1989). *The conceptual foundations of descriptive cataloguing*. San Diego: Academic Press.

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29. Tripathy, S. M. (1978). *Modern cataloguing theory and practice*. Agra: Shivlal Agarwal & Co.

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34. Zeng, M. L., & Zume , M. (January 01, 2010). *Introducing FRSAD and mapping it with SKOS and other models.* International cataloguing and bibliographic control, 39, 3, 53-56.

Course Code: BLI - 105
Course Title - Library Classification (Practice) – I
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Acquaint them with Dewey Decimal Classification (DDC) 23rd edition.
2. Construct library classification no. using DDC.
3. Aware themselves about terminological control of different basic subjects, inter-disciplinary-subjects and multi-disciplinary subjects like nano science & technology, anthropocene & holocene, actuarial sciences, gender sensitive issues & women's studies, various facets of social justice etc. that will enhance the employability of the aspirants.
4. Explore DDC 23rded.
5. Understand context analysis of subject-specific terms.

Course Contents:

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Unit – 1 : Dewey Decimal Classification

- Introduction, genesis and history of Dewey Decimal Classification (DDC) ;
- Features and structure of Dewey Decimal Classification system (23rd Edition);
- Steps involved in classification by DDC.

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

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

Unit – 3 : Classification of books using Tables and "Add" notation

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

Unit – 4 : Construction of Book numbers and collection numbers

- Construction of book numbers (By Cutter's Author Table);
- Construction of collection numbers.

Unit 5 : Class Test / Project / Seminar Presentation

Reading List

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

2. Comaromi, J. P. (1976). "*Conception and development of Dewey Decimal Classification*", *International Classification*, 3(1), 11-15.

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3. Dutta, B. (2015). *Organizing knowledge: then and now*; New Delhi: Ess Ess Pub.

4. Kaushik, Sanjay K. (2012). *Dewey Decimal Classification: a practical manual of 23rd Edition*; New Delhi: Ess Ess Pub.

5. Krishan Kumar (1979). *Theory of classification*; New Delhi: Vikas Pub.

6. Maity, A. & Chakrabarti, B (2011). *A Practical guide to 22nd Edition of the Dewey Decimal Classification;* Kolkata: Progressive Publishers

7. Ranganathan, S, R. (2006). *Prolegomena to library classification*; New Delhi: Ess Ess Pub.

8. Satija, M.P (2012). *Beyond classification: book numbers*; New Delhi: Ess Ess Pub.

9. Satija, M.P (2012). *Exercises in the 23rd Edition of Dewey Decimal Classification*; New Delhi: Ess Ess Pub.

10. Sharma, Pandey S.K. (1998). *Practical Approach to DDC: Dewey Decimal Classification Made Easy*; New Delhi: Ess Ess Pub.

11. https://www.oclc.org/en/dewey/webdewey.html
12. https://www.ifla.org/units/subject-analysis-and-access/
13. https://blogs.ifla.org/ci/category/classification-schemes/universal-decimal-classification-udc/
14. https://www.oclc.org/en/dewey.html

Course Code: BLI - 106
Course Title - Information Sources and Services (Theory)
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Understand users, their information needs and appropriate sources of information.
2. Introduce the nature and purpose of reference and other services.
3. Identify the information providing organizations and their services.
4. Explore various information systems and their different services.

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Course Contents:

Unit – 1 : Reference and Information Sources

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

Unit – 2 : Information Users

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

Unit – 3 : Information Organization and Services

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

Unit – 4 : Information Systems and Centres

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

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Unit – 5 : Class Test / Project / Seminar Presentation

Reading List

1. Bopp, R. E., & Smith, L. C. (1995). *Reference and information services: An introduction*. Englewood, Colo: Libraries Unlimited.
2. Chakrabarti, B. , Chattopadhyay, T, & Chatterjee, A. (2016). *An Introduction to the Humanities Resource Centres of India.* Kolkata: Mitram.
3. Chatterjee, A. (c2017). *Elements of Information Organization and Dissemination*. Oxford: Chandos Publishing.
4. Crawford, J. (2006). *The Culture of evaluation in library and information services*. Burlington: Elsevier Science.
5. Crawford, J., & Aslib. (2000). *Evaluation of library and information services*. London: Aslib.
6. Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos Publishing.
7. Foskett, D. J. (1994). *Information service in libraries*. New Delhi: Anmol Publications.
8. Gorman, G. E. (2001). *Information services in an electronic environment*. Lanham, Md: Scarecrow Press.
9. Guha, B. (1983). *Documentation and information: services, techniques and systems*. Calcutta: World Pr. Private Ltd.
10. IFLA (2014). IFLA digital reference guidelines. Retrieved from https://repository.ifla.org/handle/123456789/719
11. Katz, B. (2002). *Introduction to reference work*. Boston [etc.]: McGraw-Hill.
12. Krishan Kumar (1996). *Reference service*. New Delhi: Vikas Pub. House.
13. Lipow, A. G. (2003). *The virtual reference librarian's handbook.* Berk[e]ley [Calif.: Library Solutions Press.
14. Lipson, C. (2006). *Cite right: A quick guide to citation styles--MLA, APA, Chicago, the sciences, professions, and more*. Chicago: University of Chicago Press.
15. Ranganathan, S. R. (2006). *Documentation: Genesis and development*. Reprint. New Delhi: Ess Ess Publications.
16. Ranganathan, S. R. (1963). *Documentation and its facets.* Bombay: Asia Publishing House.
17. Ranganathan, S. R. (2006). *Reference service*. Bangalore: Sarada Ranganathan Endowment for Library Science.

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18. Singh, G. (2013). *Information sources, services and systems.* Delhi: PHI Learning Private Limited.

19. Stevens, R. E., & Smith, L. C. (1986). *Reference work in the university library*. Littleton, Colo: Libraries Unlimited.

20. Walford, A. J., Mullay, M., & Schlicke, P. (1989). *Guide to reference material*. Gran Bretaña: Library Association.

21. Wood, M. Sandra, & Seeds, Robert S. (1974). *Development of SDI Services from a Manual Current Awareness Service to SDILINE*.

Course Code: BLI-107

Course Title - Information Services (Practice)

Full Marks -50

Examination Marks - 40 Viva-voce -10

Course Outcomes

After studying this course, students shall be able to:

1 Build theoretical foundation of the subject will enable the students to identify the characteristics of information under study.
2 Explore and categorize information components of contents.
3 Gain a practical and technical understanding of documentation tools and techniques.
4 Categorize contents required for digital content design.
5 Cultivate skills to continue to learn domain specific content creation independently.

Course Contents:

Unit 1: Theoretical Background

- Document: Definition, Types, Use;
- Information : Definition, Characteristics, Types;
- Content Creation: Concept, Kinds, Characteristics;
- Documentation: Concept, Genesis, Relevance;
- Methodology of Studying a Subject;
- Citation Style of Bibliographical References.

Unit 2: Content Creation through Documentation Tools and Techniques

- Each student will be assigned a Project;
- The Project will be based on real life subject with a scope of scholarly usage;

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- The content of the project will be created to represent all the available information organized through documentation techniques;
- Every step of this project will be supervised and subjected to be approved by the concerned teacher;
- A final Project submitted without the step by step approval of the concerned supervisor is subject to be summarily rejected.

Unit 3: Viva-voce

Reading List

1. Cassell, K. A., & Hiremath, U. (2013). *Reference and information services: An introduction*. American Library Association.
2. Chatterjee, A. (1983). *Elements of documentation*. Calcutta: Mukherji Books House.
3. Chatterjee, A. (2017). *Elements of Information Organization and Dissemination*. Oxford: Chandos Publishing
4. Evia, C. (2018). Creating intelligent content with Lightweight DITA. Routledge
5. Guha, B. (1983). *Documentation and information: Services, techniques and systems*. Calcutta: World Press.
6. Hirsh, S. (2015). *Ed*. Information Services Today: An Introduction, 3rd Edition. New York: Rowman & Littlefield Publishers, Inc.
7. Ranganathan, S. R. (1963). Documentation and its Facets. Bombay: Asia Publishing House.
8. Ranganathan, S. R. (2006). Documentation: Genesis and Development. New Delhi: Ess Ess Publications.
9. Sengupta, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.
10. Shuman, B. A. (2005). *Issues for Libraries and Information Science in the Internet Age*, ABC-CLIO: Greenwood.
11. Toffler, A. (1991). *Powershift: Knowledge, Wealth and Violence at the edge of the 21st Century*. New York : Bantam Books

Course Code: BLI - 108
Course Title - Basics of ICT for Library and Information Service (Theory)
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

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After studying this course, students shall be able to:

1. Acquaint themselves with the architecture of a digital computer.
2. Judge the qualitative difference in configuration of various commonly available hardware and software.
3. Understand the complexity of networked library environment and its implications for LIS activities.
4. Interpret how computer works using character representation techniques and its associated number system.
5. Appreciate the superiority DBMS than simple text file in the library environment.
6. Aware themselves about programme development methods, tools and various computer languages in this connection.
7. Learn various search intricacies for effective information retrieval.
8. Highlight communication channels, modes, media, modulation and standards for various protocols.
9. Perceive the different procedural models of modern integrated Library Management Software, their relationship.
10. Asses the idea of various library networks, including internet search engine and networks security.

Course Contents:

Unit –1 : Basics of Computer and Networking

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

Unit – 2 : Introduction to Programming Languages

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

Unit – 3 : Database Management System (DBMS)

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

Unit – 4 : Automation of Library Housekeeping Operations

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

Unit – 5 : Class Test / Project / Seminar Presentation

Reading List

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

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17. Tanenbaum, A and Wetherall, D J. (2013). *Computer Networks*. 5th ed. New Delhi: Prentice Hall.

18. Tedd, L.A. (1993). *An Introduction to Computer-Based Library System*. Chichester, England: John Wiley & Sons.

SECOND SEMESTER
Course Outcomes and Syllabus Contents of each Course

Course Code: BLI - 201
Course Title - Library and Society
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1 Acquaint themselves with the laws pertaining to libraries and other information centres.
2. Learn about librarianship as a profession to create job opportunity and augment employability.
3. Appraise the role of national and international library associations and organizations.
4. Assess the significance of library extension activities for women empowerment and skill enhancement.
5. Recognize the importance of societal information and the emergence of the Community Information System.

Course Contents:

Unit – 1 : Legislation Relating to Libraries and Information Centres

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

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Unit – 2 : Library and Information Profession

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

Unit – 3 : Public Relations and Extension Activities

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

Unit – 4 : Information and Society

- Information: Scope and characteristics;
- Information society: Genesis and characteristics;
- Information literacy: Need, scope and method, Role of different types of libraries in information literacy programmes;
- Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Development.

Unit – 5 : Class Test / Project / Seminar Presentation

Reading List

1. Bhattacharyya Sahu, N. and Chakrabarti, B. (2014). *Library and Society: an introduction.* Kolkata: Mitram. ISBN 978-93-80036-60-1.
2. Chakrabarti, B. (2010). *Library and information society.* Kolkata: The World Press Private Limited. ISBN 978-81-87567-80-6.

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3. IFLA (2009). Multicultural communities: Guidelines for library services. Retrieved from https://repository.ifla.org/handle/123456789/462

4. Venkatappaiah, V. (1990). *Indian library legislation.* Delhi: Daya Publishing House.

5. Venkatappaiah, V. (2006). *Public library legislation in the new millennium: New model Public Library Acts for the Union, States and Union territories.* New Delhi: Concept Publishing.

6. Rout, R. K. (1991). *Library legislation in India*. New Delhi: Reliance.

7. Sahai, S. (1973). *Library and community*. New Delhi: Today & Tomorrow.

8. Feather, J. (2000). *The information society.* London: Library Association

9. McGarry, K. J. (1993). *The changing concept of information: an introductory analysis.*(2nd. ed.). London: Facet Publishing.

10. Masuda, Y. (1993). *The information society*.

Course Code: BLI - 202
Course Title - Management of Libraries and Information Centres - II
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Understand the aspects of planning, its scope, types and process for libraries.
2. Gain knowledge of statistics for managing libraries.
3. Build theoretical foundation for library collection development, records and accounts management.

Course Contents:

Unit – 1: Planning of Libraries and Information Centres

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

Unit – 2: Library Housekeeping Operations

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

Unit – 3: Library Records and Library Accounts

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

Unit – 4: Library Statistics

- Library Statistics: Scope and importance;
- Organization of data: Tools and techniques;
- Presentation of data: Charts and diagrams;
- Measurement of Central tendency: Mean, Median and Mode;
- Measurement of dispersion.

Unit – 5: Class Test / Project / Seminar Presentation

Reading list

1. Bryson, J. (1990). *Effective library and information center management*. England: Gower.
2. Evans, G. E. (1983). *Management techniques for librarians.* New York: Academic Press.
3. Gupta, S. K. (1989). *Granthagar Prashasan*. Kolkata: Pashimbanga Rajya Pustak Parshad.
4. Khanna, J. K. (1984). *Fundamental of Library Organization*, New Delhi: ESS Publication.
5. Krishan Kumar. (1991*). Library manual*. New Delhi: Vikas Publishing House.

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6. Krishan Kumar. (2006*). Library administration and management*. New Delhi: Vikas Publishing House.
7. Krishan Kumar. (2006). *Library organisation*. New Delhi: Vikas Publishing House.
8. Mittal, R. L. (1987). *Library administration: Theory and practice.* Delhi: Metropoliton Book.
9. Poss, Harvey (1993). *Preservation in libraries: a reader*. Longman. R R Bowker.
10. Ranganathan, S. R. (1962). *Library manual.* Madras: Madras Library Association.
11. Ranganathan, S. R. (1989). *Library administration.* Bombay: Asia Publishing House.
12. Ravichandra, R. I. K. (1983). *Quantitative methods for library and information science*. New Delhi: Wiley Eastern.
13. Simpson, I. S. (1988). *Basic statistics for libraries*. London: Library Association.
14. Singh, R. S. (1992). *Conservation of documents in libraries, archives and museums*. New Delhi: Aditya Prakashan.

Course Code: BLI - 203
Course Title - Library Classification (Practice) - II
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1 Acquaint themselves with the Universal Decimal Classification (UDC).

2 Build class number of library documents following UDC.

3 Become aware of vocabulary control of different basic subjects, complex subjects, compound subjects along with inter- & multi-disciplinary subjects like nano science & technology, anthropocene & holocene, actuarial sciences, data analytics, proteomics, amplituhedron, beyond standard model, gender sensitive issues& feminism, various facets of social justice etc. that will enhance the employability of the aspirants.

4 Become aware of context analysis of subject-specific facets.

Course Contents:

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Unit – 1 : Introduction to Universal Decimal Classification

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

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

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

Unit – 3 : Classification of Books using Special Auxiliaries

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

Unit –4: Subject Indexing and Book Number Construction

- Chain indexing using DDC and UDC class numbers;
- Construction of book numbers.

Unit 5 : Class Test / Project / Seminar Presentation

Reading List

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

2. Bose, H. (1990). *Universal Decimal Classification*. 2nd ed. New Delhi: Sterling publishers.

3. British Standard Institutions (2005). *UDC: Universal Decimal Classification*

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

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5. Dhyani, P. (1998). *Library classification: theory and principles*; New Delhi: New Age International

6. Dutta, B. (2015). *Organizing knowledge: then and now*; New Delhi: Ess Ess Pub.

7. Gilchrist, A and Stachen, D. Eds. (1990). *The UDC: essays for a new decade*, London: Aslib

8. Krishan Kumar (1979). *Theory of classification*; New Delhi: Vikas.

9. Mcllwaine, I. C. (2007). The *Universal Decimal Classification: A Guide to its use*. The Hague: UDC Consortium.

10. Raju, A A N. (2007). *Universal Decimal Classification (IME-1993): Theory and Practice: a Self Instructional Manual.* New Delhi: S S Publications.

11. Wright, A. (2014). *Cataloging the World: Paul Otlet and the Birth of the Information Age*; New York: Oxford University Press

12. https://udcc.org/index.php/site/page?view=about_history
13. 13. https://udcsummary.info/php/index.php
14. 14. https://blogs.ifla.org/ci/category/classification-schemes/universal-decimal-classification-udc/
15. 15. https://udcc.org/

Course Code: BLI - 204
Course Title - Resource Description (Practice) - I
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Familiar with the way of making descriptive catalogue for printed monograph using AACR2R and deriving subject heading from Sears' List of Subject Headings.
2. Identify different bibliographic elements and will know how to describe them.
3. Address the issues of terminological variations related to gender neutrality and social justice through vocabulary control devices.
4. Know different rules for making entries for personal author and corporate author.

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5. Follow rules for making entries for different types of books such as composite book, government publication, conference proceedings, etc.
6. Sharpen the cataloguing skills and competencies to improve their employability.
7. Interpret the rules for making entries with uniform title.

Course Contents:

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

- Rules for descriptions: Monographs, Multi-volume books and composite books, Serials, Other forms;
- Rendering of access points: Persons, Corporate bodies, Title, Uniform title;
- Conflict of authorship;

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

Unit- 3: Preparation of catalogue entries by using CCC

- Rules for description: Simple and composite books, Government documents, Serials;
- Rendering of Access Points: Personal authors, Corporate authors;

Unit- 4: Assigning subject headings

- Assigning subject heading by Chain Indexing.
- Assigning subject heading by using Sears' List of Subject Headings.

Unit 5 : Class Test / Project / Seminar Presentation

Reading List

1. Clack, D. H. (1990). *Authority control: Principles, applications, and instructions*. Chicago: American Library Association.

2. Hasan, N. (1984). *Cataloguing practice: According to classified catalogue code*. New Delhi: Gitanjali Pub. House.

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3. Hoffmann, C. F. B. (1980). *Getting ready for AACR 2: The cataloger's guide. White Plains*, N.Y: Knowledge Industry Publications.

4. Hunter, E. J. (1979). *AACR 2: An introduction to the second edition of Anglo-American cataloguing rules*. London: C. Bingley.

5. Hunter, E. J., & Fox, N. J. (1980). *Examples illustrating AACR 2: Anglo-American cataloguing rules second edition*. London: Library Assoc.

6. Hunter, E. J. (1989). *An introduction to AACR 2: A programmed guide to the second edition of the Anglo-American cataloguing rules*, 1988 revision. London: C. Bingley.

7. Hunter, E. J. (1989). *Examples illustrating AACR 2 1988 revision*. London: Library Association.

8. IFLA International Programme for UBC. (1984). *Guidelines for authority and reference entries*. London: IFLA International Programme for UBC.

9. Lehnus, D. J. (1971). *How to determine author and title entries according to AACR: An interpretive guide with card examples.* Dobbs Ferry, N.Y: Oceana Publications.

10. Olson, N. B., Intner, S. S., & Swanson, E. (1992). *Cataloging of audiovisual materials: A manual based on AACR 2*. DeKalb, Ill: Minnesota Scholarly Press.

11. Olson, N. B., Intner, S. S., & Swanson, E. (1998). *Cataloging of audiovisual materials and other special materials: A manual based on AACR 2*. DeKalb, Ill: Minnesota Scholarly Press.

12. Parameswaran, M., & Ranganathan, S. R. (n.d.). Headings and access points for personal authors and corporate bodies: A comparative study of the Anglo-American Cataloguing Rules (2nd ed.) and the Classified Catalogue Code (5th ed.). Thesis (MSc) -- Loughborough University of Technology, 1988.

13. Ranganathan, S. R., & Neelameghan, A. (1964). *Classified Catalogue Code, with additional rules for dictionary catalogue code.* London: Asia Pub. House.

14. Rogers, J. A. V., & Saye, J. D. (1987). *Non-print cataloging for multimedia collections: A guide based on AACR 2*. Littleton, Colo: Libraries Unlimited.

15. Salinger, F. A., & Zagon, E. (1985). *Notes for catalogers: A sourcebook for use with AACR 2*. White Plains, N.Y: Knowledge Industry Publications.

16. Sharma, C. D. (1973). *Classified catalogue code in theory and practice*. Delhi: Metropolitan Book Co.

17. Sharma, C. D., & Ranganathan, S. R. (1972). *Practical cataloguing, classified catalogue*. Delhi: Metropolitan Book Co.

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18. Singh, S. N., & Prasad, H. N. (1985). *Cataloguing manual AACR-II*. Delhi: B.R. Pub.

19. Swanson, E., & Minnesota AACR 2 Trainers. (1982). *A Manual of advanced AACR 2 examples*. Lake Crystal, Minn: Published for the Minnesota AACR 2 Trainers by Soldier Creek Press.

20. Swanson, E., & Minnesota AACR 2 Trainers. (1985). *A manual of AACR 2 examples for "in" analytics: With MARC tagging and coding*. Lake Crystal, Minn: Published for the Minnesota AACR 2 Trainers by Soldier Creek Press.

21. Swanson, E., McClaskey, M. J., & Minnesota AACR 2 Trainers. (1980). *A Manual of AACR 2 examples*. Lake Crystal, Minn: Soldier Creek Press.

22. Taylor, A. G. (1982). *AACR 2 headings: A five-year projection of their impact on catalogs. Littleton*, Colo: Libraries Unlimited.

23. Varma, A. K. (1987). *Classified catalogue code: Entries and procedure*. Delhi: Vishwa-Kala Prakashan.

24. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. Chicago: Neal-Schuman, an imprint of the American Library Association.

Course Code: BLI-205
Course Title - Resource Description (Practice) - II
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

After studying this course, students shall be able to:

1 Find immediate employment in the projects for retro conversion of documents.
2 Acquaint with MARC21 Tags.
3 Describe library books following MARC21 Format.
4 Gain a practical experience of working with MARC21 Format installed in the laboratory.
5 Cultivate skills of continuous learning in resource description.

Unit -1: Content Designation of Books following MARC -21 (Marks -40)

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

Reading List

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

5. Mukhopadhyay, A. (2012). *Guide to MARC 21 (with CD).* New Delhi: Viva Books.
6. Welsh, A and Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. Facet Publishing: London.

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

Course Outcomes (CO)

After studying this course, students shall be able to:

1. Aware about latest Information Sources.
2. Search information from various sources.
3. Explore and evaluate electronic and digital media.
4. Understand the techniques of answering queries of specific reference.

Course Contents:

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

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

Unit – 3: Viva-voce (10 marks)

Reading List (Latest available edition)

1. *All India Book Trade Directory.* Delhi: Modern Publications.
2. Association of Indian Universities. *Bibliography of doctoral dissertations*: social

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sciences. New Delhi: The Association.

3. Association of Indian Universities. *University Handbook*. 2 vols. New Delhi: AIU.
4. Bintrim, R. (2017). Guinness World Records. *Americas Quarterly*, *11*(4), 120-120.
5. *Books in Print.* 6 vols. New York: R.R. Bowker.
6. Brown, L. *The new shorter Oxford English Dictionary: on historical principles.* 2v. Oxford: Clarendon Press.
7. Burchfield, R. W. *A supplement to the Oxford English Dictionary*. Oxford: Clarendon Press.
8. Catherine, S. and Stevenson, A. *Concise Oxford English Dictionary.* New Delhi: Oxford University Press.
9. Census Commissioner, India. *Census of India*. New Delhi: The Commission.
10. Collocott, T. C. *Chamber's World Gazetteer and Geographical Dictionary.* London: W. R. Chambers.
11. Collocott, T.C. and Thorne, J. O. *Chambers's world gazetteer and geographical dictionary.* Whitcombe & Tombs. [Note: Sl. Nos. 9 and 10 are possibly same document of different editions]
12. Degenhardt, H. W. *Political parties of the world: a Keesing's reference publication.* USA: Longman.
13. East, R. *Keesing's Record of World Events*. London: Longman.
14. Encyclopedia Britannica. Retrieved from https://www.britannica.com.
15. *Encyclopaedia Britannica Book of the Year.* New Delhi: Encyclopaedia Britannica India.
16. *Encyclopedia Americana*. 30 vols. Danbury: Scholastic Library Publishing.
17. Feather, J., & Sturges, P. *International encyclopedia of information and library science*. London: Routledge.
18. Gladman, A. *The Europa World of Learning*. London: Routledge.
19. *Harrods' Librarian's Glossary*. London: Routledge.
20. Hunter, W. W. *The Imperial Gazetteer of India.* London: Oxford: Clarendon Press.
21. *ICSSD: International Bibliography of the Social Sciences.* London: Routledge.
22. *India Who's Who.* New Delhi: INFA Publications.
23. *Indian National Bibliography.* Calcutta: Central Reference Library.
24. *Institute for Scientific Information*. Science Citation Index. Philadelphia: ISI. (Now published by Thomson Reuters)
25. Johnson, B. L. C. *Geographical Dictionary of India.* New Delhi: Vision Books.
26. Keegan, J. *Who was who in World War II.* London: Bison Books
27. Keenan, S and Johnston, C. *Concise Dictionary of Library and Information Science.* London: K.G Saur Verlag.

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28. Kent, A. *Encyclopedia of Library and Information Science.* Florida: Crc Press.

29. Landau, T. *Who's Who in Librarianship and Information Science.* London: Abelard-Schuman.

30. Lane, H.U. *The World Almanac & Book of Facts.* New York: Newspaper Enterprise Association.

31. Lewis, D. S. *The Annual Register: world events.* Cambridge: Proquest.

32. *Library and Information Science Abstracts.* London: Library Association. [Note: Indian Library Science Abstracts may also be added]

33. Malley, L.S.S.O. *Bengal District Gazetteers Midnapore*. Calcutta: The Bengal Secretariat Book Depot.

34. *McGraw- Hill Encyclopaedia of Science and Technology*. 20 vols. New York: McGraw-Hill.

35. *Merriam-Webster's Geographical Dictionary*. New York: A Genuine Merriam-Webster.

36. India. Ministry of Information and Broadcasting. *India: A Reference Annual.* Delhi: Publications Division Ministry of Information and Broadcasting.

37. India. Ministry of Information and Broadcasting. *The Gazetteer of India:* Indian Union. Faridabad: Publications Division.

38. Landau, T. Encyclopaedia of librarianship.

39. Onions, C.T. *The Shorter Oxford English Dictionary.* Oxford: Clarendon Press.

40. Oxford English Dictionary. Retrieved from https://www.oed.com/

41. Parker, S. P. *McGraw-Hill Dictionary of Scientific and Technical Terms.* New York: McGraw-Hill.

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

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

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

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

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

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

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

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

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

51. Turner, B. *The Statesman's Yearbook: the politics, cultures and economies of the world*.

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New York: Palgrave Macmillan.

52. *Ulrich's International Periodicals Directory: including irregular serials and annuals.* New Providence: R.R. Bowker.
53. *Unesco thesaurus.* Retrieved from https://vocabularies.unesco.org/browser
54. *Webster's New Geographical Dictionary*. Springfield: Merriam-Webster.
55. *Whitaker's Almanac*. London: Bloomsbury Publishing.
56. *Who Was Who: a companion to who's who.* London: Adam & Charles Black.
57. Winch, K. L. *International Maps and Atlases in Print.* New York: R.R. Bowker.
58. Woods, T. *Who's Who of Twentieth - Century Novelists.* London: Routledge.
59. Young, H. *The ALA Glossary of Library and Information Science.* Chicago: American Library Association.

Course Code: BLI - 207
Course Title - Field Survey
Full Marks – 50

Course Outcomes (CO)

After participating in the field survey, students shall be able to:

1. Gain a life-time opportunity to explore libraries of repute.
2. Learn about team-work and togetherness.
3. Apply assimilated knowledge while exploring, evaluating and reporting.

Course Contents:

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

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

Note: Students are required to participate in the field survey and submit a report of the survey for evaluation.

Course Code: BLI - 208
Course Title - ICT Application in Library and Information Services (Practice)
Full Marks – 50 Examination Marks – 40 Class Test / Project / Seminar Presentation - 10

Course Outcomes (CO)

After studying this course, students shall be able to:

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1. Operate computer for handling files, directories and other office management.
2. Build database of library users, library serial publications with the help of any general purpose DBMS.
3. Use library web page with the application of text formatting, coloured background, image insertion, link to external files, publishing different lists, etc.
4. Locate, search and retrieve renowned databases and relevant information from the electronics environment.
5. Develop search strategy to retrieve relevant documents and bibliographic records available in libraries and information centres.
6. Recognise the distinction of bibliographic DBMS with general purpose DBMS.
7. Understand the bibliographic data format and the requirement for its standardisation.

Course Contents:

Unit – 1: Desktop setup; Use of Operating Systems: Single user and Multitasking Environment; Use of Word Processor, Power Point, Spread Sheet Management

Unit – 2: Introduction to general DBMS and Bibliographic DBMS

Unit – 3: Basics of Web page Designing; Basics of Online Search and retrieval

Unit – 4: Library Management Software and introduction to ILMS; Online Search and Retrieval

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

Reading List

1. Hatua, S. R. (2013). *LIS Info Mine Library & Information Science*: Kolkata: Arpita Prakashani.
2. Kahate, A. (2009). *Introduction to database management system*. Delhi: Person education.
3. Leon, A. & Leon, M. (2002). *Database management system.* Chennai: Leon Vikas.
4. Majumdar, A. K. & Bhattacharyya, P. (1996). *Database management system*. New Delhi: Tata Mc Graw Hill.
5. Markey, Karen (2019). *Online Searching*: A guide to finding quality information efficiently and effectively. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
6. Mishra, V K (2016). *Basics of Library Automation, Koha Library management software and data migration: challenges with case studies.* New Delhi; EssEss Publications.

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