

# S.S.D GIRLS COLLEGE, BATHINDA

## SYLLABUS OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Session : 2024-2025, 2025-2026

Program code: BLIBSSD

**Program specific outcomes:** The BLIS programme will develop students knowledge, understanding and skills in organizing and managing library resources and services in library and information centres through use of technologies.

### FIRST SEM

COURSE CODE	NOMENCLATURE OF PAPERS	CREDITS L-T-T-P	TOTAL CREDITS
BLIB111T	Foundation of library and Information science	5-0-0	5
BLIB112T	Knowledge organization and information processing : Theory	5-0-0	5
BLIB113T	Management of libraries and information centers	5-0-0	5
BLIB114T	School library system	5-0-0	5
BLIB115T	Library and its users	5-0-0	5
	<b>Total credits</b>		25

### Second Semester

Course code	Nomenclature of papers	Credits L-T-TP	Total Credits
BLIB121T	Knowledge organization and information Processing : classification practice CC & DDC	5-0-0	5
BLIB122T	Knowledge organization and information Processing : cataloguing practice CCC & AACR2	5-0-0	5
BLIB123T	Information sources and services	5-0-0	5
BLIB124T	Information and communication technology : Basics	5-0-0	5
	<b>TOTAL CREDITS</b>		20

## First Semester

### **BLIB111T : Foundation of library and Information science**

**Objective :-** To acquaint students with basic philosophy of library and information science while describing the role and evolution of library as a social institution and appreciate the library and information profession.

**Course outcomes :** The students will understand the basic philosophy of library and information science , concept of different types of libraries and their functions . Besides he/ she will learn library legislation, library associations and other related areas.

Max marks : 100

Time allowed : 3 hours

Written examination: 70 marks

Pass marks: 35%

Internal Assessment: 30 marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each.sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

#### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

**NOTE :-** 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Sec:- A**

1. Concept of library : Definition, purpose and functions. Five laws of library science.
2. Library in society : place of library in dissemination of information.
3. Changing role of library in socio- economic development, education ,education and recreation.

4. Library cooperation : Definition , types ,levels, resource sharing and Networking , library consortia.

#### Section- B

5. Library development : Modern librarianship in India.
6. Library Legislation : Need , Purpose and Factors. A brief account of its present position in india . copyright Act, Press and registration Act and Delivery of Books and Newspaper (Public libraries) Act 1954.
7. Library profession : librarianship as a profession , professional ethics, Role of library professions : ILA, IASLIC, ALA, CILIP.
8. Promoters of library and Information services : At national Level : RRRLF and International level ; UNESCO and IFLA : Their role in promotion and development of libraries.

#### Suggested Readings:

1. Gerard, David, Ed., Libraries in Society: A Reader. London: Clive Bingley, 1978.
2. Girja Kumar, Library Development in India: Delhi: Vikas, 1986.
3. India, Advisory Committee for Libraries. Report. Delhi: Manager of Publications, 1955.
4. Jefferson, Library and Society, Cambridge: James Clarke, 1969
5. Kent, Allen ed. Resource Sharing in Libraries, why, how, when, next action step. New York: Bekker, 1974.
6. Khanna, J.K., Library & Society. Kurukshetra: Research Publications, 1987.
7. Kumar, P. S. G., Foundations of Library and Information Science, 2003.
8. Ranganathan, S.R., Five Laws of Library Science. 2nd Ed., Reprint. Bangalore: Sarda Ranganathan Endowment for Library Science, 1986.
9. Rout, R.K. ed., Library Legislation in India. New Delhi: Reliance Publishing House, 1986.
10. Sahai, Shrinath, Library and the Community. New Delhi: Today and Tomorrow, 1973.
11. Shera, J. H., The Foundation of Education for Librarianship. New York, Becker and Hayes, 1972.
12. Shera, J.M., Sociological Foundations of Librarianship. Bombay: Asia Publishing House, 1970.
13. Damrita, J. Future, Concepts of Library & Information Science Changes, Challenges and Role of Library Professionals, New Delhi; Ess Ess Publications, 2009

## **BLIB112T: Knowledge organization and information processing : Theory**

**Objective :-** To acquaints students with the theory classification and cataloguing, its problems and role in the organization of library material.

**Course outcomes:-** The Students will be able to understand the theory and techniques of core concepts of library classification and library cataloguing.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each.sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

**NOTE :-** 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Section : A**

- 1.Concept of Library Classification: Definition, need and purpose.
- 2.Theory of Subjects : Basis ,Compound and Complex Subjects.
- 3.Models of Classification Schemes: Enumerative and faceted- their merits and demerits.
4. Notation: Need, purpose and qualities of notation.
5. Concept of Call Number: Class Number, Book Number and Collection Number.

6. Classification Schemes: Introduction to major schemes of classification: Dewey Decimal Classification (DDC) and Colon Classification (CC).

7. Classification theory : Canons/Principles of sayers, Bliss and Ranganathan.

8. Development and trends in classification: Role of Computers.

#### Section: B

9. Library Catalogue: Definition, need, purpose and functions.

10. Forms and Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-classified Catalogue; Card , Microfiche , Computerised and online (OPAC) Catalogues.

11. Filing of Entries: Arrangement of entries in dictionary catalogue and classified catalogue

12. Standard Codes of Cataloguing: AACR and CCC.

13. Normative Principles of Cataloguing: Canons and principles of cataloguing.

14. Subject Cataloguing: Principles of subject cataloguing; Subject heading lists and their features.(Sears List of Subject Headings and Library of Congress List of Subject Headings)

15. Descriptive Cataloguing : Current Trends in Standardization, Description and Exchange: ISBD, MARC and CCF.

16. Development and trends : Development and recent trends in cataloguing.

#### RECOMMENDED READINGS :

1. Kemp, D.A. Nature of Knowledge: An Introduction to Libraries. London: Clive Bingley, 1976.

2. Khanna, J.K. and Vashisht, K.K. Knowledge, Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.

3. Krishan Kumar. Theory of Classification. Delhi: Vikas Latest Ed.

4. Ranganathan, S.R. Descriptive Account of Colon Classification. Bangalore: Sarda Ranganathan. Endowment for Library Science, 1989.

7. Satija, M.P. Colon Classification: A Practical Introduction. 7th Ed., New Delhi: Ess Ess,

8. Anglo American Cataloguing, Rules. 2nd Ed., London: Library Association, 1978.

9. Chan, Lois Mai, Cataloguing and Classification: An Introduction. 2nd Edition, New York: McGraw Hill, 1993

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

## **BLIB113T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

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

**Course outcomes:-** The Students will be able to understand and apply various managerial skills and library house keeping operations to run the libraries effectively.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each.sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

**NOTE :-** 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Section: A**

1.Concept of Management: Principles and functions of scientific management and their application to libraries and information centres. Levels of Management.

2. Library Organisation: Structure; Library authority and library committee.

3. Library Finance: Sources of finance; Budgeting procedure and accounts; Cost effectiveness and cost-benefit analysis.

4. Human Resource Management: Policy and staffing- Selection, recruitment, training and development, performance appraisal; Staff manual.
5. Collection Development and Access Management : Need , Purpose, Principles and factors. Collection development policy, procedures of ordering , appointing vendors. (GOC). Acquisition of library non-print/ multimedia materials..
6. Management of Technical section and service.
7. Storage and Maintenance Section: Planning and policies ,Stacking arrangement, open vs. closed access, binding, stock rectification and stock verification, Binding

#### Section:B

8. Periodical Section: Acquisition, methods of recording with special reference to Kardex.
9. Circulation Section: Membership/Registration; Charging and discharging system; Library rules.
10. Reference and Information Section: Organization of Reference and Information Section.
11. Library Building and Equipment: Planning responsibilities; Standard and Norms for planning , building Furniture and equipment.
12. Public Relations and extension Service: Definition, Need , objectives and Methods.
13. Library Statistics: Need, purpose and types.
14. Annual Report: Need, purpose and contents.

#### **RECOMMENDED READINGS :**

1. Corbett, Edmund V. Fundamentals of Library Organization and Administration: A Practical Guide. New Delhi: Oxford, 1979.
2. Krishan Kumar. Library Administration and Management. New Delhi: Vikas, 1993.
3. Kumar, P. S. G. Management of Library and Information Centres. Delhi. B. R. Publishing Corp. 2003.
4. Lancaster, F.W. and Sandore, B. Technology and Management in Library and Information Services. London: Library Association, 1997.
5. Lock, R. N. Library Administration. 3rd Ed., London: Cross by Lockwood Staples, 1973
6. Mittal, R.L. Library Administration: Theory and Practice. 4th Ed., Delhi: Metropolitan, 1984.
7. Morgan, Steve. Performance Assessment in Academic Libraries. New York: Mansell, 1995.
8. Murthy, M.R.S. Cost Analysis for Management Decision. New Delhi: Tata Mc Graw Hill, 1990.

## **BLIB114T: SCHOOL LIBRARY SYSTEM**

**Objective :-** To acquaint Students with the role of school library in Elementary and Secondary Education and to familiarize with the sources and services provided by school library.

**Course outcomes:-** The Students will be able to understand the working of school library system.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each.sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

**NOTE :-** 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Section : A**

1. School library system : Definition , need and objective.
2. Information sources in school libraries: print and non print and digital resources.
3. Collection development : selection ,acquisition, technical processing , maintenance, stock verification and weeding out.
4. Users of school library and their information needs.

#### **Section : B**



5. Information services in school libraries.
6. Initiative for school libraries : Recommendation of commissions and Organisations on school libraries in India.
7. Role of Professional Associations in development of school libraries:  
IFLA & UNESCO School library manifesto and Guidelines.
8. Role of school librarians in Promoting the use of libraries.

#### Recommended readings:

1. IFLA/UNESCO The school Libraries and learning for all: IFLA & UNESCO SCHOOL LIBRARY Manifesto.
2. Patrick .R.J. Guidelines for library Cooperation : Development of academic library consortia, Santa Monica: system development corp. 1972.
3. Brophy, P. The academic library . London: facet Pub. 2005.
4. Budd, J. The changing academic library : Operations , cultures, environments. Chicago: Association of College and Research Libraries, 2005.
5. Daniel, C. I. The School libraries and the Librarians : making a difference in the knowledge age. Being a compendium of papers presented in the 39<sup>th</sup> National conference and AGM of the NLA held at Owerri .2001:109-104.

### BLIB115T: LIBRARY AND ITS USERS

**Objective :-** This paper aims to acquaint Students with different categories of user and their Information needs and familiarize them with library survey.

**Course outcomes:-** The Students will be able to analyse users information needs.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

## **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

NOTE :- 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

### **Section : A**

- 1.Changing role of libraries in the digital context.
- 2.Category of users and their information needs.
- 3.Information seeking behavior : concept and Models.
- 4.User Studies : Methods and Techniques.

### **Section:B**

- 5.User Education Programmes: Concept ,Objectives, Levels and Techniques.
- 6.Information Literacy: Definition ,need, and purpose.
- 7.Library Survey : Need, purpose and uses.
8. Evaluation of library Collection : Books and Periodicals.

### **RECOMMENDATION READINGS :**

1. Lancaster, F.W. The measurement and evaluation of library Services. Virginia: Information Resources Press, 1977.
2. Lancaster, F.W. If you want to evaluate your Library . London: Library Association,1988.
3. Bopp, Richard E & smith , Linda C. Ed. Reference and information service : An Introduction. Rev. ed. USA: Libraries un.,1995.
4. Girja Kumar. Philosophy of user education . Delhi: Vikas, 1983.
5. Stevensons, M.B. User education programmes.
6. Jordan, Peter. The academic Library and its users. Gower,1998.
7. Katz, William A. Introduction to reference work. Ed 7.2 V . New York : Mcgraw Hill,1996.
8. Kawatra, P.S. Fundamentals of Documentation. New Delhi : Sterling Pub.,1983.

9. Krishan Kumar. Reference Service. Rev.ed.3. New Delhi: Vikas,1987.
10. Atherton , Pauline . Handbook for information Systems and service. UNESCO : Paris ,1977.
11. Betty , M. Cost analysis of library functions.
12. Guha, B. Documentation and information . Rev. ed. 2. Calcutta: World Press, 1983.
13. Peter, fox Library user education.
14. Ward, M.L. Reader and Library user, London: Library Association, 1977.
- 15.

## **SECOND :- SEMESTER**

### **BLIB121T : Knowledge organization and information Processing :**

#### **classification practice CC & DDC**

**Objective :-** The objective of this paper is to give practice and train students in the techniques of classifying titles of documents according to colon classification. (Rev. Ed. 6) and Dewey Decimal Classification, 19<sup>th</sup> edition. Classification practice of titles of the Colon and Dewey Decimal Schemes of classification (editions mentioned above).

**Course outcomes:-** The Students will be able to classify the books according to colon classification and dewey classification.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

**INSTRUCTIONS TO THE PAPER SETTER :** The question paper should be made out in the three parts . section A should include titles to be classified according to CC Ed. 6<sup>th</sup> (Reprinted with amendments).Section B should be include titles to be classified according to DDC 19 th Ed. Section C should include both titles to be classified according to both CC and DDC. Whatever a title warrants use of Chronological Device, the period should be indicated by the paper sette. Titles should be expressive. The candidate will also be provided to the candidates for use in the Examination hall .In no case questions should be asked outside the syllabus and question paper should be set strickly according to instructions mentioned above.

#### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

**NOTE :-** 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

### **Section A**

**Colon classification**

**20 Marks**

**Classify any five of the following ten titles.**

### **Section B**

**DEWEY DECIMAL CLASSIFICATION**

**20 Marks**

**Classify any five of the following ten titles.**

### **Section C**

**Colon classification AND DEWEY DECIMAL CLASSIFICATION**

**20 Marks**

**Classify any five of the following ten titles both by CC and DDC.**

### **TEACHING AIDS**

- Colon classification ,Ed.6( Reprinted with amendments).1963.
- Dewey Decimal Classification , 3V.Ed.19.1979.
- Dictionary /Encyclopaedia.

### **LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

The following books are to be provided to the candidates:

- Ranganathan ,S.R. Colon classification ,Ed.6( Reprinted with amendments).1963. one for each candidate.
- Dewey Decimal Classification ,3V.Ed.19.1979. one for each candidate.
- Language Dictionary-2 copies.

**Note:** The above books are to be provided by the Department Library.

## **. BLIB122T : Knowledge organization and information Processing : cataloguing practice CCC & AACR2**

**Objectives:** The aim of this paper is to train students in cataloguing of documents according to AACR-II and CCC. The following types of documents shall be catalogued according to both AACR-II and CCC .

**Course outcomes:-** The Students will be able to catalogue documents according to CCC and AACR-II.

Max.Marks :100

Time allowed :3 hours

Written Examination :70 Marks

Pass Marks:35%

Internal Assessment :30 Marks

The following types of documents shall be catalogued according to both CCC and AACR2:

- 1.Single Personal Author ,Collaborators(s).
2. Joint Personal Author ,Collaborators(s).

The following types of documents shall be catalogued according according to AACR2 only :

- 1.Pseudonym: Single and Joint.
2. Work under editorial direction.
3. Ordinary Composite book.
4. Multi-volumes.
- 5.Periodicals.
- 6.Uniform Titles.
7. Corporate Author : Government ,Institution and Conference.

### **NOTE :**

- a. (i) Complicated cases of personal names. (ii) Complicated Corporate authorship. (iii) Complex titles in Periodicals.(iv) Complexities in descriptive cataloging are excluded.
- b. Cataloging of Artificial composite book, Pseudo – series according to AACR ii and CCC are excluded.

**INSTRUCTIONS TO THE PAPER SETTER :**Separate titles should be given for cataloguing by CCC and AACRII. The question paper should consist of two sections. Section A should two titles to be

catalogued according to CCC. Section B should be given eight titles to be catalogued according to AACR II supplemented by Sears list of Subject Headings. Candidates should be asked to catalogue fully any five titles in all, selecting one title from section A and four titles from Section B. In no case, question should be asked outside the syllabus and question paper should be set strictly according to the instruction mentioned above.

#### INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 3 hours

Max Marks: 70

Pass Marks: 35%

#### NOTE :

1. All questions carry equal (14) marks.
2. Catalogue Fully Five titles in all, selecting one title from section- A and Four titles from section-B
3. All Catalogue entries for each title should be completed before attempting the next title.
4. For entries according to AACR II:
  - a.) Follow Unit Cards System For added entries.
  - b.) For subject headings, use Sears List of Subject Headings, Ed 12.
5. Copies of Colon Classification, Ed 6 (Reprinted with amendments) and Sears List of Subject Headings, Ed 12 are available for use.

SECTION –A : CLASSIFIED CATALOGUE CODE

SECTION –B : ANGLO-AMERICAN CATALOGUING RULES II

### **BLIB123T : Information sources and services**

**Objective :-** The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students and to give them practice in the use of these in answering queries of users

**Course outcomes :** This paper will help the future library professionals in servicing various print and electronic resources in handling users queries and in providing various information services.

Max marks : 100

Time allowed : 3 hours

Written examination: 70 marks

Pass marks: 35%

Internal Assessment: 30 marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

NOTE :- 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Section : A**

1. Reference and Information Sources

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

3. Human and Institution sources .The internet and A Web as a source of information.

4. Evaluation Reference and Information Sources: Different types of reference and information sources;; Criteria for their evaluation.

5. Introductory to Encyclopedia , Dictionary, Geographical and Biographical sources of information . sources of current information. News Digests. Union catalogue. Indexing and Abstracting Services.

6. Bibliographical sources: function, types, uses and Evaluation criteria.

#### **Section : B**

7. Reference and Information Services: Concept, definition, need, types and trends. Basics of digital and virtual reference services. (Ask Jeeves, Question point).

8. CAS and SDI Services: Need, techniques and evaluation.

9. Bibliographic, Referral, Document Delivery and Translation services.

10. Introductory to Documentation and information Centres. Information Systems : NISCAIR, NASSDOC , DESIDOC.

11.Services and products of and information networks at National level : INFLIBNET, DELNET.

12. Services and products of documentation Centres and information systems and networks at Inter National level : OCLC.

**NOTE :-** List of reference sources for evaluation attached as appendix.

### **Suggested Readings:**

1. Cheney, F. N. and William, W.J. Fundamental Reference Sources. 2nd Ed., Chicago: ALA, 1980.

2. Foskett, D.J. Information Service in Libraries. London: Lockwood, 1970.

3. Girja Kumar: Philosophy of User Education. New Delhi: Vikas, 1993.

4. Grogan, Denis. Practical Reference Work.2nd Ed., London: LA, 1981.

5. Gupta, B.M. et. al., Eds., Handbook of Libraries, Archives and Information Centres in India.16 V. New Delhi: Information Industry Publications, 1985-96.

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

7. Krishan Kumar. Reference Service. 3rd Rev. Ed., New Delhi: Vikas, 1996.

8. Kumar, P.S.G. Fundamentals of Information Science. New Delhi: S.Chand, 1998.

9. Neelameghan, A. and Prasad, K.N., Eds., Information Systems, Networks and Services in India, 2 Vols., Chennai: Ranganathan Centre for Information Studies, 1998.

10. Ranganathan, S.R. Reference Service. 2nd Ed., Bombay: Asia Pub. House, 1961.

11. Rastogi, K. G. Reference Services in Library Science. New Delhi: Alfa Publications, 2006.

### **BLIB124T: Information and communication technology : Basics**

**Objective :-** To acquaint students with computers, computers architecture, the system software and application software, and use of ICT in library and information centres. It also aims to impart practical knowledge of library automation software.



**Course outcomes :** The students will feel empowered in using and applying the ICTs in LIBRARIES.

Max marks : 100

Time allowed : 3 hours

Written examination: 70 marks

Pass marks: 35%

Internal Assessment: 30 marks

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections : A,B and C. section A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. sec C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus . In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

#### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max marks: 70

Pass Marks: 35%

NOTE :- 1. Answer five questions in all , selecting at least two questions from each section, The question in section C is compulsory.

2. Questions in section A and B carry 12 marks each. The questions in section C carry 2 marks each.

#### **Section : A**

1. Computer Hardware: Input and Output devices, storage devices, Software: System software and application software.
2. Information and communication Technologies: Concept and Impact on Society.
3. ICT : Application in Libraries.
4. Library Automation: Need, Purpose and Application.
5. Information Retrieval : Search engines, Boolean operators.
6. Computer Networks : concept , Classification of Computer Network on the basis of size (LAN, MAN, and WAN) and Topologies and advantage of networks.

#### **Section : B**

7. Library and Information networks with special reference to India :DELNET, INFLIBNET.
8. The Internet : World wide web (www). Hypertext , Hypermedia, Multimedia, Intranet ,Extranet.
9. Common Software: Introduction to open /proprietary software ,word Processing software :MS Word- and the Data Creation Software and MS Excel – Basic Features.
10. Digital , Virtual and Hybrid Libraries : Definition and scope ,Recent Developments and trends.
11. Library software: Essential features.
12. Study of features of select library software package: KOHA and SOUL (its practice).

#### **RECOMMENDED READINGS:**

1. Crawford, Sharon. Windows 98, New Delhi: BPB Pub. 1998.
2. Getting started Microsoft Windows 98, 2nd Ed., USA: Microsoft Corp; 1999.
3. Kimber, R.T. Automation in Libraries 2nd Ed., Oxford: Pergamon Press, 1974.
4. Kumar, P. S. G. Information Technology: Basics. Delhi. B. R. Publishing Corp. 2003.
5. Lovecy, Ian. Automating Library Procedures. London: Library Association, 1984.
6. Mini-Micro CDS/ISIS: Reference Manual. Paris: UNESCO, 1989.
7. Norton, Peter. Introduction to Computers. 2nd Ed., New Delhi: Tata McGraw-Hill, 2006.
8. Ravichandra Rao, I.K. Library Automation. 2nd Ed., New Delhi: Wiley Eastern, 1996
9. Rowley, J. Computer for Libraries. 2nd Ed., London: Clive Bingley, 1984.
10. Rowley, J. The electronic Library. 4th Ed., London: Library Association, 1998.
11. Rowley J. The Basics of Information System. London: LA, 1996.
12. Swihart, Stantley J. and Hafley, B.F. Computer system. London: LA, 1996.
13. Satyanarayana, B, Ed., Information Technology: Issues and Trends. New Delhi: Cosmo, 1998.
14. Tedd, L.A. An introduction to Information Technology: Basics. Delhi, B. R. Publishing Corp. 2003.
15. Winship, I. The Students' Guide to the Internet. London: LA, 2001.

**TEACHING METHODS :** Barring specific requirements of particular papers , following will be the teaching methods : leactures, discussion or assignments/demonstration , observation , tutorials and seminars.

**ACTIVITIES OF STUDENTS:** Listening , notes –taking ,raising questions and answering questions raised in the class , discussing , observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class .in this respect they are supposed to spend some time in the departmental library and the college library.

## **APPENDIX**

### **DICTIONARIES:**

1. The Oxford English Dictionary, Second edition, Oxford. N.Y.: The Clarendon Press, 1993, 20 vols.
2. Webster's Third New International Dictionary of the English Language, Chicago: Encyclopaedia Britannica.Inc., 1961.3 vols.
3. Roget's International Thesaurus. Ed. 3, 1968.
4. PSUTB English –punjabi Dictionary .Chandigarh Punjab state university Text –Book Board.

### **ENCYCLOPEDIAS:**

1. The New Encyclopaedia Britannica, Chicago: Encyclopaedia Britannica Inc. Latest ed.
2. Encyclopaedia Americana, New York: Grolier Inc. 30 vols.
3. World Book Encyclopaedia, Chicago: World Book. 22 vols. Annual revision, Multimedia version, 1955.
4. International Encyclopaedia of the Social Sciences, N.Y. : The McMillan and The Free Press,1968. 18 vols.
5. McGraw-Hill Encyclopaedia of Science and Technology. N.Y., McGraw-Hill.
6. Encyclopaedia of Library and Information Services. 3rd ed. Chicago: American Library Association, 1993.

### **BIOGRAPHICAL DICTIONARIES:**

1. The International Who's Who. London: Europa.
2. Dictionary of National Biography, edited by S.P. Sen. Calcutta: Institute of Historical Studies, 1972-74, 4 vols.
4. India Who's Who. New Delhi: INFA Publications.

### **GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:**

1. Columbia Lippincott Gazetteer of the world. N.Y. : Columbia University Press, 1952.

2. The Gazetteer of India. New Delhi: Publication Division, Ministry of Information and Broadcasting. Govt. of India, 1978.

#### **YEAR BOOKS:**

1. The Europa World Yearbook. London; Europa Publications, 1976.
2. The Statesman's Yearbook, New York: ST. Martin's Press, 1864.
3. India: A Reference Annual, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India, 1953.
4. The Bowker Annual of Library and Book Trade Information. N.Y.: R.R. Bowker, 1955.
5. Whitaker's Almanac and Book of Facts (Annual). N.Y: Newspaper Enterprise Association Inc. 1968.
6. Universities Handbook. New Delhi: AIU. Latest edition.

#### **NEWS DIGESTS:**

Keesing's Record of World Events (Formerly Keesing's Contemporary Archives) 1931- Longman Group, UK.

#### **STATISTICAL SOURCES:**

1. United Nations Statistical Yearbook.
2. Census of India.
3. Statistical Abstracts of Punjab. Chandigarh: Economic Advisor to Punjab Government.

#### **BIBLIOGRAPHIES:**

1. British National Bibliography (BNB). Boston Spa: British Library National Bibliographica Service, 1950.
2. Indian National Bibliography (INB). Calcutta: General Reference Library, 1975(Monthly).
3. Indian Books in Print, New Delhi: Indian bibliographies Bureau.
4. Cumulative Book Index: A World List of Books in English Language. N.Y.: H.W. Wilson, 1933.
5. Books in Print: A World List of Books in English Language. H.W. Wilson, 1933.
6. Whitaker Books in Print. London; Whitaker, 1967(Annual).
7. Walford's Guide to Reference Material. Latest ed. London: Library Association.

8. Besterman, Theodore: A World Bibliography of Bibliographies. Lausanne: Societies Bibliographica, 1965-66, 4 vols.

9. Ulrich's International Periodicals Directory: A Classified Guide To Current Periodicals, Foreign and Domestic, N.Y. : R.R. Bowker, 1932 (Annual).

#### **UNION CATALOGUES:**

1. National Union Catalogue of Scientific Serials in India (NUCSSI), Print form and database.

2. Union Catalogues, Published by National Social Science Documentation Centre, New Delhi.

#### **INDEXING SERVICES:**

Guide to Indian Periodical Literature. Gurgaon: Indian Documentation Services, 1982(Quarterly).

#### **ABSTRACTING SERVICES:**

Library and Information Science Abstracts (LISA). London: Library Association, 1969(Monthly).