

MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Scheme of Examination)

**Bachelor of Library and Information Science (B.Lib.I.Sc.)
(Regular Modew.e.f. 2019-20)**

(Semester I)

Course Code	Title of Course	Marks			Duration
		Internal Assessment	Exam. Marks	Total Marks	
19LIS21C1	Foundations of Library and Information Science	20	80	100	3 Hrs
19LIS21C2	Knowledge Organization: Classification Theory	20	80	100	3 Hrs
19LIS21C3	Knowledge Organization: Classification Practice	00	100	100	3 Hrs
19LIS21C4	Information Communication Technologies (ICTs) Basics: Theory	20	80	100	3 Hrs
19LIS21C5	Information Communication Technologies (ICTs) Basics: Practice	00	100	100	3 Hrs

Total Marks (1st Semester) = 500

(Semester II)

Course Code	Title of Course	Marks			Duration
		Internal Assessment	Exam. Marks	Total Marks	
19LIS22C1	Knowledge Organization: Cataloguing Theory	20	80	100	3 Hrs
19LIS22C2	Knowledge Organization: Cataloguing Practice	00	100	100	3 Hrs
19LIS22C3	Information Sources and Services	20	80	100	3 Hrs
19LIS22C4	Management of Libraries and Information Centres	20	80	100	3 Hrs
Choose any one from the following three papers					
19LIS22DA1	Library Operations	20	80	100	3 Hrs
19LIS22DA2	Book Publishing	20	80	100	3 Hrs
19LIS22DA3	Information Systems and Networks	20	80	100	3 Hrs

Total Marks (2nd Semester) = 500

Note:

- i. The practical examination will be conducted by external examiner and the question paper of practical will be set by the internal examiner in association with external examiner.

FIRST SEMESTER

19LIS21C1: Foundations of Library and Information Science

Maximum marks: 80

Pass marks: 32

Time: 3hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit-1: Foundational Approach

- Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution.
- Types of libraries : characteristics, collections, services, staff, objectives, structure and functions
- Growth and development of libraries with special reference to India
- Library and information science education in India: as a discipline and subject, history, level- degree and institution, accreditation
- Role of library in formal and informal education

Unit-2: Laws of Library and Information Science

- Five laws of library science of S R Ranganathan
- Implications of five laws: general and digital environment

Unit-3: Library Legislation, Acts and Professional Issues

- Library legislation: need and essential features
- Library legislations in India: history, chronology and features
- Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement
- Delivery of Books (Public Libraries) Act 1954
- Profession : attributes; librarianship as a profession, ethics

Unit-4: Professional Associations and Organizations

- Library associations: National and international associations, need and role in promotional activities
- National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centres (IASLIC) - history, structure, membership, activities
- International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals (CILIP); [International Federation of Library Associations and Institutions](#) (IFLA)- history, structure, membership, activities
- National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata (Role, objectives, types of grants)

- International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair

Suggested Readings

Bawden, David & Robinson, Lyn (2012). ICT

Introduction to information science. London: Facet.

Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.

Khanna, J. K. (1987). *Library and society*. Kurukshetra: Research Publications

Krishan Kumar. (1993). *Library organization*. New Delhi: Vikas.

Liu, Yan Quan & Cheng, Xiaojun (Eds.) (2008). *International and comparative studies in information and library science*: Lanham; Maryland: Scarecrow Press.

Ranganathan, S. R. (1969). *Five laws of library science*. 5th ed. Bangalore: SaradaRanganathan Endowment for Library Science, 2006

Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.

Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*. Santa Barbara: Libraries Unlimited.

Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.

Venkatappaiah, Velage & Madhusudan, M. (2006). *Public library legislation in the new millennium: New model public library acts for the union, states and union territories*. Delhi: Bookwell.

19LIS21C2: Knowledge Organization: Classification Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit-1: Library Classification

- Library classification: definition, need and purpose
- Theories of classification: Static and dynamic
- Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence
- Notation and call number: number building process
- Devices in library classification

Unit-2: Universe of Knowledge and Subjects

- Universe of subjects: definitions and purpose
- Development of subjects: structure and attributes
- Modes of formation of subjects
- Mapping of subjects: Colon Classification (main classes); Dewey Decimal Classification (2nd level classes)

Unit-3: Schemes of Classification

- Species of library classification : enumerative & faceted
- Classification schemes: design, methodology
- Standard schemes of classification and their features: CC, DDC, UDC

Unit-4: Recent Trends

- Recent trends in classification
 - Thesaurus based: Thesaurofacet, classaurus
 - Automatic classification, Classification in online systems, Web Dewey
 - Role of major organizations: DRTC, CRG, OCLC
 - Ontology-based classification
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Suggested Readings

Broughton, Vanda (2015). *Essential classification* (2nded). London: Facet.

Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.

Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: VishwaPrakashan.

Foskett, A. C. (1990). *Subject approach to information* (5th ed.). London: Clive Bingley.

Krishan Kumar. (2000). *Theory of classification* (4th rev ed.) New Delhi: Vikas Publications.

Ranganathan, S. R. (1967). *Prolegomena to library classification* (3rd ed.). Bangalore: SaradaRanganathan
Endowment for Library Science.

Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet.

19LIS21C3: Knowledge Organization: Classification Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs.

Note

The paper is divided into 2 parts. Each part carries 50 marks.

Part-I: Classification of documents by latest available edition of DDC

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.

Part-II: Classification of Documents by Colon Classification (6th revised edition)

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.
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Suggested Readings

Dewey, Melvil & Julianne Beall. (1985). *DDC, Dewey Decimal Classification* (19th ed.). Albany, N.Y., U.S.A.: Forest.

Ranganathan, S. R. (1963). *Colon Classification* (6th ed.). Bangalore: SaradaRanganathan Endowment for Library Science.

Ranganathan, S. R. (1990). *Descriptive account of the Colon Classification*. Bangalore: SaradaRanganathan Endowment for Library Science.

Satija, M. P. (1995). *Manual for practical Colon Classification* (3rd rev ed.). New Delhi: Sterling.

Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Publishing.

19LIS21C4: Information and Communication Technologies (ICTs) Basics: Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit 1: Computer Hardware and Software

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application softwares
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit 2: Computer Applications to Library and Information Services

- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need , purpose & objectives
- Library management software: features, modules, selection, recency
- Basic features of SOUL and Libsys

Unit 3: Communication Technologies and their Applications

- Telecommunications: need, purpose and objectives
- Modes – Simplex, half duplex, full duplex and; media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit 4: Internet and Library Networks

- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
 - Library networks : need, purpose, objectives & resource sharing
 - National library networks : DELNET, INFLIBNET, NKN
 - Internet : concept, definition, origin, need, purpose & services
 - Search Strategies – Boolean operator, Wild card, Truncation, etc.
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Suggested Readings

Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences*. New Delhi: BPB.

Bharihoke, Deepak. (2002). *Fundamentals of IT* (2nd ed). New Delhi: Excel Books.

Chowdhury, G. G. and Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.

- Chowdhury, G. G. and Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet .
- Cox, Joyce, Lambert, Joan and Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
- Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
- Pandian, M. Paul and Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw-Hill.
- Rajaraman. (2001). *Fundamentals of computers* (3rded). New Delhi: Prentice Hall of India.
- Rowley, Jennifer. (1993). *Computers for Libraries*. (3rd ed). London: Library Association.

19LIS21C5: Information and Communication Technologies (ICTs) Basics: Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs

Note

The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1: System Software: WINDOWS (latest) Operating System

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories applets: Calculator and Paint.

Unit 2: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit 3: Library Management Software

- Basics of WINSIS/SOUL/LIBSYS
- Installation by the students
- Modules handling , inserting, and updating

Unit 4: Online and Offline Searching

- Offline search: files and folders
- Online search: Basic and advance
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Suggested Readings

Amba, Sanjeevi&Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: EssEss.

Chowdhury, G. G. &Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.

Chowdhury, G. G. &Chowdhury, Sudatta (2000). *Searching CD-ROM and online information sources*. London: Library Association.

Neelameghan, A. &Lalitha, S. K. (2001). *Tutor+: A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: SaradaRanganathan Endowment for Library Science.

Negus, Christopher (2005). *Linux Bible*. New York: John Wiley.

Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley.

Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.

Winship, Ian and McNab, Alison. (2000). *Student's guide to the Internet*. London: Library Association.

UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5*. Paris: UNESCO.

SECOND SEMESTER

19LIS22C1: Knowledge Organization: Cataloguing Theory

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit-1: Library Catalogue

- Catalogue: definition, need, purpose & objectives
- Types of library catalogue – alphabetical (author, name, title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing

- Entries: concept, types – main and added
- Data elements in different types of entries according to CCC and AACR-2
- Filing of entries: concept and need
- ALA filing rules

Unit-3: Subject Cataloguing

- Subject cataloguing: definition, need, purpose & principles
- Vocabulary control and controlled vocabularies
- List of subject headings: Sears List
- Chain procedure of S R Ranganathan

Unit-4: Cataloguing Standards and Current Trends

- Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50
- Metadata: Concept, need, purpose and standards (Dublin Core)
- Recent trends: basic concept of FRBR, RDA

Suggested Readings

Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.

Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.

- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .
- Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.
- Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.
- Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
- Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5thed with amendments). Bangalore: SaradaRanganathan Endowment for Library Science.
- Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer.
- Zeng, Marcia & Qin, Jian (2016). *Metadata*. 2nd ed. London: Facet.

19LIS22C2: Knowledge Organization: Cataloguing Practice

Maximum marks: 100

Pass marks: 40

Time: 3Hrs

Note

The paper is divided into 2 Parts. There will be 5 questions (titles) from each part. The candidates have to prepare total 5 entries selecting at least 2 entries from each part. All questions carry equal marks

Part-I: Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed ,merged and split title

(Note: Students will assign subject headings from the *Sear's List of Subject Headings* themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Part-II: Cataloguing of Documents by Classified Catalogue Code (CCC 5th Ed.)

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed , merged and split title

(Note: Students will assign subject headings by S R Ranganathan's *chain procedure* method themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Suggested Readings

Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed). London: Bowker-Saur.

ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed). London: Library Association.

Library of Congress. (2011). *Library of Congress Subject Headings* (33rded). Washington, D.C.: Library of Congress, Cataloging Distribution Service.

Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials*. 2nd ed., Chicago: American Library Association.

Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association.

Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and*

other special materials: A manual based on AACR2 and MARC 21 (5th ed). Westport, Conn.: Libraries Unlimited.

Ranganathan, S. R. (1988). *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)* (5thed). Bangalore: SaradaRanganathan Endowment for Library Science.

Saye, Jerry D., & Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association.

Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings* (20th ed.). New York: H.W. Wilson.

Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

19LIS22C3: Information Sources and Services

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit 1: Information Sources

- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility and evaluation

Unit 2: Information Services

- Information Services: concept, definition, need and trends
- Information services: anticipatory and on-demand
- Types of information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3: Information Users

- Types of users: age, profession and experience
- Information need and seeking behavior: concept, methods and models
- User education: concept, need, methods
- Information literacy: meaning, need and concept

Unit 4: Internet as a source of information

- Internet as a source of information
- Sources: Open and Subscribed
- Open access: virtual library, subject gateways, open courseware
- Subscribed: databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald)

Suggested Readings

Foskett, D. J. (1967). *Information service in libraries*. 2nd ed. Connecticut: Archon Book Hamden.

Gates, Jean Key (1988). *Guide to the use of libraries and information sources*, 6th ed. New York: McGraw-Hill.

Katz, William A. (2002). *Introduction to reference work: Basic information services. Introduction to reference work*: V1. 8thed. New York: McGraw-Hill, 2002.

Krishan Kumar. (2001). *Reference service*. 5th rev. ed. New Delhi: Vikas Publications.

Library Association. (1999). *Guidelines for reference and information service in public libraries*. London:

Library Association.

Ranganathan, S. R. (1989). *Reference service* (2nded). Bangalore: SaradaRanganthan Endowment for Library Science.

Usha Pawan and Gupta, Pawan Kumar. (1994). *SandarbhSewa: SaidhantikAvamKriyatmak*. Jaipur: RBSA.

19LIS22C4: Management of Libraries and Information Centres

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Notes

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit-1: Management Basics

- Management: concept, definition, function and scope
- Principles of management
- Schools of thought: classical- scientific and process manage; neo-classical- human relation, behavioural; modern management era- empirical, social system, decision theory and contingency.
- Change Management : concept, problems of inducing change and techniques
- Tool and techniques: total quality management-definition, concepts and elements; project management- PERT, CPM

Unit-2: Man and Materials Management

- Human Resource (HR): Human Resource Management (HRM): Human Resource Development (HRD)
- Human Resource Planning (HRP): concept and components
- Jobs: Analysis, description and requirement
- Recruitment : advertisement, screening, selection-methods , induction, orientation, performance & evaluation
- Motivation: concept , theories- Maslow's and Hertzberg's
- Library committees: purpose and types
- Materials management: Library infrastructure, Library building-construction, provision, lighting floor management and future considerations

Unit-3: Library Financial Management

- Financial management: concept, scope and objectives
- Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero- based budgeting (ZBB)
- Cost analysis: concept and methods-cost benefit, cost effectiveness
- Outsourcing: concept, definition, need and purpose

Unit-4: Library Collection and Service Management

- Functions: resources development section- selection principles, collection development & selection tools; policies - print and e-resources; processing; serial control & management; maintenance- conservation, preservation, stock verification & weeding; circulation-

charging, discharging, reservation, renewal, overdue and fines; administrative- grant, funding, gift & audit

- Library services: nature, significance and characteristics, factors influencing the growth of services
- Library rules: membership, timing, circulation and user behaviour
- Reports: contents, style & annual reports
- Library statistics: records, data

Suggested Readings

Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik (2000). *Management basics for information professionals*. New York, Neal-Schuman

Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har- Anand Publications.

Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: EssEss.

Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing.

Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: EssEss.

Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT.

Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications.

Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

Bryson, J. (1998). *Effective library and information centre management*, Ashgate, London. pp 1-3.

19LIS22DA1: Library Operations

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit-1: Library operations basics

- Library operations: meaning & types – acquisition, technical processing, circulations, maintenance & serial control
- Acquisition: meaning types, functions – book selection, procurement, collection development, problems
- Automated acquisition system

Unit-2: Technical Processing and Maintenance

- Technical processing: need, role and procedure
- Dealing with books: accessioning, classification and cataloguing: manual and automated – subject description
- Labeling, shelving and display
- Maintenance: weeding and stock verification
- Conservation and preservation

Unit-3: Circulation

- Circulation: concept need and functions.
- Membership: new and old, updating, deletion
- Circulation system: charging and discharging systems, overdue & reservation
- Automated circulation system: OPAC & Web-OPAC- Features

Unit-4: Serial Control

- Serials: concept, types & importance
- Serial control: traditional and automated
- Periodical: selection and procurement- planning, ordering, problems and issues
- Vendor and price management

Suggested Readings

Bryson Jo. (1996). *Effective library and information management*. Bombay: Jaico.

Beardwell, Ian & Holden, Len (1996). *Human resource management: A contemporary perspectives*. London: Longman.

Chabhra, T N et. al. (2000). *Management and organisation*. New Delhi: Vikas.

Drucker Peter F. (2002). *Management challenges for the 21st century*. Oxford: Butterworth Heineman.

Evans, G. Edward & Layzell, Patricia. (2007). *Management basics for information professionals*, 2nd ed. London: Libraries Unlimited.

Johnson, Peggy. (2009). *Fundamentals of collection development and management*, 2nd ed. ALA

Smith, Judith Read, Mary Lea Ginn & Kallaus Norman, F. (2010). *Records management*. 7th ed. South-western, Division of Thomson Learning.

Stueart, Robert D & Moran, Barbara B. (2007). *Library and information centre management*. 7th ed. London: Libraries Unlimited.

[Bailey, Dorothy C. & Citron, Helen R.](#) (1984). Automated serial control. *The Serials Librarian: From the Printed Page to the Digital Age* 8(3), pp. 43-53, DOI: 10.1300/J123v08n03_06

19LIS22DA2: Book Publishing

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit 1: Publishing Overview

- History of Publishing: international & Indian publishing scenario
- Various kinds of publishing
- Structure of a publishing house
- Openings in book publishing

Unit 2: Creating the Book

- Acquisition and evaluation
- Publisher's contract or memorandum of agreement
- Kinds of editors and kinds of editing, editor-author-publisher relationship
- House style and style manuals
- Acquisition and commissioning
- Evaluation and refereeing

Unit 3: Internal and External Design

- Front and back Matter
- Kinds of copy editing
- Checklist of copy editing
- Proofreading and copy marking
- Cover design

Unit 4: Production, Promotion, Marketing, Sales

- Publisher's agreement
- Materials for mailing, book reviews
- Author's participation, miscellaneous strategies
- Trade fairs, mass distribution, book clubs and subscription books
- Distribution systems

Suggested Readings

Davies, Gill (2004). *Book commissioning and acquisition*. London: Routledge

Davies, Gill & Balkwill, Richard (2011). *The professionals guide to publishing*. New York: Kogan Page.

Baverstock, Alison (2008). *How to market books*. New York: Kogan Books.

Guthrie, Richard (2011). *Publishing: Principles and practice*. New Delhi: Sage.

19LIS22DA3: Information Systems and Networks

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

Unit I: Information Systems

- Information institutions: evolution, growth, function and types
- Information centres: types and their organization
- Information systems: definition, evolution, growth & functions
- Data centres: definition, evolution, growth, types & functions

Unit II: Information Systems in Sciences

- National Information System for Science and Technology (NISSAT)
- National Informatics Centre (NIC)
- Environmental Information System (ENVIS)
- National Institute of Science Communication and Information Resources (NISCAIR)
- International Nuclear Information System (INIS)
- International Information System on Agricultural Sciences and Technology (AGRIS)

Unit III: Information Systems in Social Sciences and Humanities

- Indian Council of Social Science Research (ICSSR)
- UGC-Inter University Centre for International Studies
- UGC-Inter University Centre for Humanities and Social Sciences (IUCHSS)
- Indira Gandhi National Centre for Arts (IGNCA)
- National Mission for Manuscripts (NMM)
- Indian Council for Cultural Relations (ICCR)
- National Archives of India (NAI)

Unit IV: Information Networks

- Network - Concept, Components, Topologies and Types: LAN, MAN, WAN, VPN
- Resource Sharing : Concept, Need, Purpose and Objectives
- Library Networks : Need, Purpose and Objectives
- National Library Networks : DELNET, INFLIBNET, NKN
- International Library Networks: OCLC, RLIN

(Note: Unit II and III will be taught in terms of their history, growth and development, functions, structure, objectives, fellowships and recent development)

Suggested Readings

- Rajagopalan, T.S. &Rajan, T.N. (1986). Information institutions: Patterns of growth and development with a perspective of future. In Rajagopalan, T.S. (ed.) *Ranganathan 's philosophy: Assessment, impact and relevance*. New Delhi: Vikas. pp. 64-75.
- Agarwal, S. P. (1986). National Information Systems in social sciences: A study in perspectives. In: Gupta, B.M.(et al.) (eds.). *Handbook of libraries, archives and information centres in India*. pp. 179-95. New Delhi: Information Industry Publications. 3(1),.
- Lahiri, Abhijit (1986). National Information System for Science and Technology. In. Gupta, B.M. (et al.) (eds). *Handbook of libraries, archives and information centres in India*. pp. 58-74. New Delhi: Information Industry Publications. 3, pp. 58-74.
- Atherton, Pauline (1977). *Handbook for information systems and services*. Paris: UNESCO.
- Kent, Allen (ed). (1980). *Encyclopaedia of library and information science*. London: Macmillian.
- Khanna, J.K. (2000). *Documentation and information services, systems and techniques*. Agra: Y.K. Publishers.
- Khanna, J.K. (1996). *Handbook of information systems and services*. New Delhi: Beacon Books.
- Harries, Steve (1993). *Networking and telecommunications for information systems: An introduction to information networking*. London: Library Association Publishing.
- Smith. John W.T. (1993), *Networking and the future of libraries*. Westport: Meckler.
- [P Balasubramanian](#) (2012). *Library automation and networking*. Deep & Deep.