Rabindra Bharati University
Department of Library & Information Science
B.Lib.I.Sc. (Semester) Syllabus
2016
(Approved by the Executive Council Meeting of the University held on 29.06.2016)
Structure of the syllabus

Paper	Subject	Final Exam Marks	Exam Hours	Internal Assessment	Full Marks	CREDIT	NO.OF CLASS
BLI-1.1	Foundation of Library & Information Science	40	2 Hrs	10	50	2	32 (2)
BLI-1.2	Library Organization & Administration	40	2 Hrs	10	50	3	48 (3)
BLI-1.3	Classification (Theory)	40	2 Hrs	10	50	4	64 (4)
BLI-1.4	Cataloguing (Theory)	40	2 Hrs	10	50	3	48 (3)
BLI-1.5	Application of Information Technologies in Libraries (Theory)	40	2 Hrs	10	50	3	48 (3)
BLI-1.6	Classification (Practical-1)	40	2Hrs	10	50	4	96(6)
BLI-1.7	Cataloguing (Practical-1)	40	2Hrs	10	50	4	96(6)
BLI-1.8	Application of Information Technologies in Libraries (Practical)	40	2hrs	10	50	4	96(6)
	Total				400	27	
	2nd Semester						
BLI-2.1	Library and Information Centre Management	40	2Hrs	10	50	3	48 (3)
BLI-2.2	Information Sources, Systems & Centres	40	2Hrs	10	50	3	48 (3)
BLI-2.3	Library & Information Services	40	2Hrs	10	50	3	48 (3)
BLI-2.4	Library Automation (Theory)	40	2Hrs	10	50	4	64 (4)
BLI-2.5	Classification (Practical-2)	40	2Hrs	10	50	4	96(6)
BLI-2.5	Cataloguing (Practical-2)	40	2Hrs	10	50	4	96(6)
BLI-2.7	Information Sources and Services practice (Project)	40	Project/Assignment Submission	10	50	2	48 (3)
BLI-2.8	Library Automation (Practical)	40	2 hrs	10	50	4	96(6)
	Total Marks				400	27	

Semester-I

1.1 Foundation of Library & Information Science

Course objective:
- To develop an understanding about the foundations of Library & Information Science and importance of different types of libraries in modern society.

Course Outcome:
After studying this paper, the students shall be able to:
- Comprehend the concept, objectives and development of libraries and its importance to the society.
- Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
- Understand the importance of Library legislation and features of library acts.
- Familiarize with the role of various National and International Library Associations and Organizations.

1.1.1 Library, Library Science & Information Science

1.1.1.1. Library : Concept, Definition, Objectives, Importance and Functions, Five Laws of Library Science and their implications

1.1.1.2 Evolution of information science as a discipline : its scope and relation to library science, cognitive sciences, computer science etc ; interdisciplinary nature of LIS

1.1.1.3 Development of libraries with special reference to India: an overview

1.1.2 Library & Society

1.1.2.1 Library as a Social Institution

1.1.2.2 Types of Libraries: Public, Academic, Special and National- objectives, functions, services

1.1.2.3 Role of libraries and information centres in the society

1.1.2.4 Functions and effects of library in the Society

1.1.3 Library philosophy

1.1.3.1 Rabindranath Tagore's philosophy on libraires, Library Movements and rural reconstruction

1.1.3.2 Ranganathan's Philosophy : Five laws of Library Science and relevance on Modern age

1.1.3.3 Librarianship as a profession

1.1.3.4 Ethics and duties of library & information professionals

1.1.1.4 Library movement

1.1.4.1 Library Committees and Policies in India since Independence

1.1.4.2 Role of UGC in the Development of College &University Libraries in India

1.1.4.3 Role of UNESCO and RRRLF in the development of Libraries

1.1.4.4 Library movement with special reference to West Bengal, Role of National and International Library Associations: BLA, ILA, IASLIC, ALA, IFLA, ASLIB

Suggested/Essential List of References/ Texts:

1. Khanna, J. K. (1984). Fundamentals of library Organisation. New Delhi : Ess Ess Publication.
2. Krishan Kumar (1987). Library Organisation. New Delhi : Vikas Publishing
3. Dhiman, Anil K. & Yashoda Rani (2005). Learn Library and Society. New Delhi: Ess Ess Publication.
4. Ranganathan, S. R. (1988). Five laws of Llibrary Science. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Sharma, Pandey S. K. (1987). Libraries and Society. New Delhi: Ess Ess Publication.
6. Khanna, J. K. (1994). Library and Society. Kurukshetra : Research Publications.
7. Venkatappaiah, V. (1990). Indian Library Legislation: Union Library Bills and Acts
8. Venkatappaiah, V. (1994). Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories. New Delhi: Concept Publishing Company.
9. Ranganathan, S. R. (1953). Library legislation: handbook to Madras library act. Madras : Madras Library Association.
10. Sadhu, S. N. & Saraf, B. N. (1967). Library legislation in India: a historical and comparative study. New Delhi: Sagar Publication.

11. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
12. Bhattacharjee, Sudip, Bhattacharjee, Sucheta and Sinha, Manoj Kumar. Information Seeking Behaviour: Concept , Models and Case Study, LAP: Lambert Academic Publishing, 2013, 90 Pp.
13. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
14. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
15. Prasher (R G). Information and its communication. 1991. Medallion Press, New Delhi.
16. Ranganathan (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
17. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
18. Venktappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi

BLI 1.2 Library Organization & Administration

Course objective:
➢ The unit provides the meaning and scope of different section of library, function of this various units to understand the whole housekeeping operation of a library system. The concept of library record maintenance like Accession Register, Annual Report and Staff Manual.

Course Outcome:
After studying this paper, the students shall be able to:

➢ Help to understand what is the importance of different management functions in managing library setups. Know the important procedures for managing library collections and services and implement the procedures for managing a library.
➢ Get to know the need for planning a library building/ set up, elaborate the factor to be considered in preplanning, Preparation of a library programme or proposal, estimate, allocate and manage space in a library; enumerate the furniture and equipment which are necessary for the efficient running of a library
➢ Concept of some of the standards and specifications necessary for physical planning of a library.
➢ Help to understand the concept of library rules and its need to implementation in library
➢ Explain the functions, roles and responsibilities of library staff and describe the key competencies of Library professional.

1.2.1 Different Sections & Operations
1.2.1.1 Concept, definition and scope of library administration;

1.2.1.2 Library organization – structure, process of structuring, charts (horizontal and vertical)

1.2.1.3 General principles of management and their application to the administration of libraries and information centres; Functions and principles of scientific management. Functions and principles of scientific management.

1.2.2 Library Planning
1.2.2.1 Definition; purpose, types and steps

1.2.2.2 Building planning and space management, Library furniture

1.2.2.3 Space; equipment ; Standards & infrastructure planning

1.2.3 Library rules and committees
1.2.3.1 Library committee and Library authority – types, functions and need;

1.2.3.2 Librarian and his role in decision making; Library rules and regulations

1.2.3.3 Library records and reports: Records management, Reports – types, compilation, annual reports; Library statistics.

1.2.4 Library Record Maintenance

1.2.4.1 Acquisition and technical processing of library materials; Serials control and Circulation control;

1.2.4.2 Stock maintenance and Stock verification – policies and procedures; Staff manual

1.2.4.3 Staff manual Collection development – policies, procedures, evaluation and weeding.

Suggested/Essential List of References/ Texts:

1. Mittal, R.L.: Library administration: theory & practice. 5th ed. Delhi: Metropolitan, 1984.
2. Narayana, G. J.: Library and information management. New Delhi: Prentice-Hall India, 1991.
3. Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959. 4. Sharma, J.S.: Library organization. New Delhi: Vikas, 1978.
4. Spiller, David: Book selection: an introduction to principles and practice. Rev. 2nd ed. London: Clive Bingley, 1974.
5. Krishan Kumar: Library administration and management. 2nd ed. New Delhi: Vikas, 1987.
6. Seetharama, S.: Guidelines for planning of libraries and information centers. Calcutta: IASLIC, 1990.
7. Krishan Kumar: Library manual. New Delhi: Vani, 1985.
8. Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice. London: Facet Publishing, 2001.
9. Kaula, P.N.: Library building: planning and design. Delhi: Vikas, 1977.
10. Singh, M.: Library and information management: theory and practice. Delhi, 1983

BLI 1.3 Classification (Theory)

Course objective
- ➢ To develop an understanding of the concepts, theories and importance of library classification, and its use in the organization of knowledge in libraries.

Course Outcome:

After studying this paper, the students shall be able to:
- ➢ To understand the meaning, purpose, functions, theories and canons of library classification
- ➢ To analyze the characteristics, merits and demerits of different species of library classification schemes
- ➢ To highlight salient features of major classification schemes
- ➢ To elucidate various facets of notation and call number
- ➢ To review current trends in library classification

1.3.1   Universe of knowledge and subject

1.3.1.1   Library Classification: Definition, Need, Purpose, Terminology of Classification
1.3.1.2   General Theory of Classification , Species of Classification
1.3.1.3   Ideas; information; knowledge, Subjects; Formation of subjects

1.3.2 Knowledge organization and library classification
1.3.2.1 Notation and notational system: définition, need, types and qualities
1.3.2.2   Five fundamental categories (PMEST) and Isolates: Phase relation, mnemonics and devices
1.3.2.3 Knowledge classification vs document classification

1.3.3 General theory of classification
1.3.3.1 Various thoughts
1.3.3.2 Species of library classification
1.3.3.3 Normative principles of library classification

1.3.4 Schemes of library classifications
1.3.4.1 History and underlying principles
1.3.4. 2 Basic class and their arrangement
1.3.4.3 DDC, UDC, CC : comparative study

Suggested/Essential List of References/ Texts
1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall
3. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
4. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification v.1Banglore: Sarada Ranganathan Endowment for Library Science
5. Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
6. Ohdedar, A. K. & Sengupta, B. (1977). Library Classification. Calcutta: The World Press.
7. Langridge, Derek (1973). Approach to Classification: for Students of librarianship. London: Clive Bingley.
8. Langridge, D. W. (1976). Classification and Indexing in the Humanities. London: Butterworth.
9. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
10. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
11. Parkhi, R.S. (1972). Library Classification: evolution of a dynamic theory. Delhi: Vikas Publishing House.
12. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing House

13. Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing

BLI 1.4 Cataloguing (Theory)

Course Objective:

➢ To equip the students with the theoretical aspects of cataloguing theory for developing an understanding about the concept of library cataloguing, development of catalogue codes and recent trends in cataloguing.

Course Outcome:

After studying this paper, the students shall be able to:
  ➢ Understand the concept and objectives of library catalogue
  ➢ Know about the normative principles of cataloguing
  ➢ Comprehend various forms (inner and outer) of library catalogue
  ➢ Review the features and development of different cataloguing codes
  ➢ Understand various approaches of deriving subject headings
  ➢ Understand the concept of co-operative and centralized cataloguing
  ➢ Examine the current trends in library cataloguing
  ➢ .

1.4.1   Bibliographic description
1.4.1.1 Library Catalogue: Definition, Need, Objective & Functions
1.4.1.2 Cataloguing and Classification: Symbiotic relationship
1.4.1.3 Physical forms of Library Catalogue , Types and functions of Cataloguing: Dictionary, Classified
1.4.1.4 Normative principles of catalouging

1.4.2   Standard codes of cataloguing
1.4.2.1Definition, scope, manifestation in AACR, CCC
1.4.2.2 Development of codes- Pannizi to RDA
1.4.2.3 Pre and post coordination techniques with examples, Trends in cataloguing – IME/ICC principles, FRBR, FRAD, RDA, Bibliographic relationships, Web-OPAC etc.

1.4.3   Subject Cataloguing
1.4.3.1 Concept, Principles. Chain procedure, List of Subject Headings
1.4.3.2 Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing
1.4.3.3 Union Catalogue: Need, Rules for Compilation. • NUCSSI, DELNET, IndCAT, WORLDCAT

1.4.4   Economy in Cataloguing
1.4.4.1Cataloguing Policies: Need, purpose and advantages;
1.4.4.2 Organization of cataloguing department;   Centralized and co-operative cataloguing;
1.4.4.3 Cooperative Cataloguing and Union Catalogue – layout, compilation, available services; Limited and selective cataloguing.

Suggested/Essential List of References/ Texts

1. Chan, Lois Mai: Cataloguing and classification. 2nd ed. New York: McGraw Hill, 1995.
2. Girja Kumar and Krishan Kumar: Theory of cataloguing. 5th ed. New Delhi: Vikas, 1988.

3. Needham, C.D.: Organising knowledge libraries: an introduction to classification and cataloguing. 2nd ed. London: Andre Deutsch, 1971.
4. Sengupta, B.: Cataloguing: its theory and practice. 3rd ed. Calcutta: World Press, 1975.
5. Tripathi, S.M.: Modern cataloguing theory and practice. 2nd ed. Agra: Shivlal Agarwal & Co. 1978.
6. Vishwanathan, C.G.: Cataloguing: theory and practice. 5th ed. Lucknow: Print House, 1983.
7. Hunter, E.J.: Computerized cataloguing. London: Clive Bingley, 1985.
8. ALA Rules for filing Catalog Cards. Chicago: ALA, 1968.
9. Hunter, E.J.: and Bakewell, K.G.B.: Cataloguing. 2nd rev. ed. London: Clive Bingley, 1983.
10. Wynar, B. S.: Introduction to cataloguing and classification. 7th ed. Littleton: Libraries Unlimited, 1985.
11. Krishan Kumar: Cataloguing. New Delhi: Har Anand, 1993.
12. Bowman, J.H.: Essential Cataloguing. London: Facet, 2003.

BLI 1.5 Application of Information Technologies in Libraries (Theory)

Course Objective:
➢ To understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.

Course Outcomes:
After studying the paper, students shall be able to:

➢ Understand the planning and implementation of automation in various library housekeeping operations and services.
➢ Understand and assess the feasibility of various library automation software and their functionalities.
➢ Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data.
➢ Understand the computer networks and their types, topologies, protocols and Standards. • Understand the concept of internet security, its solutions and cyber laws prevalent in India.

1.5.1 Basics of computer

1.5.1.1 Computer: Generation and types

1.5.1.2 Physical Components & Functions

1.5.1.3 Logical Components and functions

1.5.1.4 Data representation; Text Representation and Number System

1.5.2 Database

1.5.2.1 Concept, scope, purpose, advantage

1.5.2.2 Structure: table, field, record

1.5.2.3 Bibliographic data –definition, nature, characteristics, structure

1.5.2.4 Search strategies and techniques of data retrieval

1.5.3 Communication & network

1.5.3.1. Definition, scope, purpose, features, advantages,

1.5.3.2 Channel

1.5.3.3 Transmission media; (including wireless communication)

1.5.3.4 Network –definition, types, topology

1.5.4 Intranet & Internet

1.5.4.1 Origin and development, components and architecture; connection options, access tools and Techniques

1.5.4.2 Protocols

1.5.4.3 Services browsing, web browsers, search engines, Social networking

1.5.4.4 Application in library

Suggested/Essential List of References/ Texts
1. Balasubramaniam, P. Advanced Computer Application in Library and Information Science. New Delhi. Deep & Deep. 2011
2. Comer, Dauglas E. The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works. Chapman and Hall/CRC press. 2018
3. Hatua, Sudip Ranjan. Computer application in libraries. Kolkata. West Bengal State Book Board. 2012
4. Hatua, S. R. LIS Info Mine Library & Information Science.Kolkata: ArpitaPrakashani. 2013.
5. Oppe, Andy. Databases A Beginner's Guide. McGraw-Hill. 2009
6. Rao, I.K. Ravichandra. Library automation. New Delhi : Wiley Eastern, c1990
7. Robertazzi, T. Basics of Computer Networking. New York: Springer. 2011
8. Sinha, P. K. & Sinha, P. Computer Fundamentals. Delhi: BPB Publication 2003
9. Tedd, L.A. An Introduction to Computer-Based Library System. Chichester, England: John Wiley & Sons. 1993
10. Suresh, K Basandra. Computer Today. New Delhi. Galgotia. 1995
11. Wilson, Katie. Computers in Libraries: an introduction for library technicians. CRC Press. ISBN 9780789021519

BLI 1.6 Classification (Practical-1)

Course Objective:
➢ To equip the students with the practical knowledge of library classification using the Dewey Decimal Classification (DDC) scheme by classifying complex and simple titles respectively.

Course Outcomes:

➢ After studying the paper, students shall be able to:
➢ Course Outcomes after studying the paper, students shall be able to:
➢ Classify and construct the class numbers for complex titles using DDC scheme.
➢ Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.
➢ Use of different schedules, manual and relative index of Classification Schemes.
➢ Classify and construct the class numbers of simple and complex titles using DDC scheme of classification.
➢ Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.

1.6.1 Dewey Decimal Classification 22nd & 23rd edition Practical Classification of simple titles involving use and application of following tables and techniques: - Three Summaries –
Standard Sub-Divisions(Table-I)
Area Table (Table-2)
Sub-Divisions of Individual Literatures(Table – 3)
Sub-Divisions of Individual Languages (Table – 4)
Racial, Ethnic and national Sub-Divisions (Table – 5)
 Languages (Table – 6)
 Add to instructions: … 'Add from tables … 'Add from schedules' … 'Add from both tables and schedules'   ------Manual ------Relative Index

Suggested/Essential List of References/ Texts

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi : Ess Ess.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications
6. Mitchell, Joan S. ed. (2011). Dewey Decimal Classification and Relative Index [23rd] Ohio: OCLC.

BLI 1.7 Cataloguing (Practice-1)

Course Objective:
➢ To equip students with the practical aspects of descriptive cataloguing of printed monograph using AACR-2 and to derive subject headings using Sear's List of Subject Headings.

Course Outcomes :
➢ After studying the paper, students shall be able to:
➢ Use of AACR-2 cataloguing code for cataloguing printed documents of a library.
➢ Prepare catalogue entries for corporate authors, multi-volume and composite works in a library.
➢ Prepare different types of entries in order to fulfill various approaches of users.
➢ Practically identify and describe various bibliographic elements of the documents
➢ Derive subject headings using Sear's List of Subject Headings for subject approach of users.

1.7.1 Cataloguing of books and serials (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition, and subject entries by following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC), latest available edition. Some books and serials in Bengali language may also be practiced.

The practical class record of the items catalogued and entries made will be maintained by each student. The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Suggested/Essential List of References/ Texts:
1. Verma, A. K. (1986). AACR-2 : Entries and Procedure. Delhi: Vishwa-Kala Prakashan
2. Krishan Kumar (1987). Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
3. Bakewell, K. G. B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.
4. Aswal, R. S. (2005). AACR2R with MARC21: cataloging practice for 21st century. New Delhi: Ess Ess Publication.
5. Ranganathan, S. R. & Bhattacharyya, G. (1990). Cataloguing practice.Banglore: Sarda Ranganatha Endowment for Library Science.
6. Sehgal, R. L. (1996). Cataloguing Practice AACR-II. New Delhi: Ess Ess Publication.
7. Maxwell, Robert L. (2009). Maxwell's handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update. New Delhi : Indiana Publishing House.
8. Fritz, Deborah A.(2009). Cataloging with AACR2 & MARC21 for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials. New Delhi : Pentagon Press.
9. Winkler, Paul W., ed. & Gorman, Michael, ed (1978). Anglo- American Cataloguing Rules. London: Library Association.

10. American Library Association & Library of Congress (1967). Anglo-American cataloguing rules. Chicago: American Library Association.
11. Hunter, Eric J. (1989). Introduction to AACR-2 (Anglo-American Cataloguing Rules). London: Clive Bingley.
12. Miller, Joseph ed. (2010). Sears List of Subject Heading. New York : H.W. Wilson Company.
13. American Library Association & Others (1978). Anglo-American Cataloguing Rules. London: The Library Association.

BLI 1.8 Application of Information Technologies in Libraries (Practical)

Course Objective:
➢ To provide hands-on training on DOS, Windows, Linux environment, Database Design & search (MS Access)

Course Outcomes:

After studying the paper, students shall be able to:

➢ Familiarize with housekeeping operations using different packages.
➢ Create database for different categories of documents.
➢ Generate barcode labels and membership cards.
➢ Search online databases.

BLI 1.8 Application of Information Technologies in Libraries (Practical)

1.8.1 Hands on practice in DOS, Windows, Linux environment
1.8.2 Working experience on Office Package
1.8.3 Database Design & search (MS Access)
1.8.4 Hands on practice of Internet searching techniques

Suggested/Essential List of References/ Texts:

1. Hatua, S. R. LIS Info Mine Library & Information Science: Kolkata: Arpita Prakashani. 2013
2. Kumar, Bittu. Mastering MS Office: Concise Handbook With Screenshots. V&S Publishers. 2017
3. Majumdar, A. K. & Bhattacharyya, P. Database management system. New Delhi:Tata Mc Graw Hill. 1996.
   Leon, A. & Leon, M. Database management system. Chennai: Leon Vikas. 2002.
4. Kahate, A. Introduction to database management system. Delhi: Person education. 2009.
5. Shrivastava, S.S. MS Office. Laxmi Publications. 2015
6. Tomsho, Greg. Guide to Operating Systems. 5th ed. Boston: Cengage Learning. 2017
7. Mehta, Abhishek R. Rathod, Trupti and Swaminaryan, Priya R. Web Design- A Practical Approach: Beginner's Guide to HTML, CSS, JavaScript, jQuery and Animation. Notion Press. 2020

Semester-II

BLI 2.1 Library & Information Centre Management

Course Objective:

➢ To equip students with an understanding of the concept and principles of library management and its application in the organization and management of building, operations, and services.

Course Outcome:

After studying the paper, students shall be able to:

➢ Understand the concept and scope of library management
➢ Elaborate principles and functions of library management
➢ Efficiently carry out various operations of Library and Information Centres
➢ Maintain the library statistics and prepare annual report
➢ To know the citation analysis and impact factor

2.1.1 Management theories & principles

2.1.1.1 Management: Concept, definition, need and scope and functions

2.1.1.2 Management schools of thought, Scientific management: functions and principles; POSDCORB

2.1.1.3 Principles of management and their applications in Library and Information Centres

2.1.2 Library Management

2.1.2.1 Budgeting-definition, method and techniques

2.1.2.2 Financial record management- importance, source of finance

2.1.2.3 Human Resource Management- job allocation, supervision, duties, responsibilities

2.1.3 Library statistics

2.1.3.1 Library Statistics: Concept, need and purpose,

2.1.3.2 Types of reports, Annual report

2.1.3.3 Descriptive statistics- mean, median, mode, standard deviation

2.1.3.4 Library Committee: Concept, Importance, Function, Types of committees, rules and regulations

2.1.4 Citation analysis

2.1.4.1 Definition, Concept of citation analysis, formulas for measuring Citation: H-index, I-index, G- Index

2.1.4.2 Impact factor concept, need, formulas for measuring impact factor

2.1.4.3 Citation Databases: Web of Knowledge, Scopus, Google Scholar, Resarchgate

Suggested/Essential List of References/ Texts:

1. Mittal, R.L.: Library administration: theory & practice. 5th ed. Delhi: Metropolitan, 1984.
2. Narayana, G. J.: Library and information management. New Delhi: Prentice-Hall India, 1991.
3. Ranganathan, S.R.: Library administration. Ed. 2. Bombay: Asia, 1959.
4. Sharma, J.S.: Library organization. New Delhi: Vikas, 1978.

5. Spiller, David: Book selection: an introduction to principles and practice. Rev. 2nd ed. London: Clive Bingley, 1974.
6. Krishan Kumar: Library administration and management. 2nd ed. New Delhi: Vikas, 1987.
7. Seetharama, S.: Guidelines for planning of libraries and information centers. Calcutta: IASLIC, 1990.
8. Krishan Kumar: Library manual. New Delhi: Vani, 1985.
9. Clayton, Peter and Gorman, G.E.: Managing information resources in libraries and information services: collection management in theory and practice. London: Facet Publishing, 2001
10. Kaula, P.N.: Library building: planning and design. Delhi: Vikas, 1977.
11. Singh, M.: Library and information management: theory and practice. Delhi, 1983
12. Egghe, L., & Rousseau, R. (1990). Introduction to informetrics: quantitative methods in library, documentation, and information science. Amsterdam: Elsevier Science Publishers.

BLI 2.2 Information Sources, Systems & Centres

Course Objective:
➢ To develop and understand the concept, nature and distinguishing features of various categories of information sources and services.
➢ To understand the criteria of major reference sources available in libraries.

Course Outcomes:
After studying the paper, students shall be able to:

➢ Understand the concept of reference and information sources and services provided in libraries • Understand criteria of evaluation of different sources of information.
➢ Understand the reference interview and various techniques of searching information.
➢ Understand the latest trends in Reference & Information Sources and Services

2.2.1 Information Sources
2.2.1.1 Information sources: definition and characteristics
2.2.1.2 Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
2.2.1.3 Print sources of information, Digital Sources of Information: Paid and Open Access Resources

2.2.2 Reference Sources

2.2.2.1 Concept, Definition and Trends • Reference Interview and Search Techniques
2.2.2.2 Definition, Purpose, Scope of the different types of Reference Sources (with evaluation of at least two representative sources in each category)

2.2.3 Information system

2.2.3.1 Definition, Scope , Information Systems and Networking: Meaning, Importance and Structure;
2.2.3.2 Importance & functions
2.2.3.3 National and International information systems AGRIS, INIS, DEVSIS, MEDLARS / MEDLINE, INFOTERRA, OCLC Inc., DIALOG, etc.; Structure and Services of National Information Systems and Networks like INFLIBNET

2.2.4 Information Centres

2.2.4.1Definition, Scope of Information Centres

2.2.4.2 Importance, functions and Services

2.2.4.3 National and International information Centres i.e., INDEST, UGC-Infonet, DELNET,; NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR , Objectives and Services of FID, ASLIB, IFLA.

Suggested/Essential List of References/ Texts:

1. Breeding, M.: Providing Virtual Reference Service. Information Today 18(4); 2001; pp.42- 43 5.
2. Chowdhury, G. G and Chowdhury, S.: Introduction to Digital Library. London: Facet Publishing, 2003; pp.227-240.
3. Chowdhury, G. G.: Digital Libraries and Reference Services: Present and Future. Journal of Documentation, 58(3); 2001; pp.258-283.
4. Guha, B.: Documentation and Information: Services Techniques and Systems. 2nd ed. Calcutta: World Press, 1983; pp.36-37
5. Haseltine, R.: New Perspectives on Library Management System. Program, 28(2); 1994; pp.53-61
6. INFLIBNET: Training Manual for 17th training course on Application of Computer to Library and Information Services. Ahemdabad: INFLIBNET, 1998; 177 p.
7. Kent, A., Lancour, H. and Daily, J.E. (ed.): Encyclopedia of Library and Information Science. New York: Marcel Dekker Inc., 1975; V. 14, pp. 33.
8. Levitan, K. B.: Information Resources as 'Goods' in the Life Cycle of Information Production. JASIS, 33(1); 1982; pp.44-54
9. Murihead, G.: The System Librarian. London: Library Association Publishing, 1994.
10. Murray, I.R.: Assessing the Effect of New Generation Library Management Systems. Program, 31(4); 1997; pp.313-327
11. Ranganathan, S.R.: Reference Service. Bombay: Asia Publishing House, 1961.

BLI 2.3 Library & Information Services

Course Objective:
- To develop and understand the concept, nature and distinguishing features of various categories of information sources and services.
- To understand the criteria of major reference sources available in libraries

Course Outcomes :

After studying the paper, students shall be able to:

- Understand the concept of reference and information sources and services provided in libraries
- Understand criteria of evaluation of different sources of information.
- Understand the reference interview and various techniques of searching information.
- Understand the latest trends in Reference & Information Sources and Services

2.3.1 Library Services

2.3.1 Library Services Reference, Referral, Documentation and Information Services: Definition, Need, Characteristics and Differences;

2.3.1.2 Alerting Services – Newspaper clippings and News brief services, CAS and SDI services

2.3.1.3

2.3.1.4. Library extension services

2.3.2 Information Services
2.3.2.1 Web as platform for information services;
2.3.2.4 Indexing Service , Abstracting Service
2.3.2.3 Types and characteristics of digital information sources- Online Information Sources: E-journals, Reference sources, Bulletin Board, FAQ, Discussion Group, Blogs, RSS etc.

2.3.3 Information Services to generalist
2.3.3.1 Short-range and Long range Information Services,
2.3.3.2 Types and characteristics of digital information services - Web-enabled services – nature, features and advantages; - Services – Question Point, Credo/Xrefer, VRD, Ask-a-Librarian etc.

2.3.4 Information Service to specialist
2.3.4.1 Alerting Services – Newspaper clippings and News brief services, CAS and SDI services, Translation Services: Tools and Pools;
2.3.4.2 Document Delivery Services; Reprographic services

Suggested/Essential List of References/ Texts:

1. Katz. Bill and Tarr, Andrea: Reference and information services, a reader. N.J.: The Scarecrow Press, 1978.
2. Krishan Kumar: Reference service. 3rd ed. New Delhi: Vikas, 1989.
3. Ranganathan, S.R.: Reference service and bibliography. Ed.
4. Bombay: UBS, 1960. 5. Ranganathan, S.R.: Documentation and its facets. Bombay: UBS, 1963.
5. Guha, B.: Documentation and information: services, techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
6. Grogan, D.: Practical reference work. London: Clive Bingley, 1979.
7. Bunch, Allan: The basics of information work. London: Clive Bingley, 1984.
8. Kawatra, P.S.: Fundamentals of documentation with special reference to India. New Delhi: Sterling, 1982.
9. Bose, H.: Information service: principles and practice. New Delhi: Sterling, 1986.
10. Chakraborty, A.R. and Chakraborti, B.: Indexing: principles, processes and products. Calcutta: World Press, 1983.
11. Fjallbrant, N. and Malley, I.: User education in libraries. 2nd ed. London: Clive Bingley, 1984.
12. Chakraborti, M.L.: Bibliography: theory and practice. 3rd rev. ed. Calcutta: World Press, 1987.
13. 17. Bopp, R.E. and Smith, L.C.: Reference and information services: an introduction. Littleton, Colo.: Libraries Unlimited, 1991.
14. Pantry, S. and Griffiths, P.: Creating a successful e-information service. London: Facet, 2002.
15. Liu, J.: The evaluation of worldwide digital reference services in libraries. Oxford: Chandos Publishing, 2007.

BLI 2.4 Library Automation (Theory)

Course Objective:
- ➢ To understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.

Course Outcomes :

After studying the paper, students shall be able to:
- ➢ Understand the planning and implementation of automation in various library housekeeping operations and services
- ➢ Understand and assess the feasibility of various library automation software and their functionalities.
- ➢ Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data.
- ➢ Understand the computer networks and their types, topologies, protocols and Standards.

2.4.1 Planning and implementation
2.4.1.1 Definition, need; advantages; Historical development and generation of library automation;
2.4.1.2 Integrated Library System (ILS) - general requirements, steps and implementation; Global recommendations and best practice guidelines (OLE, ILS-DI etc);
2.4.1.3 Library system and subsystems;
2.4.1.4 Automation of housekeeping operations: Planning and implementation; acquisition and cataloguing subsystems; serial control subsystem; circulation and maintenance subsystems (including RFID based circulation system);
2.4.2 Technical Requisition
2.4.2.1 Role of standards and software; RFP (Request for Proposal) for library automation.
2.4.2.2 Hardware
2.4.2.3 Software; Software-level requirements for automation workflow;
2.4.2.4. workflow; Procedural model of library automation;
2.4.3 Library management software
2.4.3.1 Library automation standards – global and national; Open standards – features, application and advantages;
2.4.3.2 Library automation software – functional requirements, global recommendations and RFPs; ILSs available in India – types and features; Open source software in library automation
2.4.3.3 Indian scenario
2.4.3.2 Software evaluation

Suggested/Essential List of References/ Texts:

1. Alur R, Arzen KE, Baillieul J, Henzinger TA . Handbook of networked and embedded control systems. Springer Science & Business Media. 2007
2. Balaguruswamy, E. Object oriented programming with C++, New Delhi: Tata McGraw-Hill Publishing. 1995
3. Harbour, Robin T. Managing library automation. London: ASLIB. 1994
4. Mahapatra, M., & Ramesh, D.B. Information Technology Application in Libraries: A textbook for beginners. Bhubaneswar: Reproprint. 2004
5. Mukhopadhyay, P . Library Automation through Koha. Prova Prakashani.2008
6. Murihead, G. The System Librarian. London: Library Association Publishing. 1994
7. Ravichandra Rao, I.K. Library Automation. New Delhi: Wiley Eastern Ltd. 1990
8. Rowley, J. The Electronic Library. London: Library Association Publishing. 1998
9. Narang, R. Database management systems. PHI Learning. 2011
10. Ram Krishnan, R. and Johannes G. Database management systems. McGraw Hill. 2000
11. Sirohi, S. and Gupta, A. Koha 3 Library Management System. Packet Publishing Ltd. 2010
12. Mukhopadhyay, P. (2005.). *Library automation – software packages.* Unit 6 *In* MLIS – MLII-104 (ICT Applications – Part I), New Delhi: IGNOU.

13. Mukhopadhyay, P. (2005). *Introduction to Library Automation.* Unit 1 *In* CICTAL – BLII-003 (Library Automation and Digitization), New Delhi: IGNOU.
14. Mukhopadhyay, P. (2006). *Five laws and ten commandments: The open road of library automation in India.* (Proceedings of the National Seminar on Open Source Movement - Asian Perspective, XXII, IIT Roorkee, 2006. IASLIC, Kolkata. 2006. p. 27-36.) IASLIC.

BLI 2.5 Classification (Practice-2)

Course Objective:
> To equip the students with the practical knowledge of library classification using the Universal Decimal Classification (UDC) schemes by classifying complex and simple titles respectively.

Course Outcomes:
> After studying the paper, students shall be able to:
> Classify and construct the class numbers of simple and complex titles using UDC scheme of classification.

Preparation of Class Number of print volume – book, conference proceedings etc.
using- Universal Decimal Classification (available latest edition) Determination of Book Numbers (Cutter's Table / Ranganathan's Principle / other method) \

Suggested/Essential List of References/ Texts:

British standard institution, (2006). UDC: Universal Decimal Classification. London: British Standard Institution.

BLI 2.6 Cataloguing (Practical-2)

Course Objective:
To equip students with the practical aspects of descriptive cataloguing of printed monograph using AACR-2and to derive subject headings using Sear's List of Subject Headings.

Course Outcomes :
After studying the paper, students shall be able to:
> Use of AACR-2 cataloguing code for cataloguing printed documents of a library.
> Prepare catalogue entries for corporate authors, multi-volume and composite works in a library. • Prepare different types of entries in order to fulfill various approaches of users.
> Practically identify and describe various bibliographic elements of the documents.
> Derive subject headings using Sear's List of Subject Headings for subject approach of users.

Cataloguing of Non-Book Material (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition, and subject entries by following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC), latest available edition. Some books and serials in Bengali language may also be practiced.

Suggested/Essential List of References/ Texts:
1. Noorul Hasan Khan, Nath, K. and Sardana, J.L. (1984). Cataloguing Practice. New Delhi: Gitanjali publishing.
2. Ranganathan, S.R and Bhattacharya, G. (1990). Cataloguing Practice. Bangalore: Sarda Ranganathan Endowment for library science.
3. Sharma, C.D. (1973). Classified catalogue code: in theory and practice. Delhi: Metropolitan book.
4. Krishan Kumar (1983). Introduction to cataloguing practice. New Delhi: Vikas.
5. Bakewell, K.G.B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.
6. Viswanathan, C.G. (1983). Cataloguing: theory and practice. Lucknow: Print house.

7. Sengupta, B. (1974). Cataloguing: Its theory and practice. Calcutta: World press.

BLI 2.7 Information Sources and Services practice (Project)

Course Objective:

➢ To develop and understand the concept, nature and distinguishing features of various categories of information sources and services.
➢ To understand the criteria of major reference sources available in libraries.

Course Outcomes:
➢ After studying the paper, students shall be able to:
➢ Understand the concept of reference and information sources and services provided in libraries
➢ Understand criteria of evaluation of different sources of information.
➢ Understand the reference interview and various techniques of searching information.
➢ Understand the latest trends in Reference & Information Sources and Services

2.7.1 Study of at least ten (10) documentary sources of various categories and at least 5 electronic sources includes online databases by using prescribed format and by adopting prescribed technique. Some Documentary Sources in Bengali language may also be included

2.7.2 Preparation of indexing, abstracting and documentation product of minimum 10 journal articles on specific subject thus studied

BLI2.8 Library Automation (Practical)
Course Objective:
➢ To provide hands-on training on standard modules of popular library automation software packages viz, KOHA and WNISIS, LAMP

Course Outcomes:
➢ After studying the paper, students shall be able to:
➢ Familiarize with housekeeping operations using library management software packages.
➢ Create database for different categories of documents.
➢ Generate barcode labels and membership cards.
➢ Search online databases.

BLI 2.8 Library Automation (Practical)
2.8.1 Hands on practice of Bibliographic Database (WinISIS)
2.8.2 Hands on Practice on Library Management Software (KOHA or SOUL Demo version)
2.8.3. Design website using HTML
2.8.4. Installation, configuration of LAMP

Suggested/Essential List of References/ Texts:

1. Anuradha, K.T., & Savanur, Kiran P. Installing newgenlib: open source library automation package. (SRELS Journal of Information Management, 2010, Vol.47, p621.) Sarada Ranganathan Endowment for Library Science. 2010.
2. Ayres, F. H., Ridley, M., Nielsen, L. P. S., & British Library. The Bradford OPAC 2: Managing and displaying retrievals from a distributed search in Z39.50. Boston Spa: British Library Research and Innovation Centre. 1998.
3. Breeding, M. Opening up library systems through web service and SOA: Hype, or reality?. Chicago: ALA TechSource. 2009.
4. Breeding, M. Next-gen library catalogs. New York: Neal-Schuman Publishers. 2010

5. Breeding, M., & ALA TechSource. Open source integrated library systems. Chicago, IL: American Library Association. 2008.
6. Haravu, L. J. Library automation design principles and practice (with CD-ROM) /by L.J. Haravu. New Delhi: Allied Publishers. 2004
7. Parker, Steve. How to Build a Lamp Server. Createspace Independent Pub. 2015
8. Rosebrock, Eric. Setting up LAMP: Getting Linux, Apache, MySQL, and PHP Working Together. Sybex. 2004