

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REVISED SYLLABUS FOR BACHELOR OF LIBRARY & INFORMATION SCIENCE IN FORCE FROM JUNE-2005

Paper-1 : Library and Society

Unit-1 : Development of Libraries and their Role in Society

- * Role of Library and Information Centers in Modern Society
- * Laws of Library Science
- * Development of Libraries in UK and USA
- * Library Development in Modern India-Plans and Programmes

Unit-2 : Different Types of Libraries and Their Functions

- * National Libraries: Their Function : A Descriptive Account of National Libraries of India, UK and USA
- * Academic Libraries: University, College and School Libraries
- * Public Libraries: Role and Functions
- * Special Libraries and Information Centres

Unit-3 : Library Legislation

- * Library Legislation and A Model Public Library Act.
- * Comparative Study of Library Legislation in Different States in India

Unit-4 : Resource Sharing and User Studies

- * User Studies
- * User Education
- * Resource Sharing-Concept, Need, Form and Selected Case Studies

Unit-5 : Library Associations, Promotional Agencies and Systems

- * Librarianship as a Profession and Professional Ethics
- * Role of Professional Associations
- * Organisations and Institutions Involved in Development of Library and Information Services

Books Recommended:

1. BUNCH (Allan) : The Basic of Information Work, London, Clive Binbgle, 1984.
2. GARDNER (Frank M) : Public Library Legislation : A Comparative Study, Paris, UNESCO, 1971.
3. GEORGE (K M), ed. Indian Libraries : Trends and perspectives, Calcutta, Orient Longmans, 1985.
4. HARRISON (Colin) and BEENHAM (Rosemary) : The Basic of Librarianship, London, Clive Bingley, 1987.
5. HESSEL (A) : History of Libraries, Tr. By Reuben Press N. Y. Scarecrow Press, 1955.
6. HUTCHINGS (F G B) : Librarianship, Kuala Lumpur, Oxford University Press, 1969.
7. INDIA, EDUCATION (Ministry of-) : Report of the Advisory Committee for Libraries, Delhi, Manager of Publications, 1959.

8. JEFFERSON (G) : Libraries and Society, London, James Clarke and Co., 1969.
9. KAULA (P N) : National Library of India, A Critical Study, 1971.
10. KHANNA (J K) : Library and Society, Kurukshetra, Research Publications, 1987.
11. LUCKHAM (Bryan) : The Library and Society, London, Library Association, 1971.
12. MAHAPATRA (P K) : Library and Information Science – An Introduction, Calcutta, World Press, 1989.
13. MARTIN (William J) : Community Librarianship : Changing Face of Public Libraries, London, Clive Bingley, 1989.
14. MARSHAL (D N) : History of Libraries : Ancient and Medieval, New Delhi, Oxford & IBH, 1983.
15. MEADOWS (Jack), Ed. : Knowledge and Communication : Essays on the Information Chain, London, Clive Bingley, 1991.
16. MURISON (W A) : Public Library, Its Programme and Purposes and Significance as Social Institution, Ed. 2, Harp, London, 1971.
17. MANGLA (P B), SARDANA (J L) and MOHINDER SINGH, ed. : Fifty Years of Librarianship in India, Delhi, ILA, 1983.
18. MUKHERJEE (A K) : Librarianship, Its Philosophy and History, Bombay, Asia, 1966.
19. FOSKETT (D J) : Information Service in Libraries, London, Crosby Lockwood, 1958.
20. RANGANATHAN (S R) Ed. : Book Service for all, an Informational Survey, Bombay, Asia, 1969.
21. RANGANATHAN (S R) : Five Laws of Library Science, Bombay, Asia, 1963.
22. RANGANATHAN (S R) : Indian Library Manifesto, New Delhi, ABC Publication, 1991.
23. RANGANATHAN (S R) : National Library Grid for Libraries, 1972.
24. RANGANATHAN (S R) : A Librarian Looks Back – An Autobiography, 1992.
25. RANGANATHAN (S R) : Preface to Library Science, Delhi, University of Delhi, 1948.
26. RANGANATHAN (S R) and NEELAMEGHAN (A) Ed. : Public Library System, Banglore, Sarada Ranganathan Endowment for Library Science, 1972.
27. ROGERS (A Robert) and McCHESNEY (K) : The Library in Society, Littleton Colorado, Libraries, 1984.
28. SHARMA (Pandey S K) : Library and Society, 2nd rev. and enal. ed., New Delhi, Ess Ess, 1992.
29. SHERA (J H) : Sociological Foundations of Librarianship, Bombay, Asia, 1970.
30. THOMPSON (James) : A History of the Principles of Librarianship, London, Clive Bingley, 1977.
31. UNESCO, National Libraries – Their Problems and Prospects, Paris, UNESCO, 1960.
32. VENKATAPPAIAH (V) : Library Legislation in India, 2 Volumes, 1990.
33. WALLACE (Sarah Leslia) : So you want to be Librarian, New Delhi, Harper & Raw, 1962.
34. WILSON (Louis) and TAUBER (Maurice F) : University Library, New York, Columbia University Press.

GUJARATI

1. BHAYA (C M) : Granthalaya Sahkar & Sanyojan, Ahmedabad, Gujarat Granth Ratna Karyalaya, 1978.
2. SHUKLA (D N) : Granthalaya Sevaoni Sangathan and Ithias, Ahmedabad, Gujarat Pustakalaya Mandal, 1978.
3. SHAH (Vibhuti) : Gujarat ma Pustakalaya Pravrutti, Gandhinagar Mahiti Khatu, 1981.

HINDI

1. RANGANATHAN (S R) : Pustakalaya Vignan ke Multatva Panch Sutra, Jaipur, Rajasthan, Hindi Granth Academy, 1980.

Paper-2 : Library Management

Unit-1 : Principles of Library Management

- * Principles of Management and Their Application to Library Management
- * Library Organisational Structure
- * Management Information System (MIS)
- * Physical Planning

Unit-2 : Information Resources Development

- * Types of Information Resources, Selection Principles Including Communication Media
- * Different Types of Selection Tools and Their Importance
- * Acquisition Procedure: Books and Non-Print Material
- * Acquisition of Periodicals and Serials
- * Technical Processing

Unit-3 : Use and Maintenance of the Library

- * Circulation Work
- * Maintenance, Shelving and Stock Verification, etc.
- * Elements of Binding and Preservation

Unit-4 : Human Resources Development

- * Human Resource Development : Concept and Contours
- * Personnel Planning
- * Participatory Man agreement and Total Quality Management (TQM)

Unit-5 : Library Finance & Budget

- * Library Finance
- * Budgeting and Accounting

Books Recommended:

1. ANDERSON (R) : Management Information Systems and Computers : An Introduction, 1986.
2. COWLEY (J) : Personnel Management in Libraries, 1982.
3. DUTTA (D N) : Manual of Library Management, Calcutta, World Press, 1978.
4. EINDOR (P) : Information Systems Management Analytical Tools and Techniques, 1985.
5. EMERY (Richard) : Staff Communication in Libraries, London, Clive Bingley, 1975.
6. EVANS (G E) : Management Techniques for Librarians, 2nd ed., New York, Academic Press, 1983.
7. GOSWAMI (B P) : Problems of Misplacement, Mutilation and Theft of Books in Libraries, 2nd ed., Banaras, Radhakrishna Publication, 1986.
8. GUPTA (S R) : Stock Verification in Libraries : Problems and Solutions, Delhi, Ken Publication, 1990.
9. JONES (Noragh) and JORDAN (Peter) : Case Studies in Library Management, London, Clive Bingley, 1988.
10. JUGAL KISHORE : Personnel Management in Libraries, New Delhi, Ess Ess, 1981.
11. KHANNA (J K) : Fundamentals of Library Organisation, New Delhi, Ess Ess, 1984.
12. MITTAL (R L) : Library Administration : Theory and Practice, 5th ed., New Delhi, Metropolitan, 1983.
13. MOOKERJEE (Subodh Kumar) and SENGUPTA (Benoyendra) : Library Organisation and Library Administration, Calcutta, World Press, 1972.
14. NARAYANA (G J) : Library and Information Management, New Delhi, Prentice-Hall, 1991.
15. PANWAR (B S) and VYAS (S D) : Library Management, Delhi, R. R. Publishing Corporation, 1986.
16. RANGANATHAN (S R) : Library Administration, 2nd ed., Bombay, Asia House, 1959.
17. RANGANATHAN (S R) : Library Manual for Authorities, Librarians and Honorary Library Workers, 2nd ed., Bombay, Asia, 1967.
18. SINGH (M) : Library and Information Management, Theory and Practice, Delhi, IBT, 1983.
19. SINGH (R S P) : Fundamentals of Library Administration and Management, Delhi, Prabhat, 1990.
20. SMITH (D) : Systems Thinking in Library and Information Management, 1980.
21. STEUART (Robert) and EASTLICK (John T) : Library Management, 2nd ed., Colorado, Libraries Unlimited, 1991.
22. WILSON (A) : The Planning Approach to Library Management.

GUJARATI

1. BARODIA (NAVIN) : Pustak Pasandgi, Gujarat Pustakalaya Mandal.
2. BAROT (C P) : Rang Nathi Vyavastha (Granthalaya Vyavastha), Gujarat Pustakalaya Mandal, 1965.
3. BHAYA (C M) : Granthalaya Vyavastha and Sanchalan, Gurjar Granth, 1989.
4. CHARAN (Shiv) : Granthalaya Sanchalan, Parshva Prakashan, 1987.
5. CHARAN (Shivdan) : Pustakalaya Kshetra Panch Sutronu Pradan, Granthalaya Vidhyabhavan, Sardar Patel University, 1991.

HINDI

1. BANERJEE (Prashant) : Pustakalaya Vyavasthapan, Madhya Pradesh Hindi Academy, 1972.
2. KANTA (V) : Pustakalaya Karyapaddhatika Vyavaharik Gyan, Asia Public House, House Bombay, 1969.
3. SAKSENA (L S) : Pustakalaya Sangthan Aur Vyavasthapak, Madhya Pradesh Granth Hindi Academy, 1988.
4. SHASTRI (D) : Pustakalaya Vigyan, Hindi Pracharak Pustakalaya, Varanasi.
5. SINH (R S) : Pustakalaya – Sangthan Avam Prakashan, Bihar Granth Hindi Academy, 1979.
6. SHRIVASTAVA (Shyam) : Pustakalaya Sangthan Avam Sanchalan, Rajasthan Hindi Academy, 1978.
7. TRIPATHI (S M) : Adhunik Granthalaya Vyavastha Avam Sanchalan ke Multatva

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Paper-3 : Library Classification (Theory)

Unit-1 : Elements of Library Classification:

- * Classification Terminology
- * Nature and Purpose of Classification
- * Definition and Scope
- * Knowledge Classification and Document Classification
- * General Theory of Classification
- * Formation, Structure and Development of Subjects

Unit-2 : Approaches to Library Classification:

- * Normative Principles
- * Canons, Postulates, Principles
- * Fundamental Categories, Facet Analysis, Facet Sequences
- * Phase Relations, Systems and Specials
- * Common Isolates, Different Devices
- * Principles of Helpful Sequence

Unit-3 : Notation:

- * Need and Types
- * Qualities of Good Notation
- * Hospitality in Array and Chain
- * Mnemonics

Unit-4 : Study of Selected Schemes of Classification:

- * Species of Classification Scheme Enumerative, Faceted and Analytico Synthetic Schemes
- * Dewey Decimal Classification
- * Colon Classification

Unit-5 : Class Number:

- * Book Number
- * Collection Number
- * Practical Classification

Books Recommended:

1. AGGARWAL (D S) : Lectures on Universe of Knowledge, Delhi, Academic, 1985.
2. BATTY (C D) : Introduction to Colon Classification, 1966.
3. BATTY (C D) : Introduction to the 19th Edition of the Dewey Decimal Classification, 1981.
4. BAVAKUTTY (M) : Cannons of Library Classification, 1981.
5. BOSE (H) : Universal Decimal Classification, Theory and Practice, 1987.
6. BUCHNAN (Brain) : Theory of Library Classification, London, Clive Bingley, 1979.
7. COMAROMI (John P) and SATIJA (M P) : Exercises in the 20th Edition of the Dewey Decimal Classification, New Delhi, Sterling, 1990.
8. FOSKETT (A C) : The Subject Approach to Information, 4th ed., London, Clive Bingley, 1982.
9. FOSKETT (A C) : The Universal Decimal Classification : The History, Present Status and Future Prospects of a Large General Classification Scheme, London, Clive Bingley, 1973.
10. FOSKETT (D J) : Classification : In Handbook of Special Librarianship and Information Work, 4th ed., London, Aslib, 1975, pp. 153-197.
11. GOPINATH (M A) : "The Colon Classification" In Classification in the 1970's, London, Clive Bingley, 1972.
12. HUSAIN (Shabhat) : Library Classification, Facets and Analyses, 1993.
13. INDIAN STANDARDS INSTITUTION (New Delhi) : Indian Standard, Glossary Classification Terms, 1963.

14. KHANNA (J K) and VOHRA (Ranjana) : Handbook of Library Classification Systems, 1996.
15. KRISHAN KUMAR : Theory of Classification, Delhi, Vikas, 1991.
16. KAULA (P N) : Treatise on Colon Classification, Delhi, Sterling, 1985.
17. MILLS (J) : Modern Outline of Library Classification, Bombay, Asia, 1962.
18. OHDEDAR (A K) and SENGUPTA (B) : Library Classification, Calcutta, World Press, 1977.
19. PALMER (B I) and WELLS (A J) : Fundamentals of Library Classification, London, George Allen and Unwin, 1951.
20. PARKHI (R S) : Decimal Classification and Colon Classification in Perspective, Bombay, Asia, 1964.
21. PARKHI (R S) : Library Classification, Evolution of a Dynamic Theory (Sarada Ranganathan Lectures, 3), 1972.
22. PERREAULT (Jean M) : Introduction to UDC, 1969.
23. RANGANATHAN (S R) : Colon Classification, 6th ed., 1960.
24. RANGANATHAN (S R) : Descriptive Account of Colon Classification, Bombay, Asia, 1967.
25. RANGANATHAN (S R) : Elements of Library Classification, 3rd ed., Bangalore, Sarada Ranganathan Endowment, 1967.
26. RANGANATHAN (S R) : Prolegomena to Library Classification, 3rd ed., Bangalore, Sarada Ranganathan Endowment, 1967.
27. RANGANATHAN (S R) : Colon Classification, 6th ed. (with amendments), Bombay, Asia, 1963.
28. RAJU (A A N) : Decimal, Universal Decimal and Colon Classification.
29. SAHI (S S) : Rudiments in Library Classification Theory and Practice, 1987.
30. SATIJA (M P) : A Primer on Ranganathan's Book Numbers.
31. SACHDEVA (M S) : Colon Classification Theory and Practice, Delhi, Sterling, 1983.
32. SEWA SINGH : A Practical Manual of Colon Classification, 7th ed., Bombay, Jaico House, 1990.
33. SRIVASTAVA (A P) : Theory of Knowledge Classification in Libraries, New Delhi, Laxmi, 1964.
34. VICKERY (B C) : Faceted Classification : A Guide to Construction and Use of Special Schemes, London, Aslib, 1968.

GUJARATI:

1. BARODIYA (Navin) : Gyanvishwa, Udhbhav ane Vikas, 1991.
2. BAROT (C P) : Rangnathi Vargikaran, 1994.
3. BHAIYA (C M) : Dvibindu Vargikaran, Parichay and Vishleshan (Meena Granthalaya Shreni 3), 1986.
4. BHAIYA (C M) : Granthalaya Vargikaran : Tulnatmak Abhyas (Meena Granthalaya Shreni 16), 1990.
5. BHAVSAR (K) : Dvibindu Vargikaran.
6. CHARAN (S M) : Siddhantik Vargikaran, 1991.
7. PATEL (C R) : Granthvargikaran na Multutvo Sanvardhit Ed. 4, 1994.
8. RANGANATHAN (S R) : Dvibindu Vargikaran.
9. RAVI : Granthalaya Vargikaran : Siddhantik (Granthalay Vighyan Pramanpatra Abhyaskramna Talimarthio Mate), 1990.

HINDI:

1. SAYERS (W C) : Granthalaya Vargikaran ki Bhumika, 1984.
2. TRIPATHI (S M) : Adhunik Granthalaya Vargikaran, Saiddhantik Vivechna, 1937.
3. TRIPATHI (S M) and SHAUKIN (N S) : Granthalaya ke Vargikaran ke Multutva, 1998.

Paper-4 : Library Classification (Practice)

Unit-1 : Dewey Decimal Classification (19th Edition)

- * Introduction, Structure and Organisation
- * Definition, Notes and Instructions
- * Introduction of Three Summaries and Steps in Classifying Documents
- * Relative Index and its use
- * Study of Tables and Schedules
- * Auxiliary Tables and Devices
- * Practical Classification

Unit-2 : Colon Classification (6th Edition)

- * Study of Tables and Schedules
- * Schedules and Techniques
- * Steps in Classification
- * Humanities and Social Sciences
- * Biological Sciences
- * Physical Sciences and Generalia

Books Recommended:

1. COMAROMI (John P) and WARREN (Margaret J) : Manual on the Use of the Dewey Decimal Classification, 19th ed., 1982.
2. CUTTER (C A) : Cutter-Sanborn Three Figure Author Table.
3. DEWEY (Melvil) : Dewey Decimal Classification, 19th ed., New York, Forest Press.
4. DHYANI (P) : Guide to Dewey Decimal Classification, New Delhi, Metropolitan, 1985.
5. DHYANI (P) : Working With Dewey Decimal Classification, Eds. 19 and 20, 1994.
6. KHANNA (J K) : Colon Classification, Enumerated and Expanded Schedules alongwith Theoretical Formulations, 1986.
7. KUMAR (P S G) : Practical Guide to Dewey Decimal Classification, 20th ed., 1990.
8. MUKHOPADHYAY (A) : Guide to Colon Classification Practical, 1976.
9. NAVALANI (K) and GIDWANI (N N) : Practical Guide to Colon Classification, 1981.
10. RAJU (A A N) : Dewey Decimal Classification : Theory and Practice, A Practical and Self Instructional Manual, 1995.
11. RANGANATHAN (S R) : Colon Classification, Rev. Ed. 3, 1966.
12. SATIJA (M P) and COMAROMI (J P) : Beyond Classification : Book Number with Special Reference to Chronological Book Numbers, 1992.
13. SATIJA (M P) : Manual of Practical Colon Classification, Rev. Ed. 3, 1995.
14. SEHGAL (R L) : Handbook of Colon Classification, 1993.
15. SEHGAL (R L) : Classification : Theory and Practice, Rev. and Enlarged Ed. 2 (In Hindi Language), 1994.
16. SEWA SINGH : Practical Manual of Colon Classification, Ed. 7, 1990.
17. SHARMA (P S K) : Practical Approach to Dewey Decimal Classification made easy, 1998.
18. SHARMA (P S K) : Colon Classification made easy, 2000.
19. UPPAL (O P) : Practical Procedure of Classification (Kaula Library Science Series 1), 1975.

GUJARATI:

1. BHAVSAR (K K) : Dewey Decimal Classification, 19th ed., Vargikaran Prayogik, 1996.

HINDI:

1. BHARDWAJ (C) : Vargikaran, Siddhant Evam Vyavahar, 1984.
 2. BHARGAV (G D) : Granthalaya Vargikaran, Sanskaran 8, 1984.
 3. CHANPAVAT (G S) : Dvibindu Vargikaran, Prayogik Adhyayan, 1986.
 4. KULSHRESTHA (A) : Prayogik Vargikaran, 1988.
 5. SATIJA (M P) : Prayogik Dvibindu Vargikaran, Anu. Ramakant Sharma, 1992.
 6. SEHGAL (R L) : Vargikaran : Siddhant Evam Vyavahar, 1985.
 7. SAKSENA (L S) and MISHRA (R K) : Sarvabhoomik Dashmalav Vargikaran Pranali : Siddhant Evam Vyavahar, 1998.
 8. SOOD (S P) and RAVATANI (M R) : Kriyatmak Dew Dashmalav Vargikaran, 1987.
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Paper-5 : Library Cataloguing & Subject Indexing (Theory)

Unit-1 : History, Purpose and Types of Library Catalogue

- * Library Catalogues : Objective, Purposes and Functions
- * History and Development of Library Catalogue Codes
- * Physical Form of Catalogues
- * Types of Catalogues

Unit-2 : Format of Catalogue Entries

- * Kinds of Entries
- * Data Elements in Different Types of Entries
- * Filing of Entries: Classified and Alphabetical
- * Centralized Cataloguing,, Cataloguing-in-Publication and Pre-Natal Cataloguing
- * Machine Formats: MARC and CCF

Unit-3 : Choice and Rendering of Headings

- * Personal Authors (Western and Indic Names)
- * Corporate Authors
- * Pseudonyms, Anonymous Work and Uniform Titles
- * Cataloguing of Non-Print Media

Unit-4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing

- * Subject, Cataloguing - Problems
- * Vocabulary Control: Subject Heading Lists and Thesauri
- * Subject Indexing Models
- * Techniques for Subjects Indexing
- * Recent Trends in Library Cataloguing

Paper-6 : Library Cataloguing & Subject Indexing (Practice)

Unit-1 : AACR - 2nd edition,1988 Revision

- * Preliminaries
- * Single Personal Author
- * Shared Responsibility and Editorial Directions
- * Choice Among Different Names and References
- * Series and Multivolumes
- * Subject Headings
- * Corporate Bodies
- * Uniform Titles and Serials
- * Cataloguing of Non-Print Material and User's Guide to AACR-2R

Unit-2 : Classified Catalogue Code- 5th ed.

- * Preliminaries to Classified Catalogue Code
- * Class Index Entry and Tracing
- * Personal Authors
- * Corporate Authors
- * Analytical Entries and Composite Books
- * Series
- * Multi volumes Publication
- * Periodical Publications

Books Recommended (For Theory and Practical)

1. AMERICAN LIBRARY ASSOCIATION: Anglo-American Cataloguing Rules. 2nd ed. Chicago; ALA & London Library Association, 1978.
2. AUSTIN (D) PRECIS: A Manual of Concept Analysis. London, the British Library, 1984.
3. BAKEWELL (K G B): Manual of Cataloguing Practice, Oxford; Pergamon, 1972.
4. BENNETT (Freddick): Cataloguing in Practice. London; Clive Bingley, 1972.
5. CHAKRABARTI (AR) and CHAKRAARTH (B): Indexing: Principles, Process and Products. Calcutta, World Press 1983.
6. CHAPMAN (LIZ): How to Catalogue: a Practical Handbook Using AACR 2 and Library of Congress. London; Clive Bingley, 1984.
7. CHANOIS (Mai): Cataloguing and Classification: An Introduction. New York; McGraw Hill.
8. COATES (EJ): Subject Cataloguing: Heading s and Structure. London, Library Association, 1960.
9. COLLISON (Robert L): Indexes and Indexing. 3rd rev. ed. London; Earnest Benn, 1969.
10. CUTTER (Charles A): Rules for a Dictionary Catalogue. London; Library Association, 1935.
11. COWLEY (J D): Bibliographical Description and Cataloguing. London Grafton & Co. 1949.

12. DOLBY (J L) and other: Computerised Library Catalogues: Their Growth; Cast and Utility Cambridge; M.I.T. Press, 1969.
13. DRTC : Seminar on Cataloguing. Bangalore, DRTC, 1970.
14. ESCRETT (P K): Introduction to the Anglo- American Catalogue Rules. London; Andre Deutsch, 1971.
15. GUHA (B): Documentation and Information: Services, Techniques and Systems. 2nd rev. ed. Calcutta, World Press, 1983.
16. HUNTER (E J): and BAKEWELL (KGB): Cataloguing. London. Clive Bingley, 1983.
17. HUNTER (E J): An Introduction to AACR 2. London, Clive Bingley,
18. HUNTER (E J): Examples illustrating AACR – II. 2nd ed., New Delhi, Oxford, 1980.
19. HUNTER (E J): Computerised Cataloguing. New York, Philosophical Library, 1986.
20. KRISHAN KUMAR: An Introduction to Cataloguing Practice. Delhi; Vikas, 1985.
21. LEHNUS (Donals J): How to determine authors and title entries according to AACR: An it expective guide with card examples. New York; Oceana Publications, 1971.
22. MANN (Margaret) Introduction to Cataloguing and Classification of Books 2nd ed. Chicago; ALA, 1943.
23. MILLER (Rosaline E) and TERWILLEGAR (Jane C.) Commonsense Cataloguing: a Cataloger's manual 3rd. Ed. New York, H. W. Wilson, 1983.
24. MOHAMMAD HAROON: Cataloguing of Indian Muslims Names, Delhi, Indian Bibliographies Bureau, 1984.
25. MUHAMMAD RIAZ: Manual of Practical Cataloguing, Lahore, Qudiriyya Bks. 1989.
26. NEEDHAM (C D): Organizing Knowledge in Libraries: an introduction to Classification and Cataloguing 2nd ed. London; Andre Deutsch, 1971.
27. OLDING (RK): Ed. Reading in Library Cataloguing. New Delhi; Lakshmi, 1967.
28. PIGGOTT (Mery): Topography of Cataloguing. London, The Library Association, 1988.
29. RANAGANATHAN (S R): Heading and Canons: Comparative Study of Five Catalogue Codes. Madras, Viswanathan, 1955.
30. RANAGANATHAN (S R): Classified Catalogue Code with Additional rules for Dictionary Catalogue Code. 5th ed. Bombay; Asia, 1964.
31. RAJAN (T N), Ed.: Indexing Systems: Concepts, Models and Techniques. Calcutta, IASLIC, 1981.
32. RANGANATHAN (S R): Cataloguing Practice. 2nd ed. Bombay; Asia, 1974.
33. SHARP (Henry A): Cataloguing: A textbook for use in Libraries. 5th ed. Bombay; Allied, 1964.

34. SENGUPTA (Benoyendra): Cataloguing: Its Theory and Practice. 3rd ed. Calcutta; world Press, 1974.
35. SEARS (M E): Sears List of Subject Headings. 11th ed. New York; H. W. Wilson, 1977.
36. TAIT (Jamesa): Authors & Titles. London; Clive Bingley, 1969.
37. VERMA (A K): Trend in subject indexing. Delhi, Mittal, 1984.
38. VISWANATHAN (C G): Cataloguing: Theory and Practice. 4th ed. New Delhi; Today and Tomorrow, 1970.
39. WELLISCH (M Hans H), Ed.: The Precis Index System: Principles, Applications and Prospects. New York, H. W. Wilson, 1977.
40. WEEKS, (Bertham): How to File and Index. New York, Ronald Press, 1951.

GUJARATI:

1. BHAIYA (C) : Granthalaya Suchikaran, Maulik Prakashan, Ahmedabad, 1984.
2. BAROT (R P) : Suchikaran Itihas, Siddhant and Vyavahar, Ahmedabad, Gujarat Pustakalaya Mandal, 1987.
3. GANDHI (R) : Granthalaya Suchikaran (Two Parts), Gujarat University, Ahmedabad, 1977.
4. SOOD (S P) : Suchikaran Prakriya, RBSA Pub., Jaipur, 1994.

HINDI:

1. KRISHNAKUMAR and GIRJAKUMAR : Suchikaran ke Siddhant, Vikas Publishing House, New Delhi, 1976.

Paper-7 : Reference and Information Sources and Services

Unit-1 : Study of Reference Sources:

- * Study and Evaluation, Needs of Reference and Information Sources
- * Categories : Primary, Secondary and Tertiary Information Sources.
- * Book Selection Sources and Outline of Principles of Book Selection

Unit-2 : Categories of Reference Sources:

- * Encyclopaedias
- * Dictionaries
- * Year Book, Hand Book, Manuals, Bibliography
- * Biographical Sources
- * Geographical Sources

Unit-3 : Information Services and Organization:

- * Concept and Need for Reference and Information Services
- * Structure of Information Services Including CAS & SDI
- * Users of Information Services : An Overview

Unit-4 : Information Services and Organization:

- * Organization of Information Services : An Overview
- * Documentation Services
- * Document Delivery Services
- * Literature Search and Data Base Services

Books Recommended:

1. CHENEY (N F) : Fundamental of Reference Sources, Pub. ALA, Chicago.
2. FOSKETT (D J) : Information Services in Libraries, London, Crosby Lockwood, 1958.
3. GUHA (B) : Documentation and Information : Service, Techniques and Systems, Rev Ed. 2, Calcutta,
4. JAMES OLLE (G) : Guide to Sources Information in Library, Pub. Gower, USA.
5. KATZ (William A) : Introduction to Reference Work, Vol. 1-2, New York, McGraw-Hill, 1969.
6. ROWLEY (J E) and TURNER (C M D) : Dissemination of Information, Pub. Andre Deutsch.

GUJARATI:

1. PATEL (CHAMPAKLAL) : Mahiti Vigyan, Gujarat Granthalaya Seva Sangh, Ahmedabad.
2. THAKER (URMILA) : Sandarbh Grantho, Parshva Prakashan, Ahmedabad.

HINDI:

1. PAVAN (USHA) and GUPTA (PAVAN KUMAR) : Sandarbh Seva : Saiddhantik Evam Kriyatmak, RBSE Publishers, Jaipur.
2. SHARMA (CHANDRAKANT) : Granthalaya me Sandarbh – Seva.
3. TRIPATHI (S M) : Sandarbh Evam Suchna Seva Ke Navin Ayam, Y. K. Publishers, Agra.

Paper-8 : Information Technology : Application

Unit-1:

- Introduction to computers, developments and their application to library and information work. Need for computerisation. Computer systems : Hardware-input and output processing, storage components and their inter-relationship.

Unit-2:

- Planning and Implementation and Library Automation, Automation, In-house Operation Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management.

Unit-3:

- Fundamental of Telecommunication Technology; Media, Mode and Components, Network Media, UTP, Optical Fibre, Ethernet, Network Interface Card, Hubs, Routers, Modem.
- Network Types and Topologies, LAN, WAN, MAN.
- Bus, Star, Ring, Token, Ring etc.
- Local Area Network-Types and Topologies

Unit-4:

- INTERNET BASIC features and tools
- Network Based Information Services
- Connectivity; Dialup, Leased lines, ISDN, Digital Subscriber lines
- Email, SMTP, Wireless, Send mail, PoP3
- Protocols-FTP, HTTP
- Web Browser; Netscape Navigator, Internet Explorer
- Web Servers, Web tools, Search Engines
- Internet Security

Unit-5:

- Digital Libraries
- Genesis, Definition, Objectives, Scope of Digital Libraries
- Image Formats, Audio Formation
- Software and Hardware for Digital Libraries
- Input capture devices, Scanners, Digital Data Warehousing, Data Mining and Meta Data

Books Recommended:

1. BOSE (Sanjay K) : Hardware and Software of Personal Computer, New Delhi, Wiley Eastern, 1991.
2. LESSON (M) : System analysis and Design, 1985.
3. MAHAPATRA (P K) : The Computer in Library Services, Calcutta, World Press, 1985.
4. RAJARAMAN (V) : Fundamentals of Computers, New Delhi, Prentice Hall, 1991.
5. SUBRAMANIAN (N) : Introduction to Computers : Fundamentals of Computers Science, New Delhi, Tata McGraw-Hill, 1990.
6. SALMON (S R) : Library Automation Systems, New York, Marcel Dekker, 1975.

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT**

Bachelor of Library and Information Science

**Paper-VIII : Computer Application to Library & Information Science
(Theory & Practice)**

Effective From 2006-07 (June-2006)

Theory

Unit-1 : Information Technology

- Concept, Definition, Scope and Components
- Origine and Growth of Information Technology

Unit-2 : Computer Basics

- Historical Development : Abacus to Artificial Intelligence
- Introduction to Computers, Block Diagram of Computer
- Generations of Computers : First to Fifth Generation of Computers and Their Features
- Classification of Computers : Micros, Minis, Mainframe and Super Computer
- Input Devices : Mouse, Joysticks, OCR, Scanners, Digital Cameras and Barcode Technology
- Output Devices : Monitors, Printers-Character, Line, Dot Matrix Inkjet & Laser Printer
- Storage Devices – Primary and Auxiliary

Unit-3 : Library Automation

- Planning & Implementation of Library Automation
- In-house Operation-Acquisition, Cataloguing, Circulation, Serial Control, OPAC
- Generations of Computers : First to Fifth Generation of Computers and Their Features

Unit-4 : Computer Software

- Purpose, Types of Software
- Operating Systems : MS-Office (Word, Excel, Power Point, Windows-Basic Features, Application Software
- Programming Languages : Machine, Assembly and Higher Languages

Unit-5 : Internet

- Basic Features and Tools
- Connectivity : DialUp, Leased Line, ISDN, Digital Subscribers Line
- Web Browser : Netscape, Internet Explorer
- Search Engines

Unit-6 : Digital Library

- Definition, Objective, Scope of Digital Library
- Data Warehousing
- Data Mining and Metadata

Unit-7 : DBMS Packages

- Concept, Features and Facilities

Practice

Special Note:

This paper needs extensive exposure in the operation of computers which can be acquired by providing acequate number of practical hours for hands-on experience. Students should be made familiar in using various application packages, DBMS and Library Packages, Internet Base Information Retrieval.

Selected Readings:

1. Salmon S.R. : Library Automation Systems, New York, Marcel Dekker, 1975.
2. Subramanian N. : Introduction to Computer : Fundamentals of Computer Science, New Delhi, Tata McGraw Hill, 1990.
3. Habraken Joe. Microsoft Office 2000 8 in 1, New Delhi, Prentice Hall, 2000, ISBN : 81-203-1582-O.
4. Prakash Chander : New Technologies and Development in Library and Information Science, Jaipur, Mangal Deep, 1996.
5. Malawa V.C. : Electronic Libraries, New Delhi, ESS ESS 1999, ISBN : 81-7000-266-4.
6. Rajaraman V. : Fundamentals of Computers (3rd ed.), New Delhi, Prentice Hall, 2000, ISBN : 81-203-1531-6.
7. Sehgal R L, Handbook of Library Software Packages New Delhi, ESS ESS, 1999 : 81-7000-244-7
8. Bajpai, S K, Library Information Technology Management : Librarian's manual, New Delhi : ESS ESS Publication, 1999
9. Iyer, V. K, Library Information Technology Tools of tomorrow, New Delhi : Rajat Publications, 1999
10. Bansal, S K, Information Technology and Globalisation, Nw Delhi : A P H Publishing Corporation, 2001
11. Descon, Eric. Managing with Information Technology , Gret Britan : Kogan Page Ltd, 1987
12. Gopal, K. Digital Libraries in Electronic Information Era, New Delhi : Authors Press, 2000
13. M. N. M, Digital Libraries Dynamics Store House of digitized Information, New Delhi : New Age Publication Ltd, 1996
14. Krishan, Gopal, Intellectual freedom in digital libraries, New Delhi : Authors Press, 2001.
15. Shah, Sonal, M S Office with Access, Ahmedabad : Computer Jagat Prakashan, 1999.
16. Shesasaayee, Ananthi, Computer Applications in Business & Management, Chennai : Margham Publication, 2002
17. Trivedi, Kishor, Office-2000, Window – 98 Computer Parichay, Ahmedabad : Navneet Publications, 2002
18. Vyash, S. D, Excellence in Information Technology, New Delhi : Rajat Publication, 2000.
19. Rao, Bhaskar D, Information Technology, New Delhi : Discovery Publishing House, 2001.
20. Singh U. N, Information Technology in libraries, New Delhi : Shree Publicashers and Distributors, 2004.
21. P S K. S, Fundamentals of Library automations, New Delhi : Ess Ess Publication, 1995.
22. Gopal Krishan, Modern Library automations, New Delhi : Authors Press, 1999.
23. Comer, Douglass E., Computer Networks and Internet, New Delhi : Pearson Education Inc., 1998.
24. Kumbhar T. S., Internet and Academic Libraries : India Scenario, Ahmedabad : Infilibent Centre, 1999.
25. Antani Hemang, Internet for beginners, New Delhi : Tata McGraw-hill Publication, 2000.