

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE.(INDIA)
Bachelor of Library & Information Science**

(B.Lib. & I.Sc.)

Revised syllabus with effect from June- 2014

Objectives: The Bachelor of Library and Information Science (B.Lib. & I.Sc.) Programme is meant to impart high level skills and training necessary for higher positions in Library and Information Centers.

1. **Eligibility:-**A candidate in order to be held eligible for admission to B.Lib. & I.Sc. Course must have passed Bachelor's Degree in any faculty from a recognized University in India or from a foreign University approved by the AIU.

Duration of Course:- The duration of the Programme will be one Academic Year.

Medium of Examination:-The students will be permitted to write their answers in English or Marathi or Hindi language.

Programme Structure: The Programme consists of (A) 7 theory Courses / Papers and (B) Practical C) Term works

2. **A. Theory Papers:**

There shall be seven papers as detailed below:

Sr. No.	Title of the Papers	Theory	Term work	Total Marks
1	Library and Society	70	30	100
2	Library Management	70	30	100
3	Information Services	70	30	100
4	Reference Sources & Services	70	30	100
5	Knowledge Organization	70	30	100
6	Document Description	70	30	100
7	Information Technology-Application to Libraries	70	30	100
	Total Marks	490	210	700

B. Practicals:

Sr. No.	Title of the Unit	Total Marks
1	Classification Practical-I	75
2	Cataloguing Practical-II	75
3	Computer Practical-III	75
4	Information Services and Sources Practical-IV (Oral)	75
	Total Marks	300

C) Term Work / Project Work

This part covers Seminars, Tutorials, Assignments, Newspaper clipping project etc. for each paper having 30 marks for Internal Evaluation.

Scheme of Evaluation and Examination: The B.Lib & I.Sc Examination will be held at the end of Academic year.

Standard o Passing:- for the B.Lib & I.Sc.Examination the minimum standard of passing is as given below:-

Subject	Minimum passing in individual head	Passing aggregate
Theory	40%	40% (Minimum 28 marks in University Examination)
Practical	40%	50% (Minimum 38marks in University Examination)

The exemption in any one or more heads of passing will be available for a period of 5 academic years only.

Award of Class -

The award of class will be as under-

Aggregate Percentage of Marks	Class
70 % and above	First Class with Distinction
60 % and above but less than 70 %	First Class
55 % and above but less than 60 %	Higher Second Class
45 % and above but less than 55 %	Second Class
40 % and above but less than 45 %	Pass Class
Below 40 %	Fail

Programme Delivery:

There will 10 contact sessions (each of 2 hrs) for theory papers and practicals, all these sessions will be conducted on, Saturday, Sunday & Holidays.

Details Programme of counseling sessions will be given to every students in advance

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SYLLABUS

(A) Theory Papers:

PAPER - I

Library and Society

Unit 1. Library, Libraries, and Librarianship:

- a) Nature, Meaning, Definition, Scope, Objectives.
- b) Types of libraries
- c) Concept of digital library and research library.
- d) Role of the library in Education, Culture, Communication and Mass Communication

Unit 2. Normative Principal of LIS:

- a) Five Laws of Library Science (Prof. S.R. Ranganathan), their implications, Philosophy of J.H. SHERA.

Unit 3. Libraries Development:

- a) Growth and development of library in modern society with special reference to India.
- b) Library Movements in India.

Unit 4. Library legislation –

- a) Library legislation
- b) Need and essential features
- c) Library legislation in India
- d) Press and Registration Act and Delivery of Books Acts
- e) Concepts of copyright & IPR.

Unit 5. Library and Information Profession:

- a) Librarianship as a Profession
- b) Profession Associations & Their role
- c) National & International Library Association – ILA, IASLIC, IATLIS, SIS, ALA, IFLA, LA etc.
- d) Library and Information Science in India.

Unit 6. Library Resource sharing.

Unit 7. Public Relations & Extension Activities.

- a) Public Relation, Publicity,
- b) Extension activities

Reference List-

1. Gardner Frank M. Public library legislation: A comparative study Paris, UNESCO, 1971.
2. Mukherjee A.K. Librarianship: Its philosophy and history, Bombay. Asia Publishing House, 1966.
3. Ranganathan S.R.: Five Laws of Library Science Madras, Madras Library

- Association, Ed.2, 1957.
4. Shera J. H.: Sociological foundations of librarianship, Bombay. Asia Publishing House, 1970.
 5. Wilson, Louis Round: Education an libraries: London, Crosby Lockwood, 1966.
 6. Jefferson G.: Libraries and Society, London, James Clarke and Co. 1969.
 7. Thompson James: A history of the principles of librarianship, London. Clive Bingley, 1977.
 8. Thompson James: Library power, A new philosophy of librarianship: London, Clive Bingley, 1974.
 9. Naidu N. Guruswamy: Librarianship in developing countries, New Delhi Ess, 1992.
 10. Sharma U.C. & Rava: Librarianship today and tomorrow: Delhi: Ess Ess, 1997.
 11. Ed. By R.K. Rout: 1st Ed. Library Legislation in India, problem and prospects, New Delhi, Reliance, 1986.
 12. Multicultural Librarianship: Ed. By Marie E. Zietinska & Francis T. Kirhwood, IFLA Publication, 59, Munchen K.G. Saur, 1992.
 13. Burrington Gillian : Equal opportunities in librarianship, London, Library Association, 1987.
 14. Westlake Dunka R & Clarke John E., Geac,: A guide for librarians and systems managers, 1987.
 15. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
 16. *Jain P, Dakhale, P and Deshpande D and Khedkar A, Sulabh Granthlayshastra Vishwa publishers and Distributios Nagpure Universal books*
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PAPER-II

Library Management

- Unit 1. Management.: Nature, Meaning, Principles and Function**
- Unit 2. Acquisition and Processing of Books and Periodicals.**
- Unit 3. Periodicals: Their acquisition, recording, circulating.**
- Unit 4. Circulation Work.**
- Unit 5. Stock Verification, Preservation, Bar Coding, Binding.**
- Unit 6. Library Committee.**
- Unit 7. Library Finance and Budget.**
- Unit 8. Library Statistics.**
- Unit 9. Rules and Regulations, Annual Report.**
- Unit 10. Building, Equipment and Furniture.**
- Unit 11. Book Selection: Its Principles and Practice.**
- Unit 12. Reading Materials Selection Tools.**

Reference List

1. Job M.M.: Theory of book selection: New Delhi, Sterling, 1978.
2. Mithal R.L.: Library administration, Theory and practice, Ed.5: New Delhi, Metropolitan, 1983.
3. Mukherjee A.K.: Book selection: Principles, practices and tools: Calcutta, The World Press, 1974.
4. Rangnathan S.R.: Library administration Ed.2: Bombay, Asia Publishing House, 1959
5. Spiller, David: Book selection Ed.2: London, Clive Bingley, 1974.
6. Kulkarni V.V.: Granthalaya Prashasana: Nagpur, Maharashtra Universities Book: Production Board, 1974.
7. Dutta D.N.: Manual of library management: Calcutta, The World Press Private Ltd., 1978.
8. Rangnathan S.R.: Library Manual: New Delhi, UBC Publishers Distributors Ltd, 1992.
9. Brophy Peter and Coulling, Kate: Quality management for information and library management.
10. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc
11. *Nargunde Revati Pralekhan aani Mahitshastra (Marathi) Universal Books Pune 2012*
12. *Jain P, Dakhale, P and Deshpande D and Khedkar A, Sulabh Granthlayshastra Vishwa publishers and Distributios Nagpure Universal books*

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PAPER-III

Information Services

Unit 1. Documentation:

a) Definition, Need and Scope. b) Information Needs and Demands. c) Methods of Assessing. d) Information Requirements of Users. e) Information Transfer; Information Flow. f) Documents and their categorization primary, secondary and tertiary (contents and acquisition).

Unit 2. Information Storage and Retrieval-Indexing:

a) Index and Indexing. b) Pre-coordinate and Post-coordinate Indexing Systems c) Machine Indexes. d) Vocabulary Control in Indexing: Thesaurus. e) Citation Indexes.

Unit 3. Information Storage and Retrieval – Abstracting:

a) Abstract and Abstracting. b) Types of Abstracts. c) Users of Abstracts. d) Indexing and Abstracting Services

Unit 4. Information dissemination Services

CAS, SDI, Alert, News paper clipping, Bibliography, Referral

Unit 5. Ancillary Services:

a) Translation Services. b) Reprographic Services. c) Procurment of specialized Documents e.g. Thesis, Patents, Standards

Unit 6. National and International Information Systems:

a) **National Information Systems:** NISSAT, INSDOC, DESIDOC, NASSDOC, SENDOC, INFLIBNET

b) **International Information Systems:** INIS, AGRIS, DEVSIS, ISDS, FID, MEDLARS, UNISIST, VINITL, UNESCO, ASLIB, ISI(USA).

Unit 7. Scenario of Information Services in India.

Reference List

1. Foskett D.J.: Information services in Libraries, London, Crosby, Kockwood 1958.
 2. Guha B.: Documentation and Information Services: Techniques and Systems, 2nd Rev.Ed. Calcutta, World Press, 1983
 3. Bradford S.C.: Documentation London Crosby: Lockwood, 1948.
 4. Viswanathan C.G.: Elements of Information Science: New Delhi, Today and Tomorrow, 1976.
 5. Bunch, Allan: The basics of information work; London, Clive Bingley, 1985.
 6. Rangnathan S.R. Ed.: Documentation and its facts Bombay Asia, 1963.
 7. Ghosh G.B. and Banerjee B.N.: Trends of information service in India. Calcutta World Press, 1974.
 8. Kawatra P.S.: Fundamentals of documentation with special reference to India; New Delhi, Sterling Publishing, 1980.
 9. Nargunde, Revati: Pralekhan ani Mahitishastra, Pune. Universal Publications, 1996.
 10. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
 11. Sharp J.R.: Indexing for retrieval in Ed. By Batten. W.E.: Handbook of Special Librarianship and Information work. Ed.4.: London Aslib, 1975, pp. 198-268.
 12. Foskett, D.J.: Classification and indexing in the social sciences. Ed.2, London, Butterworths, 1974.
 13. Hanson C.W.: Introduction to Science-Information Work, London, Aslib, 1973.
 14. Vickery B.C.: Classification and indexing in Science: Ed. 3, London, Butterworths, 1975.
 15. Langridge D.W.: Classification and indexing in the humanities, London, Butterworths, 1975.
 16. Aitchison, Jean: Indexing Languages Classification scheme and thesauri, In: Anthony L.J. Ed.: Handbook of special librarianship and information work Ed.5, London Aslib 1992, pp.207-261.
 17. Rajan T.N.: Indexing systems: Concepts, Models and Techniques, Calcutta, IASLIC, 1981.
 18. Gopinath M.A.: Current trends in information sources and communication media: Bangalore, DRTC, 1984. (DRTC Refresh seminar –15, 1984)
 19. Bhattacharyya G. Ed: New development in library and information science in India, Bangalore, DRTC, 1981. (DRTC Refresh seminar- 13, 1981)
 20. Batten W.E. : Information science applied in Batten, W.E. Ed. Handbook of special librarianship and information work; Ed.4, London, Aslib, 1975. pp. 1-7.
 21. Chatterjee, Amitabha: Elements of documentation, Calcutta, 1983.
 22. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
 23. *Jain P, Dakhale, P and Deshpande D and Khedkar A, Sulabh Granthlayshastra Vishwa publishers and Distributios Nagpure Universal books*
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PAPER-IV

Reference Sources & Services

1.1 Reference Service: Concept definition, scope, types and theories.

1.2 Nature and management of reference service in different types of libraries: public, academic and special.

1.3 Qualities of reference librarian.

2.1 Reference service and information service.

2.2 Reference service: meaning and techniques.

3.1 General book and reference book.

3.2 Types of reference sources; their information content examples and use. Indian reference sources.

3.3 Standard reference sources in science and technology, social sciences and humanities. (Illustrated list of such sources to be referred to).

4.1 Reference questions: categories and appropriate tools to solve them.

4.2 Reference interview techniques.

5.1 Systematic bibliography; definition and purpose.

5.2 Types with examples: universal, selective, incunabula, anonymous and pseudonymous works, national, secondary, subject, author, language, area studies etc.

5.3 Bibliographic control: meaning and purpose.

5.4 Book trade: its contribution to bibliographic control-India, U.K., U.S.A.- current and retrospective.

5.5 Bibliographic organization in India. Different areas: monographs, serials, government, documents, theses and dissertations- current and retrospective. (General information only).

6.1 Referral services: mining and techniques

Reference sources to be studied.

Encyclopedias:

1. New Encyclopedia Britannica (32 Vols.)

2. Chamber's Encyclopedia.

3. McGraw Hill Encyclopedia of Science and Technology.

4. International Encyclopedia of The Social Sciences...

5. Marathi Vishwakosh.

6. Encyclopedia Americana

7. Van Nostrand's Scientific Encyclopedia

8. Bharatiya Sanskriti Kosha

9. Encyclopedia of Library and Information Science

10. Bharatiya Samaj Vidyan Kosha (Ed. S.M. Garge).

Year Book:

1. Statement's Year Book.

2. Maharashtra (Maharashtra Govt.)

3. Manorama Year Book.
2. India: A Reference Annual.
4. Maharashtra (Dastane and Co.)

News Summaries:

1. Asian Recorder (South East).
2. Facts on File.
3. Keesing's Record of World Events.

Dictionaries:

1. Oxford English Dictionary.
2. Random House Dictionary of the English Language.
3. Adarsha Marathi Shabdakosha.
4. Sanskrit-English Dictionary (V.G. Apte)
5. Marathi Vyutpatticha Kosha (K.P. Kulkarni).
6. Maharashtra Shabdakosh
7. Brower's Dictionary of Phrases and Fables.
8. Everyman's Pronouncing English Dictionary
9. Chamber's 20th Century Dictionary.
10. Oxford Dictionary of Quotations.
11. Marathi Vangmay Kosha.

Bibliographical dictionary:

1. Chamber's Bibliographical Dictionary
2. Dictionary of National Biography (India).
3. International Who's Who.
4. McGraw Hill Encyclopedia of World Biography
5. Bharatvarshya Chantra Kosh (Chitrao).
6. Marathi Sarswat (Ed. A.L. Joshi).
7. Who's Who Of Indian Writers (Sahitya Academy).
8. India Who's Who 1984.
9. Asimov's Biographical Encyclopedia in Science and Technology.

Bibliographies:

1. British National Bibliography.
2. Indian National Bibliography.
3. Cumulative Book Index.
4. Books in Print.
5. Indian Books in Print.
6. Marathi Granth Suchi (S.G. Date).
7. Ulrich's International Periodicals Directory.
8. Marathi Niyatkalikanchi Suchi (Kale and Others).
9. Press in India.

Geographical sources:

1. Whitaker's Almanac.

2. World Almanac and Book of Facts
3. Information Please Almanac.
4. Maharashtra Gazetteer.
5. The Gazetteer of India.

Directories:

1. World of Learning.
2. Directory of Scientific Research Institutions in India 1989. (INSDOC) Vol. 1-6.

Reference List

1. Collison, Robert L.: library assistance to readers. Ed.2, London, Crosphy Lockwood, 1956.
2. Katz William: Introduction to reference work Volumes 1, 2 Ed.6 New York, McGraw-Hill, 1992.
3. Krishan Kumar: Reference service, Ed.5 Delhi, Vikas 1996.
4. Rangnathan S.R.: Reference service. Ed.2 Bombay, Asia publishing house 1961.
- 5 Granthalayeen sandharbh seva: Anant Joshi and Vasant Joshi, Continental Prakashan, Pune. Ed.2, 1992.
6. Cheney, Frances Neel: Fundamental reference sources. Chicago, ALA 1971.
- 7 Girijakumar and Krishan Kumar: Bibliography Ed. New Delhi, Vikas 1979.
8. Grogan, Devis: Practical reference work. London, Clive Bingley, 1979 (outline of modern librarianship series).
9. Grogan, Devis: Case studies in reference work. London, Clive Bingley, 1987.
10. Grogan, Devis: More case studies in reference work. London, Clive Bingley, 1972.
11. Katz, Bill and Tarr, Andrea: Reference and information services: a reader New Jersey, The Scarecrow Press, 1978.
- 12 Prytherch, Ray: Sources of information in librarianship and information science. Aldershot, Gower 1983. (Crafton books).
13. Robinson, A.M. Lewin: Systematic bibliography. Bombay, Asia Publishing House 1966.
14. Rangnathan, S.R.: Reference service and bibliography. Madras, Madras Library Association 1940. Vol.1.
- 15 Sheehy, Engene P.: Guide to reference books. Ed.9, Chicago, ALA 1976.
16. Slavens, Thomas P.: Information interviews and questions. New Jersey, Scarecrow Press, 1978.
17. Sushila Kumar: Changing concepts of reference service. Delhi, Vikas 1974. (Sarada Rangnathan Lectures, 2. 1972).
- 18 .For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
19. *Karmarkar, Prakash: Granthalyani Sandharbh Seva universal books pune 2012*
- 20 *Jain P,Dakhale,P and Deshpande D and Khedkar A, Sulabh Granthlayshastra Vishwa publishers and Distributios Nagpure Universal books*

PAPER V

Knowledge Organization

Unit 1. Classification:

(1.1) Definition, (1.2) Need and Purpose, (1.3) Tree of Porphyry, (1.4) Natural Vs. Artificial Classification.

Unit 2. Library Classification:

(2.1) Need, Purpose and Function, (2.2) Knowledge Classification Vs. Book Classification,
(2.3) Special Features of Book Classification

Unit 3. Notation:

(3.1) Need and Importance in Library Classification, (3.2) Types and Base of Notation, (3.3) Qualities of Good Notation, (3.4) Hospitality in Arrays and Chains-Variou Devices, (3.5) Mnemonics.

Unit 4. Call No. and its Structure:

(4.1) Call No.-Various Parts, (4.2) Book No.-Need and Function, (4.3) Cutter-Samborn Table, CC Book Nos.

Unit 5. Classification Schemes:

(5.1) Types and Classification Schemes, (5.2) Enumerative Vs Faceted Schemes, (5.3) Brief Historical Introduction to Major Book Classification Schemes.

Unit 6. Dewey Decimal Classification (19th / Latest Edition):

(6.1) Biographical Sketch of Melvil Dewey, (6.2) Relative Location and Decimal Fraction Notation, (6.3) General Outline – Main Class Order, (6.4) Hierarchical Structure-3 Summaries, (6.5) Notation, (6.6) Synthetic Devices-7 Tables, Add Instructions, (6.7) Maintenance and Revision.

Unit 7. Introduction to Colon Classification and Universal Decimal Classification:

(7.1) Salient Features, (7.2) Basic Structure and General Layout, (7.3) Order of Main Classes, (7.4) Notational Structures, (7.5) Synthetic Devices, (7.6) Schedules of Some Major Subject.

Unit 8. Recent Trends in Classification:

(8.1) Relationship between Classification and Indexing.

Reference List

1. Batty C.D.: An introduction to 20th edition of Dewey Decimal Classification; London, Clive Bingley, 1991.
2. Buchman Brian: Theory of Library Classification; London, Clive Bingley, 1979.

3. 4. Camonomi J.P. and Satija M.P.: History and current status of Dewey Decimal Classification.
4. Foskett A.C.: Subject approach to information; ed.5; London, Clive Bingley 1982.
5. Foskett A.C.: The Universal Decimal Classification, London, Clive Bingley 1973.
6. Krishnan Kumar: Theory of classification, Ed.4; London, Clive Bingle, 1973.
7. Langridge Derek: Approaches to classification; London, Clive Bingle, 1973.
8. Ohdedar A.K. and Sengupta B.: Library classification; Calcutta, World Press, 1977.
9. Maltby A.: Classification in the 1970s; London, Clive Bingle, 1975.
10. Maltby A.: Sayers manual of classification for libraries, Ed.5; London, Andre Deutsch, 1971.
11. Mills: Modern outline of library classification.
12. Palmer B.I. and Wells A.J.: Fundamentals of library classification; London, George Allan and Unwin, 1951.
13. Philips W.H.: A primer of book classification.
14. Rangnathan S.R.: Elements of library classification, Ed.3; Bangalore, Sarda Rangnathan Endov. 1989 (reprint).
15. Rangnathan S.R.: Prolegomena to library classification, Ed.3; Bangalore, Sarda Rangnathan Endov. 1989 (reprint).
16. Srivastava A.P.: Theory of classification in libraries.
17. Raju A.A.N.: Decimal, Universal; Decimal and Colon Classification.
18. 25. Foskett D.J.: 'Classification' in handbook of special librarianship and information work, Ed.4; London, Clive Bingle, 1975, pp. 153-197.
19. Gopinath M.A.: The colon classification in classification in the 1970s; London, Clive Bingle, 1972.
20. Bavakutty M.: Canons of library classification; Trivendrum Kerala Library Association, 1981.
21. Dhyani P.: Guide to DDC; New Delhi, metropolitan.
22. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
23. *Lele V.V. Dashunsh Vargikaran Universal book stall*

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PAPER VI Document Description

Unit 1. Role of a cataloguer in a library system.

Unit 2. Library catalogue: a) definitions, objectives, importance and functions. b) Library catalogue, Bibliographic Catalogue, Publisher Catalogue.

Unit 3. Types (inner forms) of library catalogue: their merits and demerits.

Unit 4. Physical (outer) forms of library catalogue: advantages and disadvantages-book, sheaf, card and machine readable (MARC).

Unit 5. OPAC (Online Public Access Catalogue).

Unit 6. Entries and their functions - filing of entries. Alphabetic.

Unit 7. Cataloguing of non-printed materials.

a) Microforms, Microfiche, C.D., CD-Rom, Internet, Manuscripts.

Unit 8. Co-operative and centralized cataloguing.

a) Forms of Cooperative cataloguing: Types, Faction, Compilation, Types of Entries, Advantages and Disadvantages.
Union Catalogues, MRRC.

Unit 9. Subject cataloguing: meaning, purpose, objectives, approaches: alphabetical indexing languages and subject heading lists.

Unit 10. Relationship between classification and cataloguing.

Reference List

1. Anglo American Cataloguing Rules, Ed. 2; Chicago, ALA and London Library Association 1978. Revised edition 1988.
2. Bakewell K.G.B.: Manual of cataloguing Practice; Oxford, Pergamon Press 1972. reprinted 1974.
3. Chan Lois Mai: Cataloguing and Classification-an introduction, Ed.2; New York, McGraw Hill Book Company, 1994.
4. The concise AACR II by Michael Gorman London, Library Association, 1980.
5. Horner John: Cataloguing; London, Association of Assistant Librarians, 1970, reprinted 1976.
6. Hunter Eric J. and Bakewell K.G.B.: Cataloguing, Ed.2; London, Clive Bingle. 1983.
7. Hunter Eric J. and Nicholas J. Fox: Examples illustrating AACR II, London, The Library Association, 1980.
8. Rangnathan S.R.: Classified catalogue code with additional rules for dictionary catalogue code, Ed.5; Bombay, Asia publishing house, 1964. Reprinted 1992.
9. Sears M.E.: Sears list of subject heading, Ed. By Martha T. Mooney, Ed.14; New York, H.W. Wilson Co. 1991.
10. Sengupta Benoyendra: Cataloguing: its theory and practice, Ed.3; Calcutta, World press, 1980.
11. Viswanathan C.G.: cataloguing: theory and practice, Ed.4; New Delhi, Today and Tomorrow, 1980.
12. Coats E.J.: Subject catalogues: headings and structure; London, Library Association, 1988.
13. Cutter Charles A.: Rules for a dictionary catalogue; London, Library Association, 1935.
14. Escrect P.K.: Introduction to the Anglo-American Cataloguing Rules, London, Andre Deutsch, 1971.

- 15 Mann Margaret: Introduction to cataloguing and classification of books, Ed.2; Chicago, ALA, 1943.
 - 16 MARC formal integration: three perspectives, Ed. by Micnel Gorman; Chicago, ALA, Library Information and Technology Association 1990.
 - 17 Rangnathan S.R.: Cataloguing practice assisted by G. Bhattacharya Ed.2; Bombay, Asia publishing house, 1974.
 18. Girjakumar and Krishna Kumar: Theory of cataloguing; Delhi, Vikas publication, Ed.5.
 - 19 For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
 20. Jain P, Dakhale, P and Deshpande D and Khedkar A, *Sulabh Granthlayshastra Vishwa publishers and Distributios Nagpure Universal books*
 - 21 . Mahajan S.G.: *Granthalayin Talikikaran: pratyakshik Vol.1 CCC Pune, Suvichar prakashan, 1974 Vol.2: dictionary catalogue (AACR) Pune, G.Y. Rane prakashan, 1979.*
 - 22 *Lele V.V. Audhinik Granthalya Talikikarn 3rd.ed. Universal Book Stall*
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PAPER VII

Information Technology, Applications to Libraries

Unit 1. Information Technology: a) Defination, Sope, concept, components
b) Importance of IT in LIS.

Unit 2. Technology:

- a) Introduction to computer technology PC-mini, micro and mainframe computers;
- b) input/output devices,
- c) storage media/technology,
- d) Generation of Computers.

Unit 3. Reprography:

- a) Brief introduction to reprography and micrography/printing.
- b) DTP, its importance to LIS

Unit 4. Database

- a) Data and information concepts,
- b) Data processing methods,
- c) File organization,
- d) Database concepts and database components.

Unit 5. Software packages:

- a) Operating system- MS-DOS (Detail),
- b) Information about programming languages,
- c) Application software,
- d) Library softwares and its use viz. CDS-ISIS, LIBSYS, Windows MS-Office, MS-Word, MS-Excel, MS-PowerPoint, MS-Access.
- e) Digital library.

Unit 6. Computer Applications in LIC- a) Need and its advantages
b) Use of computers for house keeping operations in LIS.

Unit 7. Other information technologies:

- a) E-mail, Fax,
- b) CD-ROM technology,
- c) Online access,
- d) Library Networks-concepts, types and examples,
- e) Electronic document delivery systems.

Reference List

1. Hunt, Roger and Shelley John: Computers and commonsense, Ed.3; New Delhi, Prentice Hall, 1987.
2. Subramanian N.: Introduction to computers, New Delhi, Tata McGraw hill, 1990.
3. Rajaraman V.: Fundamentals of Computers; New Delhi, Prentice Hall, 1991.
4. Rajaraman Dharma and Rajaraman V.: Computer Primiar (Rev.Ed.); New Delhi, Prentice Hall, 1990.
6. Simpson Allon: Understanding dbase III Plus, New Delhi, BPB Publication, 1986.
7. Artandi S.: Introduction to computer in information science 1972.
8. Kimbere R.T.: Automation in libraries.
9. Lancaster F.W.: Information retrieval online.
- 10 Davis G.B.: Computer data processing, McGraw Hill, New York, 1973.
- 11 New P.G.: Reprography for libraries, Clive Bingley, 1975.
12. Rowley J.E.: Computers for libraries, Bingley, London 1985.
13. Stern R. and Stern N.: Introduction to computers and information processing, John Wiley, 1982.
14. Kumar P.S.G.: Computerisation of Indian libraries, BP publications, Delhi 1987.
15. Tedd L.A.: Introduction to computer based library system 1987.
16. For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...
- 17 .*Phadek D N: Granthalya sangnakikarn aani Adunikikaran(5th.ed.Marathi)2013 Universal Book stall*
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19. *Kumbhar Rajendra: Granthalayat Computercha Vapar, Pune, Dastane, 1997.*

B. Practical:

1) Classification practical-I

Dewey decimal classification (19th Edition) (75 Marks)

- Structure of set.
- Location of enumerated numbers through structured way.
- Use of 7 tables.
- “Add to” instruction.

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2) Cataloguing Practical-II

Cataloguing practical according to AACR II will carry 75 marks, the following syllabus is proposed.

According to AACR II:

1. Structure of Main entry.
2. Structure of Added entry.
3. Personal author/authors.
4. Editor/editors.
5. Author/s and collaborator/s.
6. Corporate body.
7. Examples with different notes.
8. Serials. Audio-visual materials (audio-video cassettes, microform, floppy etc.)

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3) Computer Practical – III (Information Technology, Applications To Libraries)

1. Searching of Database
2. Windows MS-Office, (Ms-words, MS-Excel) creating and searching database in different fields of library & information sciences
3. Internet Browsing

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4) Information Services and Sources Practical-IV (ORAL)

Reference sources to be studied.

Encyclopedias:

1. New Encyclopedia Britannica (32 Vols.) .
2. Chamber’s Encyclopedia.
3. McGraw Hill Encyclopedia of Science and Technology.
4. International Encyclopedia of The Social Sciences...
5. Marathi Vishwakosh.
6. Encyclopedia Americana
7. Van Nostrand’s Scientific Encyclopedia
8. Bharatiya Sanskriti Kosha
9. Encyclopedia of Library and Information Science
10. Bharatiya Samaj Vidyan Kosha (Ed. S.M. Garge).

Year Book:

1. Statement's Year Book.
2. Maharashtra (Maharashtra Govt.)
3. Manorama Year Book.
2. India: A Reference Annual.
4. Maharashtra (Dastane and Co.)

News Summaries:

1. Asian Recorder (South East).
2. Facts on File.
3. Keesing's Record of World Events.

Dictionaries:

1. Oxford English Dictionary.
2. Random House Dictionary of the English Language.
3. Adarsha Marathi Shabdakosha.
4. Sanskrit-English Dictionary (V.G. Apte)
5. Marathi Vyutpatticha Kosha (K.P. Kulkarni).
6. Maharashtra Shabdakosh
7. Brower's Dictionary of Phrases and Fables.
8. Everyman's Pronouncing English Dictionary
9. Chamber's 20th Century Dictionary.
10. Oxford Dictionary of Quotations.
11. Marathi Vangmay Kosha.

Bibliographical dictionary:

1. Chamber's Bibliographical Dictionary
2. Dictionary of National Biography (India).
3. International Who's Who.
4. McGraw Hill Encyclopedia of World Biography
5. Bharatvarshya Chantra Kosh (Chitrao).
6. Marathi Sarswat (Ed. A.L. Joshi).
7. Who's Who Of Indian Writers (Sahitya Academy).
8. India Who's Who 1984.
9. Asimov's Biographical Encyclopedia in Science and Technology.

Bibliographies:

1. British National Bibliography.
2. Indian National Bibliography.
3. Cumulative Book Index.
4. Books in Print.
5. Indian Books in Print.
6. Marathi Granth Suchi (S.G. Date).
7. Ulrich's International Periodicals Directory.
8. Marathi Niyatkalikanchi Suchi (Kale and Others).
9. Press in India.

Geographical sources:

1. Whitaker's Almanac.
2. World Almanac and Book of Facts
3. Information Please Almanac.
4. Maharashtra Gazetteer.
5. The Gazetteer of India.

Directories:

1. World of Learning.
2. Directory of Scientific Research Institutions in India 1989. (INSDOC) Vol. 1-6.

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C) Term Work / Project Work

This part covers Seminars, Tutorials, Assignments, News paper clipping project etc. for each paper having 30 Marks weightage

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