Syllabus under CBCS

Bachelor
of
Library and Information Science

(To be effective from 2017-2018 academic session)

Department of Library and Information Science
University of North Bengal
Raja Rammohunpur, Darjeeling
2017

THE UNIVERSITY OF NORTH BENGAL
Department of Library and Information Science
B L I S Curriculum

Semester I						Semester II					
Paper No.	Paper Title	Credit	Full Marks	Intern. Assess/ Viva	Final Exam.	Paper No.	Paper Title	Credit	Full Marks	Intern. Assess. /Viva	Final Exam.
BLCC101	Foundation of Library and Information Science -I	3	50	05	45	BLCC 201	Foundation of Library and Information Science -II	3	50	05	45
BLCC102	Management of Libraries and Information Centres- I	3	50	05	45	BLCC 202	Management of Libraries and Information Centres - II	3	50	05	45
BLCC 103	Knowledge Organisation (Theory) I	3	50	05	45	BLCC 203	Knowledge Organisation (Theory)- II	3	50	05	45
BLCC 104	Knowledge Organisation (Practice) - I	2	50	00	50	BLCC 204	Knowledge Organisation (Practice)- II	2	50	00	50
BLCC 105	Knowledge Processing (Theory) I	3	50	05	45	BLCC 205	Knowledge Processing (Theory) - II	3	50	05	45
BLCC 106	Knowledge Processing (Practice) I	2	50	00	50	BLCC 206	Knowledge Processing (Practice) - II	2	50	00	50
BLCC 107	Information Sources, Services and Systems (Theory) I	3	50	05	45	BLCC 207	Information Sources, Services and Systems (Theory) II	3	50	05	45
BLCC 108	Information Sources, Services and Systems (Practice) I	2	50	50	00	BLCC 208	Digital Reference Service (Practice) - II	2	50	50	00
BLCC 109	Information & Communication Technology (Theory)	3	50	05	45	BLCC 209	Library Automation and Networking (Theory)	3	50	05	45
BLOC 110	Information & Communication Technology (Practice)	2	50	50	00	BLOC 210	Library Automation and Networking (Practice)	2	50	50	00
10 papers		26	500	130	370	10 papers		26	500	130	370
Total No. of Papers = 20 (10 in Semester I + 10 in Semester II) Total Credit = 52 (26 in 1st Semester +26 in 2nd Semester)						Total Marks = 1000 (500 in Semester I + 500 in Semester II)					

B L I S Curriculum (Two-Semester Programme)
Papers and Units

Semester I (Papers and Units)	Semester II (Papers and Units)
BLCC101 Foundations of Library and Information Science I ☐ Library as a Social Institution ☐ Types of LICs and other information agencies: Levels, features and functions ☐ Library policy, movement and development **BLCC102 Management of Libraries and Information Centres I** ☐ Introduction to Administration of Libraries and Information Centres ☐ Library Housekeeping Operations ☐ Managerial Tasks of Library Administration **BLCC103 Knowledge Organization (Theory) I** ☐ Basic concepts ☐ Universe of Subjects ☐ Schemes of Library Classification **BLCC104 Knowledge Organization (Practice) I** ☐ Dewey Decimal Classification **BLCC105 Knowledge Processing (Theory) I** ☐ Basic Concepts and Genesis ☐ Forms of Catalogue ☐ Principles and Rules **BLCC106 Knowledge Processing (Practice) I** ☐ Anglo-American Cataloguing Rules II **BLCC107 Information Sources, Services and Systems (Theory) I** ☐ Reference and Information Sources ☐ Reference Services Users of information sources	**BLCC201 Foundations of Library and Information Science II** ☐ Legislation relating to Libraries ☐ Profession, Public relations and Extension activities ☐ Library Survey **BLCC202 Management of Libraries and Information Centres II** ☐ Financial and Personnel Management ☐ Planning and Resource Sharing ☐ Conservation and Preservation of Library Materials **BLCC203 Knowledge Organization (Theory) II** ☐ General Theory of Library Classification ☐ Application of Normative Principles and Evaluation of Classification Schemes ☐ Modern Trends **BLCC204 Knowledge Organization (Practice) II** Colon Classification ☐ **BLCC205 Knowledge Processing (Theory) II** Subject Cataloguing ☐ ☐ Cataloguing: Policies and programmes ☐ Online Cataloguing and Trends in Cataloguing **BLCC206 Knowledge Processing (Practice) II** ☐ Classified Catalogue Code, Ed.5 ☐ Content Designator based Cataloguing **BLCC207 Information Sources, Services and Systems (Theory) II** Traditional Information Services and Products ☐ ☐ Information Systems and Centres ☐ Digital Information Sources and Services
BLCC108 Information Sources, Services and Systems (Practice) I ☐ Practice of Traditional Reference Tools ☐ Viva-Voce	**BLCC208 Digital Reference Service (Practice) -II** ☐ Practice of Digital Reference Tools ☐ Viva-Voce

BLCC109 Information Communication Technology (Theory) -I

☐   Introduction to ICT

☐   Logical Units of ICT: Software

☐   Computer Programming Languages

BLOC110 Information Communication Technology

(Practice) -I

☐   Operating Systems - MSDOS, Windows OS, Linux basics

☐   Office Management Software Group

☐ Programming language – Basic tasks and problem solving

BLCC209 Library Automation and Networking (Theory) -II

☐   Database Management System (DBMS)

☐   Computer Networks and Distributed Information System

☐   Automation of Library Housekeeping Operations

BLOC 210 Library Automation and Networking

(Practice)

DBMS – Multipurpose DBMS and Bibliographic DBMS

CDROM, Online Database Searching and Internet

Searching and Downloading

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B L I S
(Two-Semester Courseware)

Semester I

Paper No: **BLCC101** Type: Theory	Paper Title: Foundations of Library and Information Science I Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Library as a Social Institution

☐   Society: concept and component, nature and characteristic features;

☐   Objectives and functions of social institutions with special reference to libraries and information centers (LICs);

☐   Historical development of LICs, Information resources, Tools, techniques and technologies, Eminent thinkers on libraries and information centers;

☐   Basic laws and five fundamental laws, Modifications of five laws, IFLA principles relating to bibliographical control, Other normative principles;

☐   Historical development of Library and Information Science as a discipline.

Unit – 2: Types of LICs and other information agencies: Levels, features and functions

☐   National and Copyright libraries;

☐   Academic Libraries;

☐   Public Libraries;

☐   Special Libraries and Information Centres;

☐   Other Information agencies and concerns; Automated, Digital and Virtual library systems.

Unit – 3: Library policy, movement and development

☐   UNESCO charter of books, UNESCO public library manifesto, IFLA/UNESCO guidelines;

☐   International, and national programmes and policies – NAPLIS), Recommendations of National Knowledge Commission;

- Library and Information systems in UK, USA, Russia, etc.;
- Library movement and development in India with special reference to West Bengal;
- Resource sharing and networking, Promoting agencies of library and information services – National and International levels.

Paper No:	
BLCC102	Paper Title: Management of Libraries and Information Centres I
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Introduction to Administration of Libraries and Information Centres

- Concept, definition and scope of library administration;
- Library organization – structure, process of structuring, charts (horizontal and vertical);
- Relation between organization and administration;
- General principles of management and their application to the administration of libraries and information centres;
- Functions and principles of scientific management.

Unit – 2: Library Housekeeping Operations
- Different sections of libraries and information centres and their functions;
- Acquisition and technical processing of library materials;

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- Serials control and Circulation control;
- Stock maintenance and Stock verification – policies and procedures;
- Collection development – policies, procedures, evaluation and weeding.

Unit – 3: Managerial Tasks of Library Administration

- Library committee and Library authority – types, functions and need;
- Librarian and his role in decision making;
- Library rules and regulations;
- Library records and reports: Records management, Reports – types, compilation, annual reports;
- Library statistics.

Paper No:	
BLCC103	Paper Title: Knowledge Organisation (Theory) I
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Basic concepts

- Meanings, purpose and function of classification;
- Knowledge classification and Book classification;
- Classification schedule and its components;
- Notation: Kinds, qualities and role in classification;
- Kinds of scheme: Enumerative and Faceted.

Unit – 2: Universe of Subjects

- Subject and disciplines: concept, features and formation, Modes of formation of subjects;
- Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects;
- Isolates and auxiliaries: Common (ACI and PCI) and special;
- Facets and Facet Analysis, Speciators and their kinds;

☐ Phase relations: levels and kinds/nature

Unit – 3: Schemes of Library Classification

☐ Major Classification Schemes: structure and features (DDC and CC)
☐ Indicator digits: DDC and CC;
☐ Study of different subjects treated in DDC and CC;
☐ Steps involved in practical classification;
☐ Call Number and its parts.

Paper No: BLCC104	Paper Title: Knowledge Organisation (Practice) I
Type: Practice	Full marks: 50; Final Marks: 50; Hours: 50

☐ **Dewey Decimal Classification**   **50 marks**

Paper No: BLCC105	Paper Title: Knowledge Processing (Theory) I
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Basic Concepts and Genesis

☐ Library Catalogue – historical and theoretical foundations;
☐ Objectives and functions of Library Catalogue;
☐ Difference of Library catalogue from Library Accession Register, Shelf List and Bibliography;
☐ Library Cataloguing Code – definition, need, components;
☐ History and development of Library Cataloguing Codes.

Unit – 2: Forms of Catalogue

☐ Historical and theoretical foundations;
☐ Physical forms – book, sheaf, card and machine-readable (including OPAC) forms – their advantages and disadvantages and suitability in different types of libraries;
☐ Inner forms – dictionary, classified and alphabetico-classed forms and their comparative studies;
☐ Entries – formats, kinds and their functions;
☐ Filing of entries.

Unit – 3: Principles and Rules

☐ International Conference on Cataloguing Principles (ICCP), 1961;
☐ Canons propounded by Dr. S.R. Ranganathan;
☐ Features of Anglo-American Cataloguing Rules (AACR);
☐ Features of Classified Catalogue Code (CCC);
☐ Rendering of Indic names and use of vocabulary control devices in cataloguing.

Paper No: BLCC106	Paper Title: Knowledge Processing (Practice) I
Type: Practice	Full marks: 50; Final Marks: 50; Hours: 50

☐ **Anglo-American Cataloguing Rules II**   **50 marks**

Paper No: BLCC107	Paper Title: Information Sources, Services and Systems (Theory) I
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

<div align="right">15 Hrs X 3 Units + 5 Hrs for Assignment</div>

Unit – 1: Reference and Information Sources

☐ Types and Importance;

☐ Documentary Sources: Primary, Secondary and Tertiary; Non print materials including digital information sources, Traditional Vs. Digital sources of information;

☐ Institutional and Human Sources;

☐ Reference Sources including Indian reference sources;

☐ Evaluation of Reference and Information Sources.

Unit – 2: Reference Services

☐ Concept, definition, scope and types;

☐ Theory of reference services;

☐ Reference question and interview;

☐ Search strategy and techniques;

☐ Reference services – advancements and trends;

Unit – 3: Users of information

☐ Information users and their information needs;

☐ Categories of information users;

☐ Information needs – definition, scopes and models;

☐ Information seeking behaviour;

☐ User studies: Methods, techniques and evaluation and User education.

Paper No: BLCC108	Paper Title: Information Sources, Services and Systems (Practice) I
Type: Practice	Full marks: 50; Internal Assessment: 50; Hours: 50

☐ **Study and evaluation of information sources**   **25 marks**

☐ **Project Work**   **15 marks**

☐ **Viva-voce**   **10 marks**

Paper No: BLCC109	Paper Title: Information & Communication Technology (Theory)
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

<div align="right">15 Hrs X 3 Units + 5 Hrs for Assignment</div>

Unit – 1: Introduction to ICT

☐ Data, information and knowledge, ICT – definition, scope, application in human activities, social implication, Application of ICT in activities of library and information centres;

☐ Brief history of computer development, Generation of computers, Characteristics and classification of digital computers;

☐ Anatomy of digital computers - System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices);

☐ Communication devices, Transmission media (Bound links and Unbound links), Switches;

☐ Data Representation in Computer - Bits, bytes and word, Number system (Binary, Octal,

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Decimal, Hexadecimal and their conversion), Text representation codes (ASCII, EBCDIC and UNICODE), 7 bit & 8 bit ASCII and UTF-8 & UTF-16.

Unit – 2: Logical Units of ICT: Software

☐ System software – Operating System, Simulators, Emulators, Translators;
☐ Application software, System utility software, Software packages and their domain of application;
☐ Operating Systems – Types and functions, Basic concepts related to MSDOS, Windows and Linux operating system;
☐ Open source software and open standards;
☐ Software and standards related to LIS domain.

Unit – 3: Computer Programming Languages

☐ Definition, scope and use of programming languages, Types of programming languages – machine language, assembly language and high level language;
☐ High level programming languages – classification, application domain and generations;
☐ Program development tools – compiler, interpreter, loader, linker and locator;
☐ Programming process – steps, algorithm and flowcharting;
☐ Overview of popular high-level languages – C, C++, Java etc.

Paper No: BLOC110 Type: Practice	Paper Title: Information & Communication Technology (Practice) Full marks: 50; Internal Assessment: 50; Hours: 50

☐ **Operating Systems - MSDOS, Windows OS, Linux basics**   **20 marks**

☐ **Office Management Software Group**   **15 marks**

☐ **Programming language – Basic tasks and problem solving**   **15 marks**

B L I S
(Two-Semester Courseware)

Semester II

Paper No:	
BLCC201	Paper Title: Foundations of Library and Information Science II
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Legislation relating to Libraries

☐ Library Legislation: needs and features;
☐ Library Legislation in India with special reference to West-Bengal;
☐ Comparative study of library legislations in Indian states;
☐ Laws relating to information with special reference to India, including Press and Registration Act, Delivery of Books (Public Libraries) Act, Copyright Act, Intellectual Property Rights;
☐ Right to Information.

Unit – 2: Profession, Public relations and Extension activities

☐ Occupation, Vocation and Profession, Attributes of Profession, Librarianship as a profession in India and abroad, Professional ethics and duties of Library and Information workers;
☐ Professional associations and their role in library development, professional development, Library and Information Science education and research: developments and trends;
☐ Public relations and extension activities - Definition, facets and programmes and activities;
☐ Community information services in India and abroad, local history collection and Area profile;
☐ Consultancy and marketing.

Unit – 3: Library Survey

☐ Library survey – needs and advantages;
☐ Techniques of library and information centre survey;
☐ Proforma method;
☐ Interview method;
☐ Records analysis method.

Paper No:	
BLCC202	Paper Title: Management of Libraries and Information Centres II
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Financial and Personnel Management

☐ Sources of library finance and resource mobilization;
☐ Budgeting techniques and methods, budgetary control;
☐ Financial estimation and cost benefit analysis;
☐ Personnel management – Staff formula, Job analysis and deployment, Job evaluation and Performance appraisal;
☐ Personnel management - Delegation, communication, training and development.

Unit – 2: Planning and Resource Sharing

- Definition, scope and purpose of planning;
- Types of planning, steps and procedure of planning;
- Building and space management, Library furniture;
- Library standards;
- Library Co-operation and resource sharing.

Unit – 3: Conservation and Preservation of Library Materials

- Factors and deteriorations of documents;
- Maintenance of documents;
- Preservation and curative measures;
- Restoration of print, Non-print and electronic materials;
- Digital preservation.

Paper No:	
BLCC203	Paper Title: Knowledge Organisation (Theory) II
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: General Theory of Library Classification

- Normative principles – introduction;
- Laws, canons, principles and postulates;
- Three planes of work;
- Fundamental categories;
- Notational techniques in different classification systems.

Unit – 2: Application of Normative Principles and Evaluation of Classification Schemes

- Application of normative principles in DDC;
- Application of normative principles in CC;
- Evaluation of DDC;
- Evaluation of CC;
- Special classification schemes.

Unit – 3: Modern Trends

- Switching Languages – BSO;
- Depth schedule – introduction;
- Classification of digital resources;
- Classification and Computers, Digital versions of classification schemes;
- Development and trends in library classification.

Paper No:	
BLCC204	Paper Title: Knowledge Organization (Practice) II
Type: Practice	Full marks: 50; Final Marks: 50; Hours: 50

- **Colon Classification**   **50 marks**

Paper No:	
BLCC205	Paper Title: Knowledge Processing (Theory) II
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

<div align="right">15 Hrs X 3 Units + 5 Hrs for Assignment</div>

Unit – 1: Subject Cataloguing

- Historical and theoretical foundations;
- General principles of subject cataloguing;
- Subject heading lists and their features - Sears List of Subject Headings (SLSH);
- Subject heading lists and their features - Library of Congress Subject Headings (LCSH);
- Subject cataloguing by chain procedure.

Unit – 2: Cataloguing – Policies and Programmes

- Cataloguing Policies: Need, purpose and advantages;
- Organization of cataloguing department;
- Centralized and co-operative cataloguing;
- Union Catalogue – layout, compilation, available services;
- Limited and selective cataloguing.

Unit – 3: Online Cataloguing and Trends in Cataloguing

- Standardization of Bibliographic Description – ISBDs and Revised ISBDs;
- Content designators – Bibliographic formats (CCF/B, MARC 21, and UNIMARC) and Authority record formats (MARC 21 authority format);
- Union cataloguing activities – WorldCat of OCLC, RLIN, RedLightGreen, Union catalogues of INFLIBNET, DELNET etc;
- Cataloguing modules of library automation packages – Requirements, Features, Authority files etc.;
- Trends in cataloguing – IME/ICC principles, FRBR, FRAD, RDA, Bibliographic relationships, Web-OPAC etc.

Paper No:	
BLCC206	Paper Title: Knowledge Processing (Practice) II
Type: Practice	Full marks: 50; Final Marks: 50; Hours: 50

- **Classified Catalogue Code, Ed.5**   **20 marks**
- **Resource Description and Access Toolkit**   **30 marks**

Paper No:	
BLCC207	Paper Title: Information Sources, Services and Systems (Theory) II
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

<div align="right">15 Hrs X 3 Units + 5 Hrs for Assignment</div>

Unit – 1: Traditional Information Services and Products

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

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- Alerting Services – Newspaper clippings and News brief services, CAS and SDI services, Abstracting and Indexing Services;
- Translation Services: Tools and Pools;
- Document Delivery Services;
- Reprographic services.

Unit – 2: Information Systems and Centres

- Information Systems and Networking: Meaning, Importance and Structure;
- Information Centres and Information Analysis Centres: Activities, services and products;
- Structure and Services of International Information Systems and Networks like UNISIST, AGRIS, INIS, DEVSIS, MEDLARS / MEDLINE, INFOTERRA, OCLC Inc., DIALOG, etc.;
- Structure and Services of National Information Systems and Networks like INFLIBNET, INDEST, UGC-Infonet, DELNET, BTIS and ENVIS;
- Objectives and Services of FID, ASLIB, IFLA,, NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR.

Unit – 3: Digital Information Sources and Services
- Conceptual foundations;
- Web as platform for information services;
- Types and characteristics of digital information sources
  - Online Information Sources: E-journals, Reference sources, Bulletin Board, FAQ, Discussion Group, Blogs, RSS etc.;
  - CD-ROM Databases: Reference, Referral and Full Text;
  - Subject Directories and Information Gateway; and
  - Institutional Repositories and Digital Library.
- Types and characteristics of digital information services
  - Web-enabled services – nature, features and advantages;
  - Services – QuestionPoint, Credo/Xrefer, VRD, IPL, Ask-a-Librarian etc.
- Trends and future.

Paper No: BLCC208 Type: Practice	Paper Title: **Digital Reference Service (Practice) -II** Full marks: 50; Internal Assessment: 50; Final Marks: 45; Hours: 50

- **Study and evaluation of digital information sources**   **25 marks**

- **Project Work**   **15 marks**

- **Viva-voce**   **10 marks**

Paper No:	
BLCC209	Paper Title: Library Automation and Networking (Theory)
Type: Theory	Full marks: 50; Internal Assessment: 05; Final Marks: 45; Hours: 50

15 Hrs X 3 Units + 5 Hrs for Assignment

Unit – 1: Database Management System (DBMS)

- Concept, scope, purpose and advantages of DBMS;
- Entity, attributes and properties, Field, record and database;
- Data models – hierarchical, network and relational, Basics of RDBMS;
- Bibliographic databases, Search strategy and techniques of data retrieval, CDROM database searching;
- WINISIS as bibliographic database management system.

Unit – 2: Computer Networks and Distributed Information System

- Computer networks – definition, scope, purpose, features and advantages, Types of network – LAN, MAN and WAN;
- Internet – origin, development, architecture, connection options; Internet in India – GIAS, ISPs and connection options; Internet addressing system – IP address and domain name system, Internet, Intranet and Extranet;
- Internet resource access tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW;
- Web retrieval tools – subject directories, search engines and meta search engines;
- Use of Internet technologies and tools in library and information services.

Unit – 3: Automation of Library Housekeeping Operations

- Library system and subsystems, Procedural model of library automation;
- Automation of housekeeping operations – planning and implementation;
- Computerized acquisition and cataloguing subsystems, Computerized serials control subsystem, Computerized circulation and maintenance subsystems (including RFID based circulation system);
- Library automation software – generic, system and functional requirements, trends and future;
- Library automation software in India.

Paper No:	
BLOC210	Paper Title: Library Automation and Networking (Practice)
Type: Practice	Full marks: 50; Internal Assessment: 50; Hours: 50

- **DBMS – Multipurpose DBMS and Bibliographic DBMS**   **10 marks**

- **Open Source Software for Social sciences**   **40 marks**

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Reading Lists

Paper BLCC101:   **Foundations of Library and Information Science I**
Paper BLCC201:   **Foundations of Library and Information Science II**

1. Khanna, J.K.: Library & society. Kurukshetra: Research Publications, 1987.
2. Ekbote, Gopal Rao: Public library system. Hyderabad: Ekbote Brothers, 1987.
3. Venkatappaiah, V.: Indian library legislation. 2 vols. New Delhi: Daya, 1990.
4. Krishan Kumar: Library organization. Delhi: Vikas, 1986.
5. Rout, R.K.: Library legislation in India. New Delhi: Reliance, 1991.
6. Sharma, Pandey S.K.: Library & society. 2nd rev. ed. New Delhi: Ess Ess Publications, 1992.
7. Vashisth, C.P., ed.: Library movement and library development in India. Delhi: ILA, 1994.
8. Ranganathan, S.R.: The five laws of library science. 2nd ed. Bombay: Asia Publishing, 1963.
9. Mahapatra, P.K.: Library and information science: an introduction. Calcutta: World Press, 1989.
10. Davis, D.W.: Public libraries as cultural and social centres. New York: Scarecrow, 1975.
11. IFLA: Standards for library service. 2nd ed. Munich: Verlag, 1977.
12. Withers, F.N.: Standards for library service: an international survey. Paris: Unesco, 1974.
13. Martin, W.J.: Community librarianship: changing face of public libraries. London: Clive Bingley, 1989.
14. Mangla, P.B. et al. (ed.): Fifty years of librarianship in India. Delhi: ILA, 1983.
15. Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing House, 2002.

Paper BLCC102:   Management of Library and Information Centres I
Paper BLCC202:   Management of Library and Information Centres II

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

Paper BLCC103: Knowledge Organisation (Theory) I
Paper BLCC203: Knowledge Organisation (Theory) II

1. Chan, L. M.: Cataloguing and classification. 2nd ed. New York: McGraw Hill, 1995.
2. Foskett, A.C.: The subject approach to information. 5th ed. London: Clive Bingley, 1992.
3. Krishan Kumar: Theory of classification. New Delhi: Vikas, 1980.
4. Maltby, A., ed.: Classification in the 1970s: a second look. London: Clive Bingley, 1976.
5. Maltby, A., ed.: Sayers manual of classification for librarians. Ed. 5. London: Andre Deutsch, 1975.
6. Needham, C.D.: Organising knowledge in libraries. 2nd Rev. Ed. London: Andre Deutsch, 1971.
7. Raju, A.A.N.: Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta, 1984.
8. Ranganathan, S.R.: Prolegomena to library classification. Ed. 3. Bombay: UBS, 1967.
9. Ranganathan, S.R.: Elements of library classification. Ed. 2. Bombay: UBS, 1966.
10. Ohdedar, A.K: Library classification. 2nd rev. ed. Calcutta: World Press,
11. Marcella, R. and Newton, R.: A new manual of classification. Aldershot: Gower, 1994.
12. Buchanan, B.: Theory of library classification. London: K.G. Saur, 1979.
13. Chan, L.M. and Mitchell, J.S.: Dewey decimal classification: principles and applications. Dublin: OCLC, 2003.

Paper BLCC104: Knowledge Organisation (Practice) I
Paper BLCC204: Knowledge Organisation (Practice) II

1. Dewey, M.: Dewey decimal classification and relative index. 3 vols. 19th ed. New York: Forest Press, 1979.
2. Ranganathan, S.R.: Colon classification. 6th rev. ed. Bombay: UBS, 1960.
3. Satija, M.P.: Manual of practical colon classification. New Delhi: Sterling, 1987.
4. Kumar, P.S.G.: Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan, 1978.
5. Comaroni, J.P.: Manual on the use of Dewey decimal classification – edition 19. New York: Forest Press, 1979.

Paper BLCC105: Knowledge Processing (Theory) I
Paper BLCC205: Knowledge Processing (Theory) II

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.

Paper BLCC106:Knowledge Processing (Practice) I
Paper BLCC206:Knowledge Processing (Practice) II

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