

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**



**SYLLABUS  
FOR  
BACHELOR OF  
LIBRARY AND INFORMATION SCIENCE (ONE YEAR)  
(ANNUAL) 2019-20-21-22 EXAMINATIONS**

**OBJECTIVES OF THE COURSE :**

1. To produce library professionals capable of providing efficient and effective library & information services.
2. To expose students to library philosophy and theory and basics of information technology.

**OUTLINES OF TESTS AND SCHEME OF PAPERS**

<i>Paper</i>	<i>Title</i>	<i>Written Examination</i>	<i>Practical Examination</i>	<i>Total Mark</i>
I.	Foundations of Library and Information Science	100	---	100
II.	Knowledge Organisation and Information Processing	100	---	100
III.	Library Classification (Practice)	100	---	100
IV.	Library Cataloguing (Practice)	100	---	100
V.	Management of Libraries and Information Centres	100	---	100
VI.	Library and Users	100	---	100
VII.	Information Sources and Services	100	---	100
VIII.	Information & Communication Technology : Basics	80	20	100

**PAPER-I: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

**OBJECTIVES:**

1. To acquaint students with basic philosophy of library and information science.
2. To understand the role and evolution of library as a social institution.
3. To understand and appreciate the library and information profession.

**Time Allowed: 3 Hours****Max. Marks: 100****Pass Marks : 50%*****INSTRUCTIONS TO THE PAPER-SETTER***

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of the syllabus and carry 15 marks each. Section E will consist of 8 short-answer type questions which will cover the entire syllabus uniformly and each short answer will carry 5 marks. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER*****NOTE:**

1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 15 marks each. The question in section E carries 40 marks in all.

**SECTION-A**

1. Concept of Library: Definition, purpose and functions. Five laws of Library Science.
2. Library in Society : Place of Library in dissemination of information. Changing role of library in socio-economic development, education and recreation.

**SECTION-B**

3. Types of libraries : Public, academic, special and national libraries, Definition, Purpose and functions of each type of library. Brief introduction of automated, digital, Polymedia and virtual libraries.
4. Library cooperation: Definition, types levels, Resource sharing and Networking, Library Consortia.

**SECTION-C**

5. Library development : Modern Librarianship in India
6. Library Legislation: Need, Purpose and Factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of Books and Newspaper(Public Libraries) Act, 1954.

**SECTION-D**

7. Library profession : Librarianship as a profession, Professional ethics. Role of library associations : ILA, IASLIC, ALA, CILIP.
8. Promoters of Library and Information Services : At National Level: RRRLF, and at International Level: UNESCO and IFLA : Their role in promotion and development of libraries.

**RECOMMENDED READINGS**

1. Ranganathan (SR) : *Five Laws of Library Science*, Ed. 2, 1957.
2. Lock (RN) : *Manual of Library Economy: A Conspectus of Professional Librarianship for Students and Practitioners*. London: Clive Bingley, 1977.
3. Harrison (KC) : *First step in Librarianship : A Student's Guide*. Ed 5. London: Andre Deutsch, 1980.
4. Mittal (RL) : *Public Library Law : An International Survey*, Delhi: Metropolitan, 1971.
5. *India Advisory Committee for Libraries : Report*, 1971.
6. Gates (JK) : *Introduction to Librarianship*. Latest ed.
7. Ranganathan (SR) and Neelameghan (A) : *Public Library System*, 1972.
8. Gardner (Frank) : *Public Library Legislation : A Comparative Study*, 1971.
9. Kelly (Thomas) : *History of Public Libraries in Great Britain, 1845-1975*, 1977.
10. Jefferson (G) : *Library Cooperation*. Latest ed.
11. Venkatpaiah (V): *Indian Library Legislation*, 2 Vol. Delhi: Daya,. 1990.
12. Butler, P : *An Introduction to Library Science*.
13. Narayana, GJ : *Library and Information Management*.
14. Gupta, B.M. *Hand Book of Libraries Archives & Information Centres in India*.
15. Maurice B & Line, Joyce, *National Libraries*, London : Aslib, 1979
16. Martin, William. J., *The Information Society*, London : Aslib, 1990
17. Rout, R.K. *Library Legislation in India*, New Delhi : Reliance, 1986.

**PAPER-II : KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING****OBJECTIVES:**

- 1 . To acquaint students with the theory of Library Classification, its problems and role in the organisation of library materials.
2. To study the principles and theory of library cataloguing and indexing.

**Max. Marks: 100.****Time Allowed: 3 Hours****Pass Marks 50%****INSTRUCTIONS TO THE PAPER-SETTER**

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of

the syllabus and carry 15 marks each. Section E will consist of 8 short-answer type questions which will cover the entire syllabus uniformly and each short answer will carry 5 marks. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER***

**NOTE:**

1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 15 marks each. The question in section E carries 40 marks in all.

**SECTION-A**

1. Concept of Library Classification : Definition, need and purpose.
2. Theory of subjects: Basic, compound and complex subjects.
3. Models of classification scheme: Enumerative and Faceted: their merits and demerits.
4. Notation : Need, Purpose, Types and qualities.

**SECTION-B**

5. Classification Schemes : Introduction to major schemes of classification : Dewey Decimal Classification (DDC) and Colon Classification (CC).
6. Classification Theory : Canons/principles of Sayers, Bliss and Ranganathan.
7. Development and trends in classification: Role of Computers.
8. Concept of Call Number : Class Number, Book Number, Collection Number.

**SECTION-C**

9. Concept of library catalogue: Definition, need, purpose and functions.
10. Forms and types of catalogue. Dictionary, Classified, Alphabetic-classified Catalogue; Card, Microfiche, Computerised and online (OPAC) Catalogues.
11. Filing of Entries : Arrangement of entries of Dictionary and Classified catalogue.
12. Descriptive cataloguing : Current trends in Standardization, description and Exchange (ISBD, MARC, CCF).

**SECTION-D**

13. Standard codes of cataloguing: AACR and CCC.
14. Normative principles of Cataloguing: Canons of Cataloguing.

15. Subject Cataloguing and Indexing : Principles of subject cataloguing: Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings).
16. Development and trends: Development and recent trends in cataloguing.

**RECOMMENDED READINGS**

1. Dewey Decimal Classification, 19<sup>th</sup> ed., 3 vols., 1979.
2. Foskett, AC : *Subject Approach to Information*.
3. Hunter, EJ and Bakewell, KGB. *Advanced Cataloguing*.
4. Krishan Kumar: *Theory of Classification*.
5. Krishan Kumar: *Theory of Cataloguing*.
6. Ranganathan, SR : *Classified Catalogue Code*. 5<sup>th</sup> ed., 1964.
7. Ranganathan, SR: *Colon Classification*, 6<sup>th</sup> revised edition, 1963.
8. Ranganathan, SR : *Prolegomena to Library Classification*.
9. Sayers, MCB, *Manual of Library Classification for Librarians and Bibliographers*.
10. *Sears' List of Subject Headings*, Ed. 12, 1982.
11. Kumar, P.S.G. and Riaz, Muhammad, *Cataloguing Theory and Practice*, New Delhi : S. Chand & Company Ltd.
12. Taylor, Arlene G. *Introduction to Cataloguing and Classification*, New Delhi, Atlantic Pub. Latest ed.
13. Taylor, Arlene G. *The Organization of Information*, London : Libraries Unlimited

**PAPER-III: LIBRARY CLASSIFICATION (PRACTICE)**

**OBJECTIVES** : The aim of this paper is to give practice and train student in the techniques of classifying titles of documents according to Colon Classification, Ed 6 (reprint with amendments) and Dewey Decimal Classification, Ed 19.

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

**INSTRUCTIONS TO THE PAPER-SETTER**

Separate titles should be given for classification by CC and DDC. The question Paper should be made out in two parts. Part-I should include titles to be classified according to Colon classification, Ed 6 (Reprinted with amendments). Part-II should include titles to be classified according to Dewey Decimal classification, Ed 19. Each part should be further divided into two sections. Section A of part I CC should carry 30 Marks. In this section, at least

twelve simple titles should be given from which candidates be asked to classify any six titles. Section B of Part I (CC) should carry 20 marks. In this section at least five titles of compound and complex nature Should be given from which candidates be asked to classify any two titles. Section C in part II (DDC) should carry 30 marks. In this section, at least twelve titles should be given from which candidates be asked to classify any six titles. Section D in Part II (DDC) should carry 20 marks. In this section, at least five titles of compound and complex nature should be given from which candidates be asked to classify any two titles. Wherever a title warrants use of Chronological Device, the period should be indicated by the paper-setter. Titles should be expressive. Wherever necessary, annotations may be added to clarify the subject of document. No titles warranting use of Classic Device should be given for classification. Colon classification. Ed. 6 (Reprinted with amendments) and Dewey Decimal classification Ed. 19 will be provided to the candidates for use in the examination hall. The candidates will also be provided a standard dictionary for use in the examination hall. In no case, questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

**NOTE:**

1. Part I and II carry 50 marks each. Both parts are compulsory.
2. Copies of Colon classification. Ed 6 (Reprinted with amendments) and Dewey Decimal classification, Ed 19 and dictionary are available for use.

**PART-I: COLON CLASSIFICATION**

**SECTION-A** 30 Marks

Classify any six of the following:

**SECTION-B** 20 Marks

Classify any two of the following:

**PART-II: DEWEY DECIMAL CLASSIFICATION**

**SECTION-C** 30 Marks

Classify any six of the following:

**SECTION-D** 20 Marks

Classify any two of the following:

Classification practice by Colon and Dewey Decimal Schemes of classification (editions mentioned above).

**TEACHING AIDS**

Colon classification, Ed 6 (Reprinted with amendments), 1963.

Dewey Decimal Classification, 3 V. Ed 19, 1979.  
Dictionary/Encyclopaedia.

### **LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

The following books are to be provided to the candidates :

1. Ranganathan (SR) : *Colon Classification*. Ed 6 (Reprinted with amendments), 1963. One each for a candidate.
2. *Dewey Decimal Classification*. 3 V. Ed. 19, 1979. One set to each candidate.
3. *Language Dictionary*-2 copies.

**Note:** The above books are to be collected by the Superintendent, Examination Centre from the Departmental Library of Distance Education, Punjabi University Library, Patiala.

### **PAPER-IV: LIBRARY CATALOGUING (PRACTICE)**

**OBJECTIVE :** To train students in cataloguing of documents according to AACR and CCC.

The following types of documents shall be catalogued to both CCC and AACR II.

1. Single Personal Author, Collaborator (s)
2. Joint Personal Author, Collaborator (s)

The following types of documents shall be catalogued according to AACR II only:

1. Pseudonym: Single and Joint
2. Works under editorial direction
3. Ordinary Composite Book.
4. Multi-volumes
5. Uniform Titles.
6. Periodicals
7. Corporate Author: Government, Institution and conferences.

**NOTE:(A)** (i) Complicated cases of personal names, (ii) Complicated corporate authorship, (iii) Complex titles in Periodicals, (iv) Complexities in descriptive cataloging are excluded.

(B) Cataloging of Artificial composite Book, Pseudo- series according to AACR II and CCC are excluded.

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

### **INSTRUCTIONS TO THE PAPER-SETTER**

Separate titles should be given for cataloguing by CCC and AACR. The question Paper should consist of two parts. Part-I should include two titles to be catalogued according to CCC. Part-II should include eight titles to be catalogued according to AACR II, supplemented by Sears List of Subject Headings.

Candidates should be asked to catalogue fully any five titles in all, selecting one titles from Part-I and four titles from Part-II. In no case, questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

**NOTE:**

1. All questions carry equal marks.
2. Catalogue fully five titles in all, selecting one titles from Part-I and four titles from Part-II.
3. All catalogue entries for each title should be completed before attempting the next title.
4. For entries according to AACR :
  - (a) Follow Unit Card Systems for added entries.
  - (b) For subject headings, use Sears List of Subject Headings, Ed 12.
5. Copies of Colon Classification, Ed 6 (Reprinted with amendments) and Dewey Decimal Classification, Ed 19 and Sears List of Subject Headings, Ed 12 are available for use.

PART-I : CLASSIFIED CATALOGUE CODE

PART-II: ANGLO-AMERICAN CATALOGUING RULES-II

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates :

1. Colon classification. Ed 6 (reprinted with amendments), 1963,10 copies.
2. Dewey Decimal Classification, 3 V. Ed 19,10 copies.
3. Sears List of Subject Headings. Ed 12,13 copies.
4. Language Dictionary-2 copies.

**Note:** The above books are to be collected by the Superintendent Examination Centre from the Departmental Library of Distance Education, Punjabi University, Patiala.

**TEXT BOOKS**

1. Ranganathan (SR) : *Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code*. Ed. 5, 1954. Reprinted 1991.
2. *Anglo-American Cataloguing Rules*. Ed 2. Reprint 1988.
3. *Sears List of Subject Headings* Ed 12. 1982.



**PAPER-V : MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES****OBJECTIVES:**

The aim of this paper is to give students an idea of the principles of management of library and also acquaint them with management techniques, functions, activities and routines of various sections/departments in a library/information centre.

**Max. Marks: 100****Time Allowed: 3 Hours****Pass Marks : 50%*****INSTRUCTIONS TO THE PAPER-SETTER***

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of the syllabus and carry 15 marks each. Section E will consist of 8 short-answer type questions which will cover the entire syllabus uniformly and each short answer will carry 5 marks. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER*****Max. Marks: 100****Time Allowed: 3 Hours****Pass Marks : 50%*****NOTE:***

- 1 . Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 15 marks each. The question in section E carries 40 marks in all.

***SECTION-A***

- 1 . Concept of Management : Principles and functions of scientific management and their application to libraries and information centres. Levels of management.
2. Library Organisation: Policy making bodies of library; library authority and library committee. Organisational structure in libraries.
3. Library Finance : Sources of finance, Budgeting procedure and accounts.
4. Human Resource Management : Importance and Role of Human Resource management in library, staff manual. Outsourcing.

***SECTION-B***

5. Collection Development and Access Management : Need, purpose, Principles and factors. Collection Development policy. Procedure of ordering, appointing vendors. Book trade problems with special

reference to India, Accessioning. Good Offices Committee (GOC).  
Acquisition of non-print/ multimedia materials.

6. Management of Technical Section & Service.
7. Storage and Maintenance Section : Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding, stock-rectification and stock verification.

#### **SECTION-C**

8. Periodical section: Acquisition, methods of recording with special reference to Kardex.
9. Circulation Section : Membership/Registration : Charging and discharging systems, Library rules.
10. Reference and Information Section : Organisation of reference and Information section.

#### **SECTION-D**

11. Library Building : Planning, responsibilities; Standards and Norms for Planning. Furniture and Equipment : Criteria for selection and qualities.
12. Public Relations and Extension Service : Definition, need, objectives and methods.
13. Library Statistics : Need, purpose and types.
14. Annual report : Need purpose and contents.

#### **RECOMMENDED READINGS**

1. Evans, G : *Management Techniques for Librarians*.
2. Lock (RN) : *Brown's Manual of Library Economy*, Latest ed.
3. Lock (RN), Ed. : *Manual of Library Economy : Conspectus of Professional Librarianship for Students and Practitioners*. London. Clive Bingley, Latest ed.
4. Mittal (RL) : *Library Administration : Theory and Practice*, Latest ed.
5. Narayana (GJ) : *Library and Information Management*.
6. Ranganathan (SR) : *Library Administration*, Latest ed.
7. Wheeler (JL) and Goldhar : *Practical Administration of Public Libraries*. Latest ed.
8. Wilson (LR) and Tauber, MF : *University Library*, Latest ed.
9. Collins, Maria & Patrick, Carr. *Management the transition from print to electronic journals and Resources : A Guide for Library and Information Profession*.
10. Koontz & Weihrich, *Essential of Management*, New Delhi : Mcgrawhill Book Co. 2007
11. Prasad, L.M. *Principles and Practice of Management*, New Delhi : Sultan Chand, 2007
12. Navalani, Kishni, *Library Management in the Changing Scenario*,

- Patiala : Madaan Pub, 2006.
13. Wayne, Jones E-Journals Access and Management.
  14. Sahoo, K.C. Information Management with IT Application, New Delhi : Medallion Press.
  15. Harvard Business Review on Knowledge Management, Boston : Harvard Business School Press, 1998.
  16. Crisis Management, Boston : Harvard Business School Press.
  17. Time Management, Boston : Harvard Business Press, 2005.
  18. Performance Management, Boston : Harvard Business Press, 2008.

#### **PAPER-VI: LIBRARY AND USERS**

##### **OBJECTIVE:**

1. To develop competence in understanding and evaluating libraries and its services.
2. To understand library users and their information needs and information seeking behaviour.

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

##### ***INSTRUCTIONS TO THE PAPER-SETTER***

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of the syllabus and carry 15 marks each. Section E will consist of 8 short-answer type questions which will cover the entire syllabus uniformly and each short answer will carry 5 marks. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

##### ***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER***

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

##### **NOTE:**

1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 15 marks each. The question in section E carries 40 marks in all.

##### **SECTION-A**

1. Changing dimension: role and status of libraries.
2. Library surveys : Need, Purpose and uses.
3. Library surveys : Planning surveys, collecting information,

processing and analysis of data interpretation and presentation  
(Only basics to be covered)

4. Techniques and tools of library surveys.

#### **SECTION-B**

5. Information: Definition and its nature.
6. Categories of information users.
7. Information needs of users.
8. Information seeking behaviour.

#### **SECTION-C**

9. Evaluation of library sources and services : Books, periodicals, Catalogues.
10. Effectiveness : Cost-benefit/Cost-effectiveness studies.
11. User studies : Methods and techniques.
12. Evaluation of user studies

#### **SECTION-D**

13. User education : Concept, goals and objectives, Levels.
14. User education: Techniques and methods.
15. Evaluation of user educational programmes.
16. Information literacy : Definition, need, Purpose, Programmes.

#### **RECOMMENDED READING**

1. Line, Maurice B. : Library Surveys, London : Clive Bingley, 1982
2. Lancaster, F.W. : The measurement and evaluation of Library Services.
3. Lancaster, F.W. : If you want to evaluate your Library
4. Prasher, R.G. : Information and its communication
5. Laloo, Bikika Tariaing : Information needs, information seeking behaviors and users. Delhi : Ess Ess, 2002.
6. Jordan, Peter : The academic Library & its users, Gower, 1998
7. Prasher, R.G. : Information and its communication Ludhiana : Medallian, 2003.
8. Nicholas, David : Assessing information needs : tools, techniques & concepts for the Internet age. London : Aslib.
9. Sehgal, R.L. User education in computer based libraries. Delhi : Ess Ess, 2002.
10. Martin, Allan and Rader, Hannelore : Information and IT literacy enabling learning in the 21st century, London : Facet, 2003.
11. Girja Kumar : Philosophy of user Education, Delhi : Vikas, 1983.
12. Betty, M : Cost analysis of library functions.

13. Stevensons, M.B. : User education programmes.
14. Peter, Fox : Library user education.
15. Ward, M.L. : Reader and library user, London : Library Association, 1977.
16. Satyanarayana : User education in academic libraries.

**PAPER-VII: INFORMATION SOURCES AND SERVICES****OBJECTIVES:**

The aim of this paper is to impart knowledge regarding basic reference and information sources to the students and to give them practice in the use of these in answering queries of users.

**Max. Marks: 100****Time Allowed: 3 Hours****Pass Marks : 50%*****INSTRUCTIONS TO THE PAPER-SETTER***

The question paper will consist of five sections : A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of the syllabus and carry 15 marks each. The question in Section E carries 40 marks in all.

Each question in Section E should consist of fifteen short answer type reference questions, out of which candidates be asked to answer any ten. Short answer type questions carrying 4 marks each. The candidate should mention at least one standard information/reference source with bibliographical details in answer to each reference question. The reference question should cover different categories of information/reference sources. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER*****Max. Marks: 100****Time Allowed: 3 Hours****Pass Marks : 50%****NOTE:**

1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 15 marks each. The question in section E carries 40 marks in all.

**SECTION-A**

1. Reference and Information sources.
2. Documentary sources of Information; print and non-print : categories : primary, secondary and tertiary source of information.
3. Human and institutional sources. The internet, Web as a source of information.

**SECTION-B**

4. Evaluation of Information and Reference sources : Different types of reference and information sources. Criteria for evaluation of reference sources.
5. Introduction to Encyclopedia, Dictionaries, Geographical and Biographical sources of information. Sources of current information, News Digests, Union catalogues, Indexing and Abstracting Services.
6. Bibliographical sources : function, types, uses and evaluation criteria.

**SECTION-C**

7. Reference and Information Services : Concept, definition, need and trends. Basics of digital and virtual reference services. (Ask Jeeves, Question point).
8. CAS and SDI Services : Need, purpose, techniques and evaluation.
9. Bibliography, Referral, Document delivery and Translation services.

**SECTION-D**

10. Introduction to Documentation and Information Centres. Information Systems and Networks.
11. Services and Products of Documentation and Information Centres and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC; INFLIBNET, DELNET.
12. Services and products of Documentation and Information Centres, Information Systems and Networks at International level: OCLC.

**NOTE** : List of reference sources for evaluation and practical work attached (Appendix).

**RECOMMENDED READINGS**

1. Bopp, Richard E. and Smith, Linda C. Reference and information services : an Introduction, 3rd edition 2001, Libraries Unlimited.
2. Chakarabarti, A.K. Introduction to documentation science, 1980.
3. Davinson, Donald : Reference Service.
4. Girja Kumar & Krishan Kumar: *Bibliography*.
5. Grogan, Denis : Case studies in reference work.
6. Guha, B. documentation and information, 1983.
7. Houghton, Bernard and Convey, John, Online information retrieval systems, 1977, London : Clive Bingley.
8. Katz, WA : *Introduction to Reference Work*. 7<sup>th</sup> ed. New York: McGraw-Hill, 1996, 2 vols.
9. Kawatra, P.S. Fundamentals of documentation with special

- reference to India. 1980 New Delhi : Sterling.
10. Krishan Kumar : Reference Service,
  11. Progress in documentation : some themes and topics, 1981. London : Aslib.
  12. Riaz, Muhammad. Modern techniques of documentation and information work. 1989, New Delhi : Atlantic publishers.
  13. Ranganathan, SR : Reference Service.
  14. Satija, MP and Sewa Singh: *Sandharab ate Soochna Sarot*, Patiala: Punjabi University Publication Bureau, 1996 [in Pbi.]
  15. Shores, L. : *Basic Reference Sources*.
  16. Sheehy, E.P. Guide to reference books, 1986, Chicago : ALA.
  17. Walford, AJ, ed. *Guide to Reference Material*. London LA. 3 vols.

**PAPER-VIII: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS**  
**OBJECTIVES:**

1. To acquaints students with basic concepts of computers.
2. To develop skills in using computers.
3. To understand various aspects of library automation.

**Max. Marks: 100**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

**PART-I (THEORY)**

***INSTRUCTIONS TO THE PAPER-SETTER***

The question paper will consist of five sections: A, B, C, D and E. Sections A, B, C and D will have two questions each from respective sections of the syllabus and carry 12 marks each. Section E will consist of 8 short-answer type questions which will cover the entire syllabus uniformly and each short answer will carry 4 marks. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

***INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER***

**Max. Marks: 80**

**Time Allowed: 3 Hours**

**Pass Marks : 50%**

**NOTE:**

1. Answer five questions in all, selecting at least one question from each section. The question in section E is compulsory.
2. Questions in sections A, B, C and D carry 12 marks each. The question in section E carries 32 marks in all.

**SECTION-A**

1. Computer : Hardware, input and output Devices, Storage Devices, Software : System Software and Application Software.
2. Information and Communication Technologies : Concept and Impact on Society.
3. ICT : Application in Libraries.

**SECTION-B**

4. Library Automation : Need, Purpose and Application.
5. Information Retrieval : Search engines, Boolean operators.
6. Computer Networks : Concept. Classification of Computer Network on the basis of size (LAN, MAN and WAN) and Topologies and Advantage of networks.

**SECTION-C**

7. Library and Information networks with special reference to India : Delnet, Inflibnet, Ernet, Nicnet.
8. The Internet : World Wide Web (WWW). Hypertext, Hypermedia, Multimedia, Intranet, Extranet.
9. Common Software : Introduction to Open/Proprietary software. Word Processing Software : MS Word-All features. Presentation Software : MS Power Point - Basic features.

**SECTION-D**

10. Digital, Virtual and Hybrid Libraries : Definition and scope, Recent Developments and trends.
11. Library Software : Essential features.
12. Study of features of select library software packages : LIBSYS, SOUL and KOHA.

**Part-II (Practical) 20 marks**

Use of :	1. Word Processing : MS Word	8 marks
	2. Preparing Power Point Presentatin	8 marks
	3. Internet Search : Basics	4 marks

**TEACHING METHODS** : Barring specific requirements of particular paper, following will be the teaching methods : Lectures, discussion or assignments/discussion, demonstration, observation, tutorials and seminars.

**TEACHINGS AIDS**

Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Beside these, use of projectors and computers for demonstration. Besides, specific requirements of reference books for papers II, III, IV and VII.



**ACTIVITIES OF STUDENTS**

Listening, notes-taking, raising questions and answering questions raised in the class, discussing observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

**Appendix-1****Dictionaries :**

1. The Oxford English Dictionary. Second edition, Oxford, N.Y. : The Clarendon Press, 1993, 20. vols.
2. *Webster's Third New International Dictionary of the English Language*, Chicago: Encyclopaedia Britannica. Inc., 1961, 3 vols.
3. Roget's International Thesaurus, Ed3. 1968.
4. PSUTB English-Punjabi Dictionary. Chandigarh : Punjab State University Text-Book Board.

**Encyclopedias :****General**

1. The New Encyclopedia Britannica, Chicago : Encyclopedia Britannica, Inc., 32 vols., 1768-71
2. Encyclopedia Americana, New York : Grolier Inc. 30 vols., 1829-33

**SUBJECT :**

3. International Encyclopaedia of the Social Science, N.Y. : The Mcmillian and the Free Press, 1968, 18 vols.
4. McGraw-Gill Encyclopaedia of Science and Technology, N.Y. : McGraw-Hill, 1960, Vol. 20.
5. Encyclopaedia of Library and Information Services, 3rd Ed. Chicago : ALA, 1968, 35 Vol.

**BIOGRAPHICAL DICTIONARIES:**

1. *Webster's Biographical Dictionary*, Springfield, Mass, G and C Merriam, 1995.
2. *The International Who's Who*, London : Europa, 1935, Annual.
3. *Dictionary of National Biography*, edited by S.P. Sen, Calcutta, Institute of Historical Studies, 1972-74, 4 vols.
4. *India Who's Who*, New Delhi (India): INFA (India News and Feature Alliance) Publications, 1970, Annual.

**GAZETTEERS/GEOGRAPHICAL DICTIONARIES:**

1. *Columbia Lipponcott Gazetteer of the World*, N. Y. : Columbia University Press, 1952.
2. The Gazetteer of India, New Delhi : Publication Division, Ministry of Information and Broadcasting. Govt. of India, 1978, Vol. 4.

3. *Times Atlas of the World, Comprehensive*, 9th ed., London : Times Books 1992, Reprinted 1994.

**YEAR BOOKS:**

1. *The Europa World Yearbook.*, London: Europa Publications, 1926.
2. *The Statesman's Yearbook*, New York : St. Martin's Press, 1864.
3. *India : A Reference Annual*, New Delhi : Publication Division, Ministry of Information and Broadcasting, Govt. of India, 1953.
4. *The Bowker Annual of Library and Book Trade Information*, N. Y. : R. R. Bower, 1955.
5. *Whitaker's Almanac*, London: Whitaker, 1869.
6. *Commonwealth Universities Yearbook*. The Association of Commonwealth Universities, 1914.
7. *The World of Learning*, London : Europa Publications, 1947.
8. *The World Almanack and Book of Facts (Annual)*, N. Y.: Newspaper Enterprise Association Inc. 1968.
9. *Universities Handbook*, New Delhi: AIU, Ed 32. Vol. 2, 2010.

**NEWS DIGESTS:**

1. *Keesing's Record of World Events (Formerly Keesing's Contemporary Archives)*, 1931 -Longman Group, UK.
2. *Asian News Digest (Formerly Asian Recorder) : A Weekly Digest of Outstanding Asian Events*. New Delhi : K. K. Thomas at Recorder Press, 1955.
3. *Data India, New Delhi : Press Institute of India, 1976, Weekly.*

**STATISTICAL SOURCES:**

1. *U.N.O. Statistical Yearbook, Newyork : United Nation; Statistical Office, 1949.*
2. *Census of India, New Delhi : Register General & Census Commission, 2011 (Since 1872).*
3. *Statistical Abstracts of Punjab*, Chandigarh : Economic Advisor to Punjab Government, 1959.

**BIBLIOGRAPHIES:**

1. *British National Bibliography (BNB)* Boston Spa : British Library National Bibliographica Service, 1950 (Weekly).
2. *Indian National Bibliography (INB)*, Calcutta : Central Reference Library, 1957 (Monthly).
3. *Indian Books in Print*, New Delhi : Indian Bibliographies Bureau, 1967, Annual.
4. *Books in Print: A World List of Books in English Language*, N. Y.: H. W. Wilson, 1933.

5. Besterman : *A World Bibliography of Bibliographies*. Laussance : Societies Bibliographica, 1965-66, 4 vols.
6. *Ulrich's International Periodicals Directory: A Classified Guide to Current Periodicals*, Foreign and domestic. N. Y.: R. R. Bowker, 1932-(Annual).
7. Sheehy, E. P. ed. *Guide to Reference Books*, Chicago: ALA.

**UNION CATALOGUES:**

1. *National Union Catalogue of Scientific Serials in India* (NUCSSI), Print form and database.
2. *Union Catalogues*, Published by National Social Science Documentation Centre, New Delhi.

**INDEXING SERVICES:**

1. *Guide to Indian Periodical Literature*, Gurgaon : Indian Documentation Services, 1982-(Quarterly)
2. *Library Literature*, N. Y. : H. W. Wilson, 1934-(Bimonthly)
3. *Reader's Guide to Periodical Literature* N.Y. : H.W. Wilson, 1900.

**ABSTRACTING SERVICES:**

1. *Indian Science Abstracts*. Delhi: Indian National Scientific Documentation Centre, 1961 -(Monthly)
2. *Chemical Abstracts*. American Chemical Society, 1907.
3. *Library and Information Science Abstracts (LISA)*, London: Library Association, 1969-(Monthly)
4. *Dissertation Abstracts International, University Microfilms*.  
Pub : Ann Arbor, Michigan University Microfilm International, U.S.A., 1969.

**Type Setting By :**

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