



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

SYLLABUS

FOR

MASTER OF LIBRARY AND INFORMATION SCIENCE (One Year)

(ANNUAL) 2019-2020 EXAMINATIONS

OBJECTIVES OF THE COURSE

- (i) To produce leaders, managers and thinkers for planning and decision making for medium large and specialized library and information systems, services and networks, and
- (ii) To expose students to research and its methodology in the field of Library and Information Science.

OUTLINES OF TESTS AND SCHEME OF PAPERS

<i>Paper</i>	<i>Title</i>	<i>Written Examination (Duration)</i>	<i>Total Marks</i>
I	Research Methods and Statistical Techniques	(3 hours)	100
II	Information Communication and Society	(3 hours)	100
III	Information Storage and Retrieval	(3 hours)	100
IV(i)	Advanced Classification (Practice)	(2 hours)	50
IV(ii)	Advanced Cataloguing (Practice)	(2 hours)	50
V	Information Analysis, Consolidation and Repackaging	(3 hours)	100
VI(b)	Information and Literature Survey in Social Sciences	(3 hours)	100
VII(b)	Academic Library System	(3 hours)	100
VIII	Information and Communication Technology : Applications	(3 hours)	100

*There will be separate written examinations for paper IV(i) and IV(ii).

PAPER-I : RESEARCH METHODS AND STATISTICAL TECHNIQUES

Objective : To expose students to various research methods and their application to Library and Information Science.

Time allowed : 3 hrs.

Max. Marks : 100

Pass Marks : 50%

Instructions to the Paper Setter

The question paper will consist of 5 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 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 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. All questions carry equal marks.

Section-A

1. Concept of Research : Definition, need, purpose and types of Research.
2. Basic concept of Research Methodology : Variable, hypotheses, induction, deduction, observation, objectivity, validity, reliability.
3. Research Design : Meaning, purpose, principles, components and criteria. Literature search : print, non-print and electronic sources.

Section-B

4. Instruments of Research. Schedule, questionnaire, interview and observation.
5. Scientific Method : Definition; components, steps; limitations; applicability in the field of Library and Information Science.
6. Historical Method : Definition; steps; limitations; applicability in the field of Library and Information Science.

Section-C

7. Experimental Method : Definition; experimental validity, internal external limitation; applicability in the field of Library and Information.
8. Comparative Method : Definition; steps; limitations; applicability in the field of Library & Information Science.
9. Statistical techniques : Definition; steps; limitations; applicability in the field of Library & Information Science.

Section-D

10. Elementary Statistics : Mean, Median, Mode, mean deviation, standard deviation, percentage, ratio, frequency.
11. Computerised Data Analysis : Description, analysis and interpretation. Use of SPSS.
12. Research Reporting : Structure, style, contents guidelines for research

reporting. Style manuals in MLA-APA etc. e-citation and Methods of research evaluation.

Recommended Readings

1. Bailey, Kenneth : *Methods of Social Research*, Ed. 2, 1982.
2. Bajpai, SR : *Methods of Social Survey and Research*, 1984.
3. Busha, Charles H and Harter, S.P. : *Research Methods in Librarianship*, 1988.
4. Carpenter, R.L. : *Statistical Methods for Librarians*, 1978.
5. Donner, M.D. : *Editing Scientific Books and Journals*, 1978.
6. Ghosh, B.N. : *Scientific Methods and Social Research*. Ed. 2. 1984.
7. Fastinger, Leon and Katz, Debiel : *Research Methods in Behavioural Sciences*, New York : Amerind, 1976.
8. Young, P.Y. : *Scientific Social Survey and research*, Ed. 4. Englewood Cliffs. N.J. : Prentice Hall, 1966.
9. Neelameghan, A. : *Presentation of Ideas in Technical Writings*, 1975.
10. Sardana, J.L. and Sehgal, R.L. : *Statistical Methods for Librarians*, 1981.
11. Simpson, I.S. : *Basic Statistics for Librarians*, Ed. 3, 1983.
12. Stevens, R.F. : *Research Methods in Librarianship : Historical and Bibliographical methods in Library Research*, 1971.
13. Sharma, Ram Dutt : *Research Methods in Social Science*, 1988.
14. Misra, K.P. : *Research Methodology : A handbook*, 1989.
15. Kerlinger, F.N. : *Foundations of Behavioural Research*. Ed. 2, 1973.

PAPER-II : INFORMATION, COMMUNICATION AND SOCIETY

Objectives :

1. To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centres in national development.
2. To acquaint the students with information policies and Infrastructures in India and abroad.

Time allowed : 3 hrs.

Max. Marks : 100

Pass Marks : 50%

Instructions to the Paper Setter

The question paper will consist of 5 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 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 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. All questions carry equal marks.

Section-A

1. Data, Information and Knowledge : Conceptual difference.
2. Information and Knowledge : definition, nature, use and value.
3. Information Society : Genesis, characteristics, Impact and Implications.

Section-B

4. Knowledge : Impact and implications of knowledge for libraries and information centres.
5. Communication : Communication channels and barriers.
6. Information and Knowledge Management : Concepts and types. Role of networks, libraries, documentation centres, databases; referral centres; gateways and portals in information and knowledge management.

Section-C

7. Information Science : Definition, Scope and status as a discipline.
8. Information Life-cycle : Generation, acquisition, processing, storage, dissemination and use.
9. Universe of Subjects : Formation, structure and development.

Section-D

10. Information policy : Need, purpose and recent developments at national and international level. (NAPLIS, UAP)
11. Intellectual property rights : Copyright, Data security and fair use, Right to information and censorship, FAIFE.
12. Library & Information Infrastructure : At International, National and Local Level (only conceptual framework to be discussed).

Recommended Reading

- Bell, D. *The Coming of Post Industrial Society : A Venture in Social forecasting*, NY : Basic Books, 1973.
- Best, DP, ed. *The Fourth Resource : Information and its Management*, Aldershot : Aslib, 1996.
- Buckland, M. *Information and Information Systems*, New York : Praeger, 1991.
- Gornish, GP. *Copyright : Interpreting the Law for Library, Archive and Information Service*, London : LA, 1997.
- Feather, JP. *The Information Society London* : LA, 2000.
- Meadows, J. *Knowledge and Communication*. London : LA, 1997.
- Prasher, RG. *Information and its Communication*.
- Rodden, R., ed., *Information Dynamics : Aldershot* : Gower, 1998.
- Vickery, BC and Vickery, A. *Information Science : Theory and Practice*. London : Butterworth, 1997.

PAPER-III : INFORMATION STORAGE AND RETRIEVAL**Objective :**

1. To keep students abreast of current developments in various information processing techniques.
2. To develop capability in retrieving information by applying different search techniques.

Time Allowed : 3 hrs.**Max Marks : 100****Pass Marks : 50%****Instructions to the Paper Setter**

The question paper will consist of 5 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 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 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. All questions carry equal marks.

Section-A

1. Classification : Development and trends in general classification schemes. Dewey Decimal classification, latest ed; Universal decimal classification (Medium) English edition; Library of congress classification; Bibliographic classification (2nd ed); Colon classification (7th ed) and B.S.O. Automatic classification. Activities of organisations in classification research; Documentation Research and Training Centre (Bangalore) CRG (London), and ISKO.

Section-B

2. Cataloguing : Development and trends in cataloguing, Anglo-American Cataloguing Rules, 2nd ed. And revision, International Standard Bibliographic Description (ISBD) Machine Readable Cataloguing (MARC), UNIMARC, CCF, OPAC, Subject cataloguing for online search.

Section-C

3. Indexing : Development and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing, Pre and post coordinate indexing systems, citation indexing. Features of information Storage and Retrieval System—Precision, recall relevance online searching and search strategies.

Section-D

4. Vocabulary control : Methodology current trends and development, Sears List of Subject Headings, Library of Congress Subject Headings, Medical Subject Headings (MeSH). Thesaurus of ERIC Descriptors, Thesauro-facet.

Recommended Reading

- Altchinson, J and Gilchrist, A. *Thesaurus Construction*. 2nd ed. London : Aslib, 1987.
- Best, DP, ed., *The Fourth Resource : Information and its Management*, Aldershot : Aslib, 1996.
- Cooke, A., *A Guide to Finding Quality Information on the Internet*. 2nd edition. London : Facet Publishing, 2001.
- Chowdhary, GG. *Introduction to Modern Information Retrieval*, London : LA, 1999.
- Deegan, M. and Simon Tanner. *Digital Futures*. London, LA, 2002.
- Foskett, AC, *The Subject Approach to Information*. 5th ed. London : LA, 1996.
- Ghosh, SB and Satpathi, JN. ed., *Subject Indexing Systems*. Kolkata : IASLIC, 1998.
- Guha, B. Documentation.
- Kemp, DA : *The Nature of Knowledge*, London : Clive Bingley, 1976.
- Kemp, DA. *Computer-based Knowledge Retrieval*, London : Aslib, 1988.
- Maltby, A., ed. *Sayer's Manual of Classification for Libraries*, 5th Ed. London : Andre Deutsch, 1975.
- Martin, WJ., *The Global Information Society*, Aldershot : Aslib, 1995.
- Mason, RO and others, eds., *Ethics of Information Management*. New Delhi : Sage, 1995.
- Meadows, J., *Understanding Information*, Munchen : KG Saur, 2001.
- Oddy, P. *Future Libraries, Future Catalogs*, London : LA, 1996.
- Prasher, RG. *Index and Indexing Systems*. New Delhi : Medallion Press, 1989.
- Rajan, TN, ed., *Indexing Systems*, Kolkata : IASLIC.
- Rowley, J. *The Electronic Library*, 4th ed. London : LA, 1998.
- Vickery, BC and Ahna Vickery, *Information Science in Theory and Practice*, London : Butterworths, 1987.

PAPER-IV (I) : ADVANCED CLASSIFICATION (PRACTICE)

Objective : The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3rd, revised English edition 1961).

Classification of adequate number of titles from all disciplines by the UDC (abridged 3rd revised English edition, 1961).

Time Allowed : 2 hours

Maximum Marks : 50

Pass Marks : 50%

Instructions to the Paper Setter

The question paper will consist of two parts : Part-I and Part-II. Part-I should include 8 simple titles and the Part-II should include 8 complex titles. Candidates

should be asked to classify 4 titles each from Part-I and Part-II respectively.

The question paper should be set strictly according to the instructions given above.

Instructions to be Given in the Question Paper

NOTE :

1. Classify eight titles in all selecting any four from each part.
2. Copies of the UDC (Abridged 3rd revised English edition 1961) and a dictionary are available for use.

Part-I : 20 Marks. Classify any four of the following.

Part-II : 30 Marks. Classify any four of the following.

List of Requirements in the Examination Hall

Adequate number of UDC schedules and Dictionaries shall be made available.

Text Book

1. U.D.C. (Abridged 3rd revised English Edition).

PAPER-IV (II) : ADVANCED CATALOGUING (PRACTICE)

Objective : The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non-book material by AACR II, 2nd ed. 1988 Revision, supplemented by Sears List of Subject Headings, Ed. 12, 1982.

Time Allowed : 2 hours

Maximum Marks : 50

Pass Marks : 50%

Instructions for the Paper Setter

The question paper will consist of two parts : I and II. Part-I should include four titles covering (i) Cartographic Material; (ii) Motion Pictures; (iii) Video Recordings.

Part-II should also include four titles covering (I) Sound recordings, (ii) Computer files, (iii) Microforms.

Candidates should be asked to catalogue fully any four titles in all selecting at least two title from each part. In no case, the questions should be asked from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

Instructions to be Given in the Question Paper

NOTE :

1. All questions carry equal marks.
2. Catalogue fully Four titles in all, selecting at least, two from each part.
3. All Catalogue entries for each title should be completed before attempting the next title.
4. Follow unit card system for added entries.
5. For subject headings, use Sears List of Subject Headings, Ed. 12.

List of Requirements in the Examination Hall

Adequate number of the following books are to be provided to the candidates :

1. Sears List of Subject Headings. Ed. 12.
2. Language dictionary

Text Books

1. Anglo-American Cataloguing Rules. Ed 2. 1988, Revision.
2. Sears List of Subject Headings. Ed 12. 1982.

PAPER-V : INFORMATION ANALYSIS CONSOLIDATION AND REPACKAGING

Objective : The aim of this paper is to understand the concept of information analysis and consolidation.

- To understand Packaging and Repackaging of Information and Consolidation Methodology.

Time Allowed : 3 hours

Maximum Marks : 100

Pass Marks : 50%

Instructions to the Paper Setter

The question paper will consist of 5 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 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 marks. All questions in Section E will carry equal 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. All questions carry equal marks.

Section-A

1. Concept of Information analysis and consolidation
2. Need of information analysis and consolidation
3. Information requirement of users
4. Guiding principles for presentation of ideas in a helpful sequence.

Section-B

5. Packaging and repackaging : Concept, need and purpose.
6. Criteria for determining appropriate repackaging activities.
7. Information consolidation products : concepts, types, design and development
8. Marketing of information products and services

Section-C

9. Information consolidation methodology : Pre-requisites and stages/steps in preparation of information consolidation products.
10. Knowledge and skills required for information analysis and consolidation.
11. Planning and management of information consolidation units.

Section-D

12. Content creation and management.
13. Methodology for preparation of a handbooks, newsletters and State-of-the-Art reports
14. Abstracting : Types and guidelines for preparing abstracts.
15. Evaluation of information products : Criteria and steps

Recommended Reading

- Atherton, P. *Handbook of Information Systems and Services*, Paris : Unesco, 1977.
- Saracevic, T and Wood, JS : *Consolidation of Information : A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information*. Paris : Unesco, 1981.
- Seetharama, S. *Information Consolidation and Repackaging*, New Delhi Ess Ess, 1997.

PAPER VI (B) : INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Objective : To acquaint students with the contributions research activities and information sources in Social Science disciplines.

Time Allowed : 3 hours

Maximum Marks : 100

Pass Marks : 50%

Instructions for the Paper Setter

The question paper will consist of 5 sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and will carry 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 marks. Questions should be evenly spread over the entire range of syllabus. In no case, questions 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. All questions carry equal marks.

Section-A

1. Social Science disciplines : Scope of the major subjects : Economics, Political Science, Sociology, History, Brief Survey of the contributions made by prominent authors in these fields.

Section-B

2. Social science disciplines : Developments, problems and research trends.
3. Information sources : Role of primary, secondary and tertiary documents in the growth and development of Social Sciences.

Section-C

4. Information sources : Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources.
5. Databases : Networked and distributed databases in Social Sciences.
6. Web-based resources and services : A brief introduction in the context of Social Sciences.

Section-D

7. Research activities : Brief survey of the activities of the research institutions and professional organisations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

Recommended Readings

1. Brock, C : *The Literature of Political Science : A guide for Students, Libraries and Teachers*, 1969.
2. Heller (FL) : *The Information Sources of Political Sciences*, Ed. 3.1981.
3. Hoselitz (Bert F) : *Reader's Guide to the Social Sciences Rev. ed.* 1972.
4. Lewis (PR) : *The Literature of the Social Sciences : An Introductory survey and guide*, 1960.
5. Mackenzie (Wom) : *Study of Political Science Today*, 1970.
6. UNESCO : *Main Trends of Research in the Social and Human Science*, 1970.
7. Malnyk (P) : *Economics : Bibliographic Guide to Reference Books and Information Sources*, 1971.
8. Maltby (A) : *Economics and Commerce : The Sources of Information and their Organisation*. 1978.
9. Sheehy (EP) : *Guide to Reference Books*, Latest ed.
10. Tza Ghung (Li) : *Social science reference Sources : A practical guide*, 1980.
11. Me Innis (Raymond G.) and James (WS) : *Social science research handbook*, 1975.
12. Walford (AJ). Ed. : *Guide to reference material*, 1980.
13. Webb (WH), Ed. : *Sources of information in the social science*. Ed. 3. 1980.

PAPER VII (B) : ACADEMIC LIBRARY SYSTEM

Objective : To keep students aware of the latest trends and developments in various aspects of Academic Library Systems with particular reference of India, U.K. and U.S.A.

Time Allowed : 3 hours

Maximum Marks : 100

Pass Marks : 50%

Instructions for the Paper Setter

The question paper will consist of 5 sections : A, B, C, D and E. Sections A, B, C and D will have two questions from the respective sections of the syllabus and 15

marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 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. All questions carry equal marks.

Section-A

1. Role of Library in academic institutions, i.e., Schools, Colleges and Universities.
2. Development of University and College libraries with special reference to India Role of UGC.
3. Role of academic libraries in open and distance education/learning.

Section-B

4. Library as a system : environmental influences and responses.
5. Planning : Need & importance of planning; types of plans—short term, long term, strategic; steps and components of planning—time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, planning of library building and its interior.
6. Organizing : Purpose & need for organizing. Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization; (quality circles, matrix structures); functional organisation of libraries.

Section-C

7. Human Resources Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff.
8. Leadership & Communication : effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication.
9. Financial Management; source of funds, different type of budgets; accounting & auditing, costing and cost analysis of library services.

Section-D

10. Academic Library, collections and services development, evaluation and effectiveness.
11. Marketing : Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

12. Control : Control techniques—Budgetary and non-budgetary devices, Management Information System. Change & quality management with special reference to library automation and networking

Recommended Readings

- Brophy, P. *The Academic Library*, London, 2000.
- Brophy, P. *Quality Management for Information and Library Managers*, London : Aslib, 1996.
- Corral, S. *Strategic Management of Information Services : A Planning Handbook*, London : Aslib, 2000.
- Clayton, P. *Managing Information Resources in Library and Information Services : Principles and Procedures*, 1997.
- Clayton, P and Gorman, GE. *Managing Information resources in Libraries : Collection Management in Theory and Practice*. London : LA, 2001.
- Crawford, J. *Evaluation of Library and Information Services*, 2nd Ed. 2000.
- Gallacher. *Managing Change in Library & Information Services*, London : Aslib, 2000.
- Gorman, GE. *Evaluating Library Collections*, 2001.
- Jordan. P. *Staff Management in Library & Information Work*. Bombay : Jaico, 1996.
- Lancaster, FW. *If You Want to Evaluate Your Library*.
- Narayana, GJ. *Library and Information Management*, Delhi : Prentice Hall, 1991.
- Pugh, *Change Management in Information Services*. London : Gower, 2000.

PAPER VIII : INFORMATION AND COMMUNICATION TECHNOLOGY : APPLICATIONS

Objective : To develop skills in using computers and understand various aspects of Library automation, Internet and Library Packages.

Time Allowed : 3 hrs.

Max Marks : 100

Pass Marks : 50%

Instructions to the Paper Setter

The question paper will consist of 5 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 15 marks each. Section E will consist of 8 short answer type questions which will cover the entire syllabus uniformly and will carry 40 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. All questions carry equal marks.

Section-A

1. Library automation : Planning and implementation
2. Automation of Housekeeping operations : Acquisition, Cataloguing, Circulation, Serials control OPAC Library management.
3. Library software packages : LIBSYS, SOUL, WINISIS.

Section-B

4. Databases : Types and generations, salient features of select bibliographic databases.
5. Communication technology : Fundamentals communication media and components
6. Network media and types : LAN, MAN and WAN, Intranets

Section-C

7. Digital, virtual and hybrid libraries : Definition and scope. Recent developments.
8. Library and information networks with special reference to India : Delnet, Infflibnet, Ernet, Nicnet

Section-D

9. The Internet : Multimedia, hypermedia, World Wide Web.
10. Internet-based resources and services : Basic Services : E-Mail, FTP, remote logon, and HTTP.
11. Internet-based resources and services Browsers, search engines, portals, gateways, electronic journals, mailing lists and scholarly discussion lists, bulletin boards, computer conferences and virtual seminars.

Recommended Reading

- Bradley, P. : *World Wide Web : How to Design and Construct Web Pages*, 2nd ed. London : Aslib IMI, 2000.
- Deegan, M. and Simon Tanner, *Digital Futures*. London, LA, 2002.
- Kaul, HK : *Library Networks : An Indian Experience*, New Delhi : Virgo, 1992.
- Krol, F. : *The Whole Internet : User's Guide and Catalogue*, 1993.
- Poulter, A. and others : *The Library and Information Professionals guide to the Internet*, London : LA, 2000.
- Rowley, J. : *The Electronic Library*, 1th ed. London : L.A., 1998.
- Smith, JWT, ed. : *Networking and the Future of Libraries*, 1993.
- Winship, I. : *The Student's Guide to the Internet*, London : LA, 2001.

APPENDIX**Social Sciences :**

1. Asian Social Science Bibliography.
2. Social Science Citation Index
3. London Bibliography of the Social Sciences.
4. World List of Social Sciences Periodicals.
5. International Bibliography of Social Sciences : Economics, Political Science, Social & Cultural Anthropology, Sociology.

6. World Bibliography of Bibliographies.
7. Bibliographic Index.
8. Public Affairs International Service.
9. Current Contents : Social & Behavioural Sciences.
10. Index India.
11. Index Translationum.
12. Social Science Abstracts.
13. India : A Reference Annual.
14. Encyclopaedia of the Social Sciences.
15. International Encyclopaedia of the Social Sciences.
16. Dissertation Abstracts International.
17. ICSSR Research Abstracts.
18. World directory of Social Science Institutions.

Political Science

19. Brock (Clifton) The Literature of Political Science.
20. Holler (FL) Information Sources of Political Science.
21. Bibliography of Asian Studies.
22. International Political Science Abstracts
23. Yearbook of the United Nations.

History

24. Guide to Historical Literature.
25. International Bibliography of Historical Sciences.
26. Historical Abstracts.
27. India : A Current Bibliography
28. American Historical Review
29. English Historical Review
30. Langer (William Leonard)
31. The New Illustrated history. 2 vols/
32. Adams (James Truslow), Ed : Dictionary of American History.
33. Economic History Review.
34. Pearson (JD) : South Asian Bibliography : A Handbook and Guide.

Economics

35. Maltby (Arthur) : Economic and Commerce : the sources of information and their organisation.
36. Fletcher(J) : The use of Economic literature.
37. Key to Economic Science (Formerly Economic Abstracts).
38. Economic Titles Abstracts.
39. Journal of Economic Literature (Formerly Journal of Economic Abstracts).

Sociology

40. Bottomore (TB) Sociology : A Guide to Problems and Literature.
41. Clarke (Jack Alden) : Research Material in the Social Science.
42. Eldridge (Hope T) : The Materials of demography : A selected and annotated bibliography

43. Population Index
44. Sociological Abstracts
45. Current Sociology.

Organisations

National :

1. Indian Council of Social Science Research, New Delhi.
2. National Social Science Documentation Centre, New Delhi.
3. Indian Institute of Public Administration, New Delhi.
4. Indian Council of Historical Research, New Delhi.
5. Tata Institute of Social Sciences, Mumbai.
6. Institute of Economic Growth, New Delhi.
7. The Institute of social and Economic Change
8. Centre for Research in Rural and Industrial Development, Chandigarh.

International :

11. International Committee for Social Science Information and Documentation
12. Unesco.
13. International Political Science Association
14. International Sociological Association
15. International Social Science Council