

UNIVERSITY OF MUMBAI
No.UG/161 of 2009

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the degree of Bachelor of Library and Information Science vide Pamphlet No.144 and to this office Circular No.367 of 2003, dated 31st July, 2003 and the Head, University Department of Library Science, the Assistant Registrar, Sub-centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce are hereby informed that the recommendation made by the Faculty of Arts at its meeting held on 6th January, 2009 has been accepted by the Academic Council at its meeting held on 13th February, 2009 vide item No.4.56 and that, in accordance therewith, the syllabus for the Bachelor of Library and Information Science (B.L.I.Sc.) Course is revised as per Appendix and that the same has been brought into force with effect from the academic year 2009-2010.

MUMBAI-400 032
14th May, 2009

PRIN. K. VENKATARAMANI
REGISTRAR

To,

Head, University Department of Library Science, the Assistant Registrar, Sub-centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce.

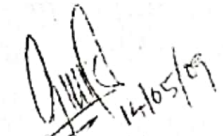
A.C/4.56/13.02.2009

No.UG/161-A of 2009, MUMBAI-400 032

14th May, 2009.

Copy forwarded with compliments for information to :-

- 1) The Dean, Faculty of Arts, Science and Commerce,
- 2) The Chairperson, Ad-hoc Board of Studies in Library and Information Sciences,
- 3) The Controller of Examinations,
- 4) The Co-ordinator, University Computerization Center.


(D. H. KATE)
DEPUTY REGISTRAR
(U.G./P.G.Section)

Copy to :

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Personal Assistants to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative, Ratnagiri for information.

The Controller of Examinations (10 copies), the Finance and Accounts officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrollment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical, Affiliation Section (2 copies), the Director, Institute of Distance Education (IDE), (10 copies), the Director, University Computer Center (IDE Building), Vidyanagari, (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO). The Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that separate Action Taken Report will be sent in this connection. The Assistant Registrar Constituent Colleges Unit



UNIVERSITY OF MUMBAI



**REVISED SYLLABUS
FOR
BACHELOR OF
LIBRARY AND INFORMATION SCIENCE
(B.L.I.Sc.)**

(with effect from the academic year 2009-2010.)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Revised syllabus, scheme of Theory papers and Practicals

R.4328. The Examination for the Bachelor's Degree in Library & Information Science shall consist of –

Part I : Written Examination.

Part II : Practical Examination, Term Paper.

Candidates shall appear for both the parts SIMULTANEOUSLY.

Part I : Written Examination :

R. 4329. Candidates shall be examined in the following subjects :

	Marks
1. Foundations of Library & Information Science.	100
2. Library Management.	100
3. Library Classification.	100
4. Library Cataloguing.	100
5. Reference Services and Sources.	100
6. Information Services and Systems.	100
7. Computer Applications to Library Work.	100

Total Marks for Theory Papers 700

The candidates appearing for the B.L.I.Sc. Examination shall be allowed the option to answer only the theory papers in the final examination in Marathi by indicating so in the application form for the final examination. The candidates shall have to write all the theory papers in one and the same language and that the medium of instruction will remain English for both theory and practicals.

The details of the Papers and Practicals along with the reading lists are in the syllabus. Since tools involved in Practical Examination are available in English, the Practical Examination will be conducted in English.

part II : Practical Examination :

R. 4330. The practical examination shall consist of the following: -

	Marks
1. Classification.	60
2. Cataloguing.	60
3. Indexing and Abstracting.	60
4. Reference Service.	50
5. Term Paper	20
6. Computer (Classroom Tests).	50
Total Marks for Practicals	300

The details of the Papers and Practicals along with the reading lists are in the syllabus. Since tools involved in Practical Examination are available in English, the Practical Examination will be conducted in English. The term paper also will have to be submitted in English.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Part I - Theory Papers

100 Marks

3 Hours

No. of teaching hours /unit

Paper I – Foundations of Library and Information Science

Objectives:

1. To understand purpose, role and importance of libraries in society.
2. To know about various types of libraries, their nature, objectives and services.
3. To be familiar with the library scenario in general and the Indian scenario in particular.
4. To study the role of professional library associations.

Syllabus:

1. Library and Society : role, functions. (3hrs)
2. Historical overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Bakhsh Oriental Public Library, Asiatic Society Library, Bhandarkar Oriental Research Institute, Baroda Public Library System, contribution of UNESCO to libraries and library profession, reports of committees and commissions in India. (8 hrs)
3. Information and Information Science:
 - i) Information – characteristic, nature, value and use (3 hrs)
 - ii) Information Science – definition, scope and objectives
4. Dr. S.R.Ranganathan : his contribution to Library Science, Five Laws of Library Science and their relevance to current library practice. (6 hrs)
5. Types of Libraries: Public, National, Academic and Special -
 - a) i) Public Libraries - their objectives, features, functions, public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act, IFLA Standards for public libraries.
 - ii) The National Libraries - their objectives, features, functions, National Library of India, Library of Congress, The British Library.
 - iii) Academic Libraries - their objectives, features, functions, college and university libraries.
 - iv) School Libraries – UNICEF's norms for children's libraries.
 - v) Research, Special and Corporate Libraries - their objectives, features, functions.
 - b) Archives, museums and records management (18 hrs)

6. Library co-operation, resource sharing, library networking (3hrs)
7. Professional Associations in Library and Information Science : Indian and International – ILA, IASLIC, IATLIS, ALA, SLA, CILIP, Aslib, IFLA, professional ethics. (5 hrs)
8. Factors affecting library development :
 - i) Social, cultural (including literacy, publishing, book trade)
 - ii) Legal (including copyright, intellectual property rights)
 - iii) Technological development. (6 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper I : Foundations of Library and Information Science

1. Atkinson, F.: Librarianship: An Introduction to the profession. London, Clive Bingley, 1974.
2. Ashworth, W. : Special librarianship. London, Clive Bingley, 1979.
3. Beenham, R & Harrison, C. : The Basics of librarianship. London, Clive Bingley, 1985.
4. Bhatt, R. K. : UNESCO : Development of libraries & Documentation Centers in Developing Countries. New Delhi, KK, 2004.
5. Coblans, H. : Librarianship and documentation. London, Andre Deutsch, 1974.
6. Gupta, O.P. : Library & information services in University & College Libraries in India. New Delhi, Reliance, 1998.
7. Johnson, Elmer D. & Harris, Michael H. : History of libraries in the Western World. Scarecrow, New Jersey, 1976.
8. Kaul, H.K. (Ed.) : National library services : ICONLIS 2004. Calcutta, The National Library, 2004.
9. Line, M.B. : Academic library management. London, LA, 1990.

10. Line, Maurice (Ed.) : Librarianship and information work worldwide 2000. London, Bowker, 2000.
11. Lynch, Beverly P.(Ed.) : The Academic Library in transition : planning for the 1990s. New York, Neal-Schuman, 1990.
12. Majumdar, Uma. : India's National Library. Calcutta, The National Library, 1987.
13. Marshall, D.N. : History of libraries. New Delhi, Oxford, 1983.
14. Patel, Jashu & Kumar, Krishan : Libraries & librarianship in India. London, Greenwood, 2001.
15. Raju, A. A. N. : Documentary heritage of Indian libraries. New Delhi, Ess Ess Publications, 2003.
16. Ranganathan, S.R. : Five laws of Library Science. Bombay, Asia, 1963.
17. Sardana, J.L. (Ed.) : Libraries & information studies in retrospect and prospect : essays in honor of Professor B. R. Kalia, Vols. 1 & 2. New Delhi, Concept, 1990.
18. Strauss, L.J. : Scientific and technical libraries – their organization and administration. New York, John Wiley, 1964.
19. Taher, Mohammed & Davis, Donald Gordon : Librarianship and library science in India : an outline of historical perspectives. New Delhi, Concept, 1994.
20. Venkatappaiah, V. & Madhusudan, M. : Public library legislation in the new millennium. New Delhi, Bookwell, 2006.
21. Verma, Sahib Singh : Library & literacy movement for national development in India. New Delhi, Concept, 2003.
22. Ward, Patricia L. (Ed.) : Continuing professional education for the information society. Munchen, K.G.Saur, 2002.
23. Wherry, Timothy Lee : Intellectual property : everything the digital age librarian needs to know. Chicago, ALA, 2008.

Objectives :

1. To be familiar with library procedures.
2. To understand the principles of management and their application in library work.
3. To monitor and evaluate library performance

Syllabus :

1. Schools of Management: an overview (classical, neoclassical, scientific, systems), functions and principles of management. (6 hrs)
2. Planning and Management : mission and objectives of library management, POSTCORB, functions of library committee. (6 hrs)
3. Acquisition: policies , types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance (6 hrs)
4. Serials Management: policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e- journals, records maintenance. (7 hrs)
5. Technical Processing : policies, classifying, cataloguing, physical processing, records maintenance. (5 hrs)
6. Storage and Maintenance : policies; storage requirements, stack maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance. (5 hrs)
7. Library Services :
 - i) Circulation Services : policies, methods and procedures, bar coding, Inter-library loan, records maintenance
 - ii) Extension Services : policies, branches, outreach methods - extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other extra-mural activities.

- iii) Marketing of library services: need, policies, methods, annual reports, publicity, public relations, library promotion programmes, library guides, (10 hrs)

8. Financial Management : policies ; resources mobilisation, budget, budgeting methods, accounting, monitoring and evaluation. (7 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper II : Library Management

1. Chapman, Liz : Managing acquisitions in library and information services. London, Library Association, 2001.
2. Corbett, E. V. : Fundamentals of library organization and administration : a practical guide. London, Library Association, 1978.
3. Evans, G. E. : Management techniques for librarians, 2nd ed. New York, Academic Press, 1983.
4. Garter, Edward D. (ed.) : Advances in library administration and organization. Amsterdam, Elsevier, 2005.
5. Godden, Irene P.,(ed.) : Library technical services : operation and management, 2nd ed., San Diego, Academic Press, 1984.
6. Gupta, S. R. : Stock verification in libraries : problems and solutions. Delhi, Ken Publication, 1990.
7. Harvey, Ross : Preservation in libraries : a reader. London, Bowker Saur, 1993.
8. Hubbard, William J. : Stock management : a practical guide to shelving and maintaining library collections. Chicago, A.L.A., 1981.
9. Jones, Noragh & Jordan, Peter: Staff management in library and information work , 2nd ed., Aldershot, Gower Pub., 1987.
10. Krishna Kumar: Library administration and management. New Delhi, Vikas Pub. House, 1987.

11. Mahapatra, Piyush Kanti : Collection management in libraries. New Delhi, Ess Ess Pub, 1999.
12. Morrow, C.C. : The Preservation challenge, a guide to conserving library materials. New York, Knowledge Industry Publication, 1983.
13. Mookerjee, Subodh Kumar & Sengupta, Benoyendra : Library organization and library administration. Calcutta, World Press Pvt. Ltd., 1977.
14. Mukherjee, A. K. : Book selection : Principles, practices and tools. Calcutta, World Press Pvt. Ltd., 1974.
15. Narayana, G. J. : Library and information management. New Delhi, Prentice Hall of India, 1991.
16. Prajapati, C. L. : Conservation of documents : problems and solutions. New Delhi, Mittal Publications, 2005.
17. Prasher, R. G. : Developing library collection. New Delhi, Medallion Press, 1993.
18. Saffady, William : Introduction to automation for libraries, 3rd ed., Chicago, A.L.A., 1994.
19. Spiller, David : Book selection, 4th ed. London, Clive Bingley, 1986.
20. Stueart, R. D. & Eastlick, J. T. : Library management, 2nd ed. Littleton (Colorado), Libraries Unlimited, 1981.
21. Weihrich, Hein & Koontz, Harold : Management : a global perspective, 10th ed. New York, McGraw Hill, 1993.

Paper III - Library Classification

100 Marks

3 Hours

No. of teaching hours / unit

Objectives :

1. To understand the role of library classification in knowledge organisation.
2. To understand the elements of library classification.
3. To get familiar with the select schemes of classification.
4. To analyse, apply and evaluate DDC Scheme.

Syllabus :

1. Knowledge Organisation: origin, history of classification, Universe of Knowledge, book classification, knowledge classification vis-a-vis book classification. (8 hrs)
2. Library Classification: need, purpose, modes of formation of subjects, literary warrant. (4hrs)
3. General Principles and Theory: general theory, normative principles. canons of classification, rules of division, APUPA arrangement, principles of helpful sequence. (6 hrs)
4. Types and features of Classification Schemes:
 - i) Enumerative, faceted, analytico-synthetic.
 - ii) Notation – need, functions, characteristics, notational systems, hospitality.
 - iii) Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number. (10 hrs)
5. Library Classification Schemes:
 - i) D.D.C. – a detailed study (historical background, latest edition)
 - ii) U.D.C., C.C., Library of Congress classification scheme– an introductory study
 - iii) Comparison of D.D.C., U.D.C. and C.C. (16 hrs)
6. Special Classification Schemes: need, purpose, select examples like patents, computer science. (4 hrs)

7. Organizations and Institutions in Classification: CRG, ISKO, B.S.O. (2 hrs)
8. Current developments / trends in classification. (2 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper III : Library Classification

1. Batley, Sue : Classification in theory and practice. Oxford, Chandos, 2005.
2. Bavakutty, M. : Canons of library classification. Trivendrum, Kerela Library Association, 1981.
3. Bowman, J.H. : Essential Dewey. London, Facet, 2005.
4. Broughton, Vanda : Essential classification. London, Facet, 2004.
5. Foskett, A.C. : The Universal Decimal Classification : the history and present status. London, Clive Bingley, 1973.
6. Hunter, Eric J. : Classification made simple, 2nd Ed. Aldershot, Ashgate, 2002.
7. Hussain, Shabhat : Library classification. New Delhi, Tata McGraw Hill, 1973.
8. Kaula, P.N. : Treatise on Colon Classification. New Delhi, Sterling, 1985.
9. Langridge, D. : Approach to classification. London, Clive Bingley, 1973.
10. Mallby, A. (Ed.) : Sayer's manual of classification for librarians, London, Andre Deutsch, 1975.
11. Marcella, Rita and Newton, Robert : A New manual of classification. Hampshire, Gower, 1994.
12. Mills, J. : Modern outline of library classification. Bombay, Asia, 1962.
13. Phillips, W. H. : Primer of Book Classification, London, LA, 1953.

14. Ranganathan, S.R. : Descriptive account of colon classification. Bombay, Asia, 1967.
15. Ranganathan, S. R. : Prolegomena of library classification. 3rd ed. (Reprint). New Delhi, Ess Ess, 2006.
16. Satija, M.P. : The Theory and practice of Dewey Decimal Classification scheme. Oxford, Chandos, 2007.
17. Scott, Mona L. : Dewey Decimal Classification, 21st Edition : a study manual and number building guide. Connecticut, Libraries Unlimited, 1998.
18. Sengupta, B. and Ohdedar, A.K. : Library classification. Calcutta, World Press, 1977.
19. Srivastava, Anand P. : Theory of knowledge classification. New Delhi, Learning Laboratory, 1992.
20. Vickery, B. C. : Classification and indexing in science, 3rd Ed. London, Butterworths, 1975.

Paper IV - Library Cataloguing

100 Marks

3 Hours

No. of teaching hours/ unit

Objectives:

1. To understand the role of cataloguing in retrieving library material.
2. To understand the fundamentals of cataloguing and catalogue construction.
3. To highlight the need for standardisation in cataloguing and subject approach to documents.

Syllabus:

1. Library Catalogue: definitions, need, purpose. (5 hrs)
2. Catalogue : physical forms including OPAC and inner forms (5hrs)
3. Document Description : types of entries- main, added, analytical, reference, parts of an entry, rules for filing, authority files. (5 hrs)
4. Catalogue codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions. (6 hrs)
5. Subject Cataloguing: subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings. (7hrs)
6. Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2079. (8 hrs)
7. Practical aspects of cataloguing:
 - i) Selective and simplified cataloguing
 - ii) Centralised and co-operative cataloguing, use of bibliographical utilities like OCLC, Cataloguing in Publication (8 hrs)
8. Cataloguing in the Internet and digital era, metadata, web OPAC. (8hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper IV : Library Cataloguing

1. AACR, 2nd revised with 2005 updates. Chicago, A.L.A., 2005.
2. Aswal, R. S. : MARC 21 : cataloguing format for 21st century. New Delhi, Ess Ess Publication, 2004.
3. Boll, John J. : Introduction to cataloguing, Vol 1. Descriptive Cataloguing. New York, McGraw Hill, c1970.
4. Bowman, J. H. : Essential cataloguing, London, Facet Publishing, 2003.
5. Carter, R. C. (Ed.) : Managing cataloguing and the organization of information. Mumbai, Jaico, 2005.
6. Dodd, Sue A. and Sandberg-Fox, Ann M. : Cataloguing microcomputer files : a manual of interpretation for AACR2. Chicago, A.L.A., 1985.
7. Girija Kumar : Theory of cataloguing, 5th rev. ed. New Delhi, Vikas Publishing House, 1986.
8. Gorman, G. E. & Dorner, Daniel (Eds.) : Metadata applications and management. London, Facet Publishing, 2003.
9. Haynes, David : Metadata for information management and retrieval. London, Facet Publishing, 2004.
10. Horner, John : Cataloguing. London, Association of Assistant Librarians, 1970.
11. Hunter, E. J. : Cataloguing : a guide book. London, Clive Bingley, 1974.
12. Hunter, E. J. & Bakewell, K. G. B. : Cataloguing, 2nd rev. ed. London, Clive Bingley, 1983.
13. Krishna Kumar : Introduction to cataloguing practice, 3rd rev. ed. New Delhi, Vikas Publishing House, 1986.
14. Kumar, P. S. G. & Mohammad, Riaz : Cataloguing : theory and practice. New Delhi, S. Chand & Co., 1999.
15. Needham, C. D. : Organising knowledge in libraries: an introduction to information retrieval, 2nd rev. ed. London, Andre Deutsch, 1971.

16. Piggott, M. : Topography of cataloguing. London, Library Association, 1988
17. Ranganathan, S. R. : Library catalogue: fundamentals and procedure. London, G. Blunt & Sons, 1950.
18. Sengupta, B.: Cataloguing : its theory and practice. Calcutta, World Press, 1970.
19. Sharp, H. A. : Cataloguing : textbook for use in libraries, 5th ed. London, Grafton & Co., 1964.
20. Vishwanathan, C. G. : Cataloguing : theory and practice, 5th rev. ed. Lucknow, Print House, 1983.

Paper V - Reference Services and Sources

100 Marks

3 Hours

No. of teaching hours/unit

Objectives:

1. To understand the basic concept of reference service and its organisation.
2. To be familiar with different categories of reference sources with examples.
3. To develop skills of critical evaluation of reference sources.

Syllabus:

1. Reference Service: Concept, definition, need, scope, theories and methods, (4 hrs)
2. Types of Services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, short and long range reference service, pro active and responsive services, referral service, user education, information literacy (10 hrs)
3. Reference Process: Steps in reference service, reference interview, formulation of queries. (6 hrs)
4. Reference Librarian: Role, functions (traditional and modern), qualities. (2 hrs)
5. Reference Service Delivery: Nature and its organization in different types of libraries such as public, academic, special. (6hrs)
6. Reference Sources: Special features, types, criteria for selection and evaluation - authority, scope, contents and utility, different physical formats. (4 hrs)
7. Categories of Reference Sources: Dictionaries, encyclopedias, yearbooks, directories, hand books, bibliographies, indexes, abstracts, biographical sources, statistical sources, geographical sources, news digests, familiarity with key representative sources in each category. (16)
8. Reference Services and Sources in Electronic Era: Internet, electronic databases, web based services and FAQs. (4 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper V : Reference Services and Sources

1. Bopp, Richard E & Smith, Linda C. : Reference and information services : an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Cassell, Hay Ann & Hiremath, Uma : Reference and information services in the 21st century : an introduction. London, Facet Publishing, 2006.
3. Chakraborti, A. K. : Reference service. Hyderabad, Andhra Pradesh Public Library Association, 1983.
4. Craven, Jenny (ed.) : Web accessibility : practical advice for the library and information professional. London, Facet Publishing, 2008.
5. Davinson, Donald : Reference service. London, Clive Bingley, 1980.
6. Galin, Sawl & Spielberg, Peter : Reference books : how to select and use them. New York, Random House, 1969.
7. Hutchins, Margaret : Introduction to reference work. Chicago, A.L.A., 1944.
8. Katz, Bill : Opportunities for reference service. New York, Haworth Press, 1991.
9. Katz, Bill, (ed.) : New technologies and reference services. New York, Haworth Press, 2000.
10. Katz, W. A. : Introduction to Reference Work. Vol 1 & 2. New York, McGraw Hill, 1978.
11. Krishna Kumar : Reference service, 5th rev. ed. New Delhi, Vikas Publishing House, 2002.
12. Lankes, R. David and others (eds). Virtual reference desk: creating a reference future. London, Facet Publishing, 2006.
13. Low, K. : The Roles of reference librarians : today and tomorrow. New York, Howarth Press, 1996.
14. Mukherjee, A. K. : Reference work and its tools, 3rd ed. Calcutta, World Press, 1975.
15. Ranganathan, S. R. : Reference service, 2nd ed. Bombay, Asia Publishing House, 1961.

16. Sengupta, B. : Indian Reference and Information Sources. Calcutta, WorldPress, 1981.
17. Shores, Louis : Basic reference sources. Chicago, A.L.A. 1954.
18. Wyer, James I. : Reference work. Chicago, A.L.A., 1930.

Paper VI – Information Services and Systems

100 Marks

3 Hours

No. of teaching hours/unit

Objectives:

1. To be familiar with the characteristics of information services.
2. To understand different methods of processing information.
3. To understand the elements of information services and information products.
4. To be familiar with the services of the information centres at national and international level.

Syllabus:

1. Information Service: Concept, definition, nature and scope. (2 hrs)
2. Information Sources: Primary, secondary, tertiary. (6 hrs)
3. Information Processing: Need, different methods of processing, indexing, abstracting, types of indexes – pre and post co-ordinate indexing, chain indexing, POPSI, PRECIS, key word indexing, types of abstracts – informative, indicative, statistical, special purpose, consolidation and repackaging, translation services. (16 hrs)
4. Information Dissemination: Need, identification and design, indicative and substantive form, generalised and customised services, CAS and SDI services, on line and CD-ROM based services, document delivery services. (14 hrs)
5. In-house Information Products: Bibliographies, state-of-the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs (4 hrs)
6. Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, national and sectoral information centres. (4 hrs)
7. Information Systems: INIS, AGRIS, MEDLARS, Patent Information System (India). (4 hrs)
8. Commercial Information Vendors: Knight Rider, EBSCO, Emerald. (2 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper VI : Information Services and Systems

1. Borko, Harold & Bernier, Charles L : Abstracting concepts & methods. New York, Academic Press, 1975.
2. Bradford, S.C. : Documentation. London, Crosby Lockwood, 1953.
3. Brown, A. : Archiving websites : a practical guide to information management professionals. London, Facet, 2006.
4. Chakraborty, A.K. : Introduction to documentation science. Hyderabad, Andhra Pradesh Library Association, 1980.
5. Chakraborty, A.R. : Indexing : principles, processes and products. Calcutta, World Press, 1984.
6. Chowdhary, G.G. & Chowdhary, S. : Searching CD ROM and Online Information Sources. London, LA, 2001.
7. Cleveland, D.B. & Cleveland, A.D. : Introduction to indexing & abstracting, 3rd Edn., Colorado, Libraries Unlimited, 2001.
8. Gorman, G.E. (Ed.) : Information service in an electronic environment. London, LA, 2002.
9. Guha, B. : Documentation & information services : techniques and systems. Calcutta, World Press, 1999.
10. Hanson, T.A. & Day, J.M. : CD ROM in libraries : management issues. London, Bowker, 1994.
11. Harter, Stephen P. : Online information retrieval : concepts, principles & techniques. Orlando, Academic Press, 1986.
12. Kawatra, P.S. : 2000 Plus: library & information system in the 21st Century. New Delhi, Crest, 1989.
13. Knight, G. N. : Indexing – the Art of. London, George Allen & Unwin, 1979.

14. Korfhag, R. R. : Information storage and retrieval. New York, John Wiley, 2006.
15. Lancaster, I. W. & Warner, Amy : Intelligent technologies in library and information service applications. Medifsd, American Society for Information Science, 2001.
16. Neelameghan, A. & Prasad, K.N. (Eds.) : Information systems, networks and services in India : developments and trends, Vol. 1 & 2. Chennai, Ranganathan Centre for Information Studies, 1990.
17. Porter, Kirby : Setting up a new library and information service. Oxford, Chandos, 2005.
18. Ranganathan, S.R. : Documentation : genesis and development, (SRELS Series; 3). Delhi, Vikas, 1973.
9. Rowley, J.E. : Abstracting and indexing, 2nd Ed. London, Clive Bingley, 1988.
10. Rowley, J.E. & Turner, C.M.D. : The Dissemination of information. London, Andre Deusche, 1978.
11. Sengupta, B. & others : Documentation & information retrieval. Calcutta, World Press, 1977.
12. Seetharama, S. : Information consolidation and repackaging. New Delhi, Ess,Ess, 1997.
3. Shera, Jesse H. : Documentation & the organisation of knowledge. London, Crosby Lockwood, 1966.
4. Vickery, B.C. & Vickery, A. : Information science : theory and practice. London, Butterworths, 1987.

Paper VII – Computer Application to Library Work

100 Marks

3 Hours

No. of teaching hours/unit

Objectives:

1. To understand the fundamentals of Computer and Information Technology.
2. To get familiar with applications of Computers and Information Technology in libraries.

Syllabus:

1. Introduction to Computers:
 - i) Essential components of computer system, overview of historical developments.
 - ii) Data representation and storage – binary system, character codes, barcodes, records and files. (6 hrs)
2. Hardware: Memory – core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, ipod, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB. (8 hrs)
3. Software Concepts:
 - i) System Software – operating systems e.g. Windows, Unix, Linux, programming languages, compilers, interpreters.
 - ii) Application Software – features of word processing software, spreadsheets, database management systems, MS Access, SQL, desktop publishing. (10 hrs)
4. Computer applications to Library and Information Work:
 - i) In house operations – acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems.
 - ii) Information Services : search through CD-ROM, Internet, online databases and e-journals, retrieval from electronic archival material, introduction to library software, familiarising with WINISIS, SOUL (12 hrs)
5. Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite. (4 hrs)

6. Networks and Networking:
 - i) Network topology
 - ii) Networking – LAN, MAN, WAN, Intranet, Internet.
 - iii) Networks in India with special reference to library networks– INFLIBNET, UGC-INFONET, DELNET, ERNET. (8 hrs)
7. Managerial aspects of Computerisation: Maintenance of hardware, software security, ergonomics. (2 hrs)
- 8 Digital Library: Concept, definition, emerging trends. (2 hrs)

Four hours per term (eight hours in one academic year) are to be spent for seminars, group discussions, classroom debates, assignments, preparing posters / newspaper clippings and practicum in the library.

Select Reading List

Paper VII : Computer Application to Library Work

1. Aswal, R.S. : CDS/ISIS for windows. New Delhi, Ess Ess, 2003.
2. Collier, M. : Telecommunication for information management and transfer. Aldershot, Gower, 1988.
3. Cooper, Michael D. : Design of library automation systems : file structures, data structures and tools. New York, Wiley, 1996.
4. Dolby, J.L. : Computerised library catalogues : their growth, cost and utility, Cambridge, MIT press, 1989.
5. Devraja, G. & Rehelamma, A.V. (Eds.) : Library computerization in India. New Delhi, Ess Ess, 1980.
6. Godden, Irene P. (Ed.) : Library technical services : operations & management. Orlando, Academic Press, 1994.
7. Haravu, L.J. : Library automation : design, principles and practice. New Delhi, Allied, 2004.
8. Harbour, R.T. : Managing library automation. London, Aslib, 1994.
9. Hunter, E.J. : Computerised cataloguing. London, Clive Bingley, 1985.
10. Kashyap, M.M. : Database system : design and development. New Delhi, Sterling, 1993.

11. Kaul, H.K. : Library networks : an Indian experience. New Delhi, Virgo, 1992.
12. Kochtanek, Thomas R. & Mathews, Joseph R. : Library information systems. Westport, Libraries Unlimited, 2004.
13. Rajaraman, V. : Introduction to information technology. New Delhi, Prentice-Hall, 2003.
14. Ravichandra, Rao I.K. : Library automation. New Delhi, Wiley, 1990.
15. Rowley, J.E. : Computers for libraries, 2nd Ed. London, Clive Bingley, 1980.
16. Saffady, William : Introduction to automation for librarians. Chicago, ALA, 1994.
17. Stallings, William : Computer organization and architecture : designing for performance, 6th Ed.. New Delhi, Prentice-Hall, 2003.
18. Tedd, Lucy A. : An Introduction to computer based library systems, 2nd Ed. Chichester, Wiley, 1985.
19. Turban, E., Rainer, R.K. & Potter, R.E. : Introduction to information technology. New York, Wiley, 2003.

Recommended Websites (BLISc)

1. Amazon.com Inc.
www.amazon.com
2. American Library Association
www.ala.org
3. The British Library
www.bl.uk
4. HowStuffWorks – Learn how everything Works
www.howstuffworks.com
5. Infolibrarian
www.infolibrarian.org
6. International Federation of Library Associations
www.ifla.org
7. Internet Public Library
www.ipl.org
8. Librarian's Index to Internet
www.lii.org
9. Library of Congress
www.loc.gov
10. National Library of India, Kolkata
www.nlindia.org
11. Refdesk – A virtual reference service
www.refdesk.org
12. United Nations Educational, Scientific, Cultural Organization
www.unesco.org
13. University Grants Commission
www.ugc.ac.in
14. University of Mumbai
www.mu.ac.in
15. Wikipedia – The free encyclopedia
www.wikipedia.org

Bachelor of Library and Information Science

Part II - Practicals (Total 300 marks)

1. Classification :

2 Hours

60 marks (50 + 10 marks for journal)

Using DDC-21 or higher edition to identify subjects, building class numbers using standard subdivisions and other tables. Minimum 150 items to be classified as class work during one academic year.

2. Cataloguing :

60 marks (50 + 10 marks for journal)

2 Hours

Bibliographic description of different formats including non-book material, a/v material, CD-ROMS, maps, atlases, identification and rendering different access points, preparation of main, added and analytical entries using AACR IIR code or its higher version, description of subject using Sear's list or Library of Congress Subject Headings List. Minimum 100 items to be catalogued as class work during one academic year.

3. Abstracting and Indexing :

2 Hours

60 marks (50 + 10 marks for journal)

Preparing indicative and informative abstracts and key word index from newspaper and journal articles. Minimum 5 articles to be abstracted and 5 articles to be indexed as class work during one academic year.

4. Reference Service:

50 marks (20 marks for written test of 30 minutes, 20 marks for oral test of 10 minutes and 10 marks for journal)

Minimum 150 queries to be handled in the class during one academic year and minimum 150 reference sources will be evaluated during the year. The students will have to give an oral examination to test their capability to handle the queries and to suggest appropriate reference sources.

5.Submission of a term paper (20 marks) including an annotated bibliography consisting of minimum 20 entries of books, journal articles and websites on a topic of general interest. The full typed work in word format & printed on A4 size paper is expected not to exceed 2000 words. It is to be submitted in spiral bound form, to the Department of Library and Information Science, University of Mumbai through the head of the institution, latest by 10th January every year.

All the above practical tests(1-4) and the term paper will be centrally assessed by examiners from among the panel of examiners recommended by the Ad-hoc Board of Studies in Library and Information science and appointed by the university.

6. Computer : (classroom tests to be evaluated internally) Total 50 marks

Practicals demonstrating standard operating systems, word processing software, spreadsheets, data base management system, hands on experience and practical tests on the following:-

- | | |
|---|----------------------|
| i) Online test on Excel | 10 marks, 30 minutes |
| ii) Online test on Power point | 10 marks, 30 minutes |
| iii) Online test on Internet searching | 10 marks, 30 minutes |
| iv) Computerised cataloguing using WINISIS
(structuring and searching) | 20 marks, 60 minutes |

Students will have to bring journals of their class work at the time of final practical examination, failing which they will not be allowed to appear for the practical examination.

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