

KUMAUN UNIVERSITY, NAINITAL
ORDINANCE OF B.L.I.Sc.

Preamble:-

1. Eligibility Conditions:-

Candidates seeking admission to the course must have passed at least a Bachelor Degree in any discipline with 45% marks.

2. Admission Process:-

- 2.1 Admission to B.L.I.Sc. will be made as per the rules prescribed by State Govt./ Kumaun University from time to time.
- 2.2 Admission will be made through Entrance Test/Merit only.
- 2.3 Inter Institute/Department migration will not be permitted.

3. Attendance:-

- 3.1 Every student is required to attend all the lectures, tutorials, practical, assignments and other prescribed curricular and co-curricular activities. He/she must have at least 75% attendance in lectures and practical in each subject.
- 3.2 However as a special case, the Director/Head of the Institute/University may condone the shortage of attendance below 75% up to 10% for any student absent with prior permission on grounds of medical/sports/ cultural or similar activities.

4. Duration:-

- 4.1 Total duration of B.L.I.Sc. course shall be one year.
- 4.2 Each subject shall have teaching for minimum prescribed working days as per University norms.
- 4.3 Maximum period allowed to a candidate for completion of B. Lib. I. Sc. course will be two academic years.

5 Curriculum:-

The course Curriculum will include lectures, practical/practice, assignments, etc. It can also include co-curricular and extra-curricular activities as prescribed by the University/Institute

6 Examination:-

- 6.1 Student's performance will be evaluated through continuous assignments in the form of class tests, assignments, quizzes, viva-voce/practical, attendance, etc.

- 6.2 There will be an examination in theory subjects and practical conducted by the university at the end of course.
- 6.3 The distribution of marks shall be as per the prescribed scheme of examination (Annexure 1).
- 6.4 The minimum marks for passing the examination for each semester shall be 40% in each paper including internal and external examination.
- 6.5 Pass/Fail/promotion in a particular semester shall be decided purely on the basis of marks obtained in that semester.

7 Promotional Rules: -

- 7.1 All candidates will be promoted to Semester II after exam of Semester I.
- 7.2 A candidate who fails in two papers in annual exam be eligible for back paper examination along with other students who have passed in all papers but want to improve their percentage. Two papers of each semester are allowed for improvement of percentage.
- 7.3 A candidate who fails in more than two papers in any of the semester would be eligible to take examination as an ex-student in the next session.
- 7.4 The provision of improvement exam would be after declaration of the result of the 2nd semester exam.

8 Division award :-

After the annual examination, successful candidates will be awarded division and degree on the basis of total marks obtained.

- | | |
|-------------------|-------------------|
| (a) 60% and above | : First Division |
| (b) 50% and above | : Second Division |
| (c) 40% and above | : Third Division |

9 Improvement / Back paper examination:-

- 9.1 Back/ Improvement examination of I Semester will be arranged with II Semester examination.
- 9.2 For the students who want to appear in back-papers or improve their percentage in two papers as per clause no. 7.2 a special exam will be arranged within one month after declaration of the result of II Semester Examination.

10. Study Tour

- 10.1 Every year the Department shall organize visit of Libraries/Information Centers in which participation by B.L.I.Sc..Students shall be compulsory. Expenses are to be incurred by the students themselves.
- 10.2 Preparing "Tour Report" shall be compulsory for each student

ANNEXURE 1

Scheme of Examination

B. Lib & I. Sc. (First Semester)

S.N.	Subject Code	Subject Name	Distribution of Marks		Sub. Total
			IA	ESE	
1-	B.L.I.Sc. 101	Library & Information Society	30	70	100
2-	B.L.I.Sc. 102	Information Sources (Theory)	15	35	50
3-	B.L.I.Sc. 103	Library Classification (Theory)	15	35	50
4-	B.L.I.Sc. 104	Library Classification (Practice)	15	35	50
5-	B.L.I.Sc. 105	Users, Information Systems and Services	30	70	100
6-	B.L.I.Sc. 106	Information Sources (Practical)	15	35	50
		Library Tour & Viva-Voice			50
Total-					450

B. Lib & I. Sc.(Second Semester)

S.N.	Subject Code	Subject Name	Distribution of Marks		Sub. Total
			IA	ESE	
1-	B.L.I.Sc. 201	Management of Libraries & Information Centers	30	70	100
2-	B.L.I.Sc. 202	Information Literacy	30	70	100
3-	B.L.I.Sc. 203	Library Cataloguing (Theory)	15	35	50
4-	B.L.I.Sc. 204	Library Cataloguing (Practice)	15	35	50
5-	B.L.I.Sc. 205	ICT Applications in LIS (Theory)	30	70	100
6-	B.L.I.Sc. 206	Information Technology(Practical)	30	70	100
		Library Training & Viva-Voice			50
Total-					550

Syllabus

B.Lib. & I.Sc. Semester- I

B.Lib.&I.Sc. 101: LIBRARY & INFORMATION SOCIETY

IA-30 (Max.) Theory-70 (Max.) Total-100 (Max.) Time- 3Hours

Note- The paper is divided into 4 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 10 questions and only 7 questions have to attempt. Each question is of 5 marks (total 35 marks). Section C contains long answer type questions which carry 3 questions and only 2 questions have to attempt. Each question carry 15 marks (total 30 marks). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: -Concept of Library in Society

- Social and historical foundations of library.
- Development of libraries with special reference to India.
- Different types of libraries - their distinguishing features and functions.

UNIT – II: Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities.

UNIT – III: Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.
- Copyright Act and Delivery of Books (Public Libraries) Act.
- Librarianship as a Profession
- Professional ethics

UNIT – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmers of PR and Extension Services
- Resource Sharing and Library Networking

Books Recommended

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study, Paris, UNESCO, 1971.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship. London. CliveBengley, 1987.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries, Delhi, Manager of Publications, 1959.
4. JEFFERSON (G). Libraries and Society, London, James Clarks and Co., 1969.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society, Kurukshetra; Research Publication, 1987.
7. SAINI (O P). Pustakālaya aura samāja. (Hindi medium)

B.Lib.&I.Sc. 102: INFORMATION SOURCES (THEORY)

IA-15 (Max.)

Theory-35 (Max.)

Total-50 (Max.)

Time- 3 Hours

Note- The paper is divided into 3 units. The examinees will be required to attempt questions as per instructions. Section A is objective type and contains 10 marks, each carry 1 marks (total 10 marks). Section B contains short answer type questions, which carries 8 questions and only 5 questions have to attempt. Each question is of 2 marks (total 10 marks). Section C contains long answer type questions which carry 5 questions and only 3 questions have to attempt. Each question carry 5 marks (total 15 marks). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: Reference and Information Sources

- Sources of Information: Documentary and Non-Documentary; Print and Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Human and Institutional: Nature, types, Characteristics and utility
- Electronic Resources: Characteristics and Types

UNIT – II: Types and Evaluation of Reference Sources

- Reference Sources and their Types
- Criteria for evaluation of Reference Sources: Print and Electronic
- Study of- Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources

UNIT – III: Bibliographical and other Sources

- Reference Sources for Current Events and Ready Reference Sources.
- Bibliographical Sources: Functions and Types; and Branches.
- Study of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Books Recommended

1. Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.
2. Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Books, 1967.
3. Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
4. Katz, William A. Introduction to Reference Work. New York; McGraw-Hill.1987.
5. Khan(T. M) Information and Communication
6. Kumar (Krishan) Reference Services. New Delhi, Vikas
7. Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press, 1975.
8. Ranganathan (SR) Reference Service ed. 2. Bombay, Asia. 1961.
9. Satyanarayan, (R). Information and its Facets
10. Sheehy, Eugene P., ed. Guide to Reference Books. 10th ed. Chicago: A.L.A., 1986.

B.Lib.&I.Sc. 103: LIBRARY CLASSIFICATION (THEORY)

IA-15 (Max.)

Theory-35 (Max.)

Total-50 (Max.)

Time- 3 Hours

Note- The paper is divided into 3 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 8 questions and only 5 questions have to attempt. Each question is of 2 marks (total 10 marks). Section C contains long answer type questions which carry 5 questions and only 3 questions have to attempt. Each question carry 5 marks (total 15). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: Library Classification Theory

- Library Classification: Definition, Need and Purpose.
- Modes of Formation of Subjects.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number

Unit-II: Theory of Colon Classification

- Postulation Approach: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Analysis.
- Overview of Colon Classification

UNIT – III: Library Classification Schemes and Current Developments

- Brief history of library classification schemes.
- Standard Schemes of Library Classification: Introduction, features and applications of DDC and UDC.
- Current Trends: Developments in DDC and UDC. Web Dewey, OCLC Classify and other sources of readymade class numbers, Folksonomies.

Books Recommended

1. DHYANI (Pushpa). Theory of Library Classification, 2000. VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
3. RANGANATHAN (S R) Prolegomena to library classification. 3 rd ed. 1967. SardaRanganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.

B.Lib.&I.Sc. 104: LIBRARY CLASSIFICATION (PRACTICE)

IA-15 (Max.)

Theory-35 (Max.)

Total-50 (Max.)

Time- 3 Hours

Note- The paper is divided into 2 units. The examinees will be required to attempt questions as per instructions. Section A contains 7 titles of colon classification (CC6), 5 questions have to attempt. Each question is of 2 marks (total 10 marks). Section B contains 8 questions of DDC(22ed.) and 5 questions have to attempt, each question is of 5 marks (total 25 marks).

UNIT-I: Colon Classification (6th Rev. ed.)

Classification of Documents

- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.

UNIT-II: Dewey Decimal Classification (Simple and compound DDC 22ed.)

B.Lib&.I.Sc.-105 : USERS, INFORMATION SYSTEMS AND SERVICES

IA-30 (Max.) Theory-70 (Max.) Total-100 (Max.) Time- 3Hours

Note- The paper is divided into 4 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 10 questions and only 7 questions have to attempt. Each question is of 5 marks (total 35 marks). Section C contains long answer type questions which carry 3 questions and only 2 questions have to attempt. Each question carry 15 marks (total 30). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: Information Users and their Information Needs

- Categories of Information Users
- Information Needs: Definition and Characteristics.
- Information Seeking Behavior: Models
- User Studies: Methods and Techniques.
- Information Literacy and User Education: Concepts and Methods.

UNIT – II: Information Services and Products-I

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.

UNIT – III: Information Services and Products-II

- Reference Process: Reference Question; Reference Interview; Search Strategy
- Reference Service- Need and Purpose, Types

UNIT – IV: Information Systems and their Services

- Overview of National, International and Commercial Information Systems and Networks.
- Introduction to Services and Products of: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC

Books Recommended

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta.
4. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.

6. KRISHAN KUMAR. Reference Service.Rev.ed.3.1987.Vikas, New Delhi.
7. LALOO (Bikka Tariang).Information Needs, Information seeking behavior and users.2002.Ess Ess, New Delhi.
8. PRASAD (HN).Information needs and users.Rev.ed.2. 1991. BR Publications, New Delhi.
9. TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K., Agra.
10. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
11. USHA PAWAN and GUPTA (Pawan Kumar). SandarbhSewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

B.Lib.I.Sc.-106: INFORMATION SOURCES (PRACTICAL)

The Distribution of Marks and scheme of examination will be as follows:

1. The examinees will be required to evaluate **One** Information Source. **Marks: 15**
2. This part will consist of **10** Information Queries. The examinees must give only **one** standard Source of Information (which according to the examinee is the most appropriate) along with complete bibliographical details. **Marks: 20**

Study and Evaluation of following Information Sources:

1. **Bibliographical Sources:** Indian National Bibliography, Indian Books-in-Print.
2. **Indexing and Abstracting:** Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.
3. **Encyclopaedias:** New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.
4. **Dictionaries:** Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Rogets International Thesaurus.
5. **Geographical Sources:** Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.
6. **Biographical Sources:** India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.
7. **Reference Sources for Current Events:** Asian News Digest, Keesing's Record of World Events.
8. **Year Books:** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.
9. **Directories:** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.
10. **Statistical Sources:** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.
11. **Handbooks:** Limca Book of Records, Guinness Book of World Records.
12. **Almanacs:** Whitaker's Almanac.

SEMESTER – II

B.L.I.Sc. 201: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

IA-30 (Max.) Theory-70 (Max.) Total-100 (Max.) Time- 3Hours

Note- The paper is divided into 4 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 10 questions and only 7 questions have to attempt. Each question is of 5 marks (total 35 marks). Section C contains long answer type questions which carry 3 questions and only 2 questions have to attempt. Each question carry 15 marks (total 30). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I:Library Environment

- Organization, Management and Administration: A Conceptual Framework.
- Relationship of the library with its parent organization.
- Library Organisational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers.

UNIT – II: Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

UNIT – III: Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section

UNIT – IV: Maintenance, Building and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic elements in designing library building.
- Furniture and Equipments.

Books Recommended

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5thed. New Delhi, Metropolitan, 1983.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. Calcutta; World Press, 1972.
4. PANWAR (B S) and VYAS (S D). Library Management; Delhi; R.R. Publishing Corporation, 1986.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay; Asia, 1967.
6. SINGH (M). Library and Information Management: Theory and Practice Delhi; IBT, 1983.
7. SINGH (R S P). Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.

8. STEUART (Robert) and EASTLICK (John T). Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.
9. WILSON (A). The Planning approach to Library Management.
10. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

B.Lib.&I.Sc.- 202: INFORMATION LITERACY

IA-30 (Max.)

Theory-70 (Max.)

Total-100 (Max.)

Time- 3Hours

Note- The paper is divided into 4 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 10 questions and only 7 questions have to attempt. Each question is of 5 marks (total 35 marks). Section C contains long answer type questions which carry 3 questions and only 2 questions have to attempt. Each question carry 15 marks (total 30). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT-I: Growth and Development of Information Literacy

- Information Literacy: concept, definition, need and importance
- Types of Information Literacy – Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Historical perspective of Information Literacy
- Information Literacy and Lifelong Learning

UNIT- II: Information Literacy and International Organizations

- Models of Information Literacy: SCONUL
- Partners of Information Literacy: UNESCO, IFLA
- Information Literacy Standards & Guidelines : ALA, ACRL

UNIT - III: Information Literacy and Libraries

- Role of Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries
- Information Literacy and LIS Education

UNIT- IV: Current trends in Information Literacy

- Information Literacy: Initiatives and Forums in India
- Information Literacy: Competencies
- Information Literacy Implementation: Challenges

Books Recommended

1. ANDRETTA (S). Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association. <http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine). The Seven Faces of Information Literacy. 1997. Adelaide, Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper. 1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC) and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.

B.Lib.&I.Sc. -203: LIBRARY CATALOGUING (THEORY)

IA-15 (Max.) Theory-35 (Max.) Total-50 (Max.) Time- 3 Hours

Note- The paper is divided into 3 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 8 questions and only 5 questions have to attempt. Each question is of 2 marks (total 10 marks). Section C contains long answer type questions which carry 5 questions and only 3 questions have to attempt. Each question carry 5 marks (total 15). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue
- Physical forms: Conventional and Non-conventional
- Bibliography, Union Catalogue, Reference List, etc.

UNIT – II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II. ALA Rules for filing Entries.

UNIT – III: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF.

Books Recommended

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.
2. FOSKETT (A C). Subject approach to information. 5thEd. 1990. Bingley, London.
3. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Cataloguing theory (Hindi Medium). 1998. Y.K. Agra.

B.Lib.&I.Sc.- 204: LIBRARY CATALOGUING (PRACTICE)

IA-15 (Max.)

Theory-35 (Max.)

Total-50 (Max.)

Time- 3Hours

Note: There will be *Ten* Titles and the examinees will be required to attempt any *Seven* Titles. Each title carries 5 marks (total 35 marks).

Conventional Documents

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Books Recommended

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. SEARS (ME). Sears List of Subject Headings. Latest edition.

B.Lib.&I.Sc.-205: ICT APPLICATIONS IN LIS (THEORY)

IA-30 (Max.)

Theory-70 (Max.)

Total-100 (Max.)

Time- 3Hours

Note- The paper is divided into 4 units. The examinees will be required to attempt questions as per instructions. Section A is objective type each 1 marks (total 10 questions, 10 marks), Section B contains short answer type questions, which carries 10 questions and only 7 questions have to attempt. Each question is of 5 marks (total 35 marks). Section C contains long answer type questions which carry 3 questions and only 2 questions have to attempt. Each question carry 15 marks (total 30). The examiner will set questions from each unit. The mode of question paper will be in Hindi and English both.

UNIT – I: Overview of Information Communication Technology

- Overview of Computer Technology, Communication Technology, Reprography & Micrograph and Printing and Publishing Technology

UNIT –II: Introduction to Computers and Computer Architecture

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer.
- Digital vs. Analog Computers.

Computer Architecture:

- Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

UNIT – III: Software Concept

System Software/Operating System (OS)

- Definition of OS.
- Principal functions of the OS.
- Various Operating Systems: Single and Multiuser.
- Basic Features of Windows XP.

UNIT- IV

Programming Languages: Concepts and Tools.

Application Software Packages.

Word Processor Software: MS-WORD:

- Creating a Document.
- Editing a Document.
- Formatting a Document.
- Maintaining Mailing List.

Books Recommended

1. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2. BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3. COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi.
4. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
5. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
6. WINISIS. Library & Information Division, Kerala Institute of Local Administration, India. Available at: <http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving%20Guide.pdf>
7. ROWLEY (J E). Basics of Information Technology.
8. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
9. RUTKOSKY. MS PowerPoint 2007. BPB Publications. New Delhi.
10. RUTKOSKY. MS Word 2007 (W/CD). BPB Publications. New Delhi.
11. JAIN (S). MS PowerPoint 2007- Made Simple. BPB Publications. New Delhi.
12. JAIN (S). MS Word 2007- Made Simple. BPB Publications. New Delhi.
13. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
14. TAXALI (R K). PC software for Windows made simple. Tata McGraw Hill.
15. UNESCO. CDS/ISIS for WINDOWS ver. 1.5: Reference Manual. Paris. 2004.
16. WEIXEL. Learning Microsoft Office XP. BPB Publications. New Delhi.

B.Lib.&I.Sc.- 206: INFORMATION TECHNOLOGY- PRACTICAL

UNIT – I: Operating System: Introduction to WINDOWS XP

- Important Features of Windows
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories Applets.

UNIT – II: MS Office

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.
- **MS EXCEL:** Creating data sheets, Mathematical, Statistical Formula's and data sorting.