



Vishwavidyanilaya Karyasoudha
Crawford Hall, Mysuru- 570 005

No.AC.2(S)/785/19-20

Dated: 12.07.2019

NOTIFICATION

Sub: Introduction of One Year (two semesters) B.Lib.I.Sc. program in Post Graduate Department / Constituent colleges / Affiliated colleges under University of Mysore from the Academic Year 2019-20.

Ref: 1. Decision of Board of Studies in Library and Information Science (CB) meeting held on 26.12.2018.
2. Decision of the Faculty of Science & Technology Meeting held on 01.04.2019.
3. Decision of the Academic Council meeting held on 07.06.2019.

The Board of Studies in Library and Information Science (CB) which met on 26.12.2018 has recommended to start One Year (two semesters) B.L.I.Sc. program in Post Graduate Department / Constituent colleges / Affiliated colleges under University of Mysore and the syllabus of the same was approved, from the Academic Year 2019-20.

The Faculty of Science and Technology and the Academic Council meetings held on 01.04.2019 and 07.06.2019 respectively have approved the above said proposal and the same is hereby notified.

The revised syllabus of Library and Information Science (CB) course is annexed. The contents may be downloaded from the University Website i.e., www.uni-mysore.ac.in.

Draft approved by the Registrar

Sd/-
Deputy Registrar (Academic),

To:

1. The Registrar (Evaluation), University of Mysore, Mysore.
2. The Dean, Faculty of Science & Technology, DOS in Zoology, Manasagangotri, Mysore.
3. The Chairperson, BOS in Library and Information Science, DOS in Library and Information Science, Manasagangotri, Mysore.
4. The Chairperson, Department of Studies in Library and Information Science, Manasagangotri, Mysore.
5. The Director, College Development Council, Moulya Bhavan, Manasagangotri, Mysore.
6. The Deputy/Assistant Registrar/Superintendent, AB and EB, UOM, Mysore.
7. The P.A. to the Vice-Chancellor/Registrar/Registrar (Evaluation), UOM, Mysore.
8. Office file.

REGULATIONS AND SYLLABUS FOR
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.)
(One year–Two Semester Programme)

Under
Choice Based Credit System (CBCS)

From 2019-2020 and onwards

Department of Studies in Library and Information Science
University of Mysore
Manasagangotri, Mysuru - 570006

GUIDELINES AND REGULATIONS LEADING TO BACHELOR OF LIBRARY AND INFORMATION SCIENCE (ONE YEAR - SEMESTER SCHEME UNDER CBCS)

Course Details:

Subject	: Library and Information Science
Faculty	: Science and Technology
Name of the Course	: Bachelor of Library and Information Science (BLISc)
Duration of the Course	: 1 year - divided into 2 semesters

Objectives:

- To enable the students to understand the libraries and their role in contemporary society.
- To provide instructions in the use of information sources and services – both online and print.
- To enable the students to comprehend general principles of organization and administration of libraries.
- To equip the students with the necessary skills and knowledge in the use of ICT in libraries and information centres.
- To train students for a professional career in Library and Information Services.
- To prepare the students to face the challenges of organizing information in the digital world.

Eligibility:

A degree (graduation) in any discipline from a recognized university.

Medium of Instruction:

English

Intake:

The intake for admission shall not exceed the intake sanctioned by the University.

Examination Marks:

As per CBSC, the total marks for each paper will be 100. Out of that, 80 marks for main examination and 20 marks for continuous assessments.

Scheme of the Program:

A student has to earn 40 credits for the successful completion of a two semester B.L.I.Sc Program. Out of the total credits, a student has to earn minimum 28 credits from Hard core courses, 8 credits from Soft core courses, and 4 credits from Open elective courses. The Open Elective course credits should be earned by the student from other disciplines.

Scheme of Examination and Details of Course Patterns for BLISc. Degree Course (CBSC)
2019-20 Onwards

First Semester							
Sl. No.	Code	Title of the Paper	Credit pattern in			Credit value	Teaching hours/week
			L	T	P		
Hard Core							
1		Foundations of Librarianship	3	1	0	4	5
2		Information Sources	3	1	0	4	5
3		Library Classification (Theory)	3	1	0	4	5
4		Library Cataloguing (Theory)	3	1	0	4	5
Soft Core							
1		Library Classification (Practice)	0	1	3	4	8
2		Fundamentals of Information Technology (Theory)	3	1	0	4	5
Second Semester							
Hard Core							
1		Management of Libraries and Information Centers	3	1	0	4	5
2		Library Cataloguing (Practical)	0	1	3	4	8
3		Fundamentals of Information Technology (Practical)	0	1	3	4	8
Soft Core							
1		Public Libraries and Information Centers	3	1	0	4	5
2		Academic Libraries and Information Centers	3	1	0	4	5
3		Special Libraries and Information Centers	3	1	0	4	5

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.) SYLLABUS
(One Year – Two Semester Programme)

FIRST SEMESTER

HARD CORE
FOUNDATIONS OF LIBRARIANSHIP

Unit 1

Social and historical foundations of Library: Evolution and history of libraries, Library as a socio and cultural institution.

Social, Cultural and Educational Role of Libraries in Contemporary Society

Role of Library in formal and informal education

Five Laws of Library Science and their implications

Unit 2

Type of libraries-Objectives, Functions, Features and Services of:

- Academic Libraries: School, College and University Libraries
- Public Libraries
- National Libraries
- Special Libraries

Unit 3

Library Movement in India and Karnataka

Library Legislation: Need, Purpose and Features.

Karnataka Public Libraries Act, 1965.

Ranganathan's Model Public Libraries Act, 1972.

Intellectual Property Right (IPR) and Copy Right Act.

Delivery of Books and News Paper Act, 1954 and 1956

Right to Information Act, 2005

Unit 4

Professional associations: Objectives and functions, Role of professional associations in Library development; Regional Library associations- KALA; Associations at national level - ILA, IATLIS, IASLIC; Associations at international level: IFLA, FID, ALA, SLA, and LA.

Promoters of Library and Information services: National level - RRRLF, International level – UNESCO.

Public relations and extension activities, Library and Information Policy at National level
National Knowledge Commission (NKC) and its role in development of libraries in India
Professional ethics and qualities, Professional education and research

Selected Readings:

Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library Acts: New Delhi: ESS ESS.

Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.

Kumar, P.S.G. (2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Ranganathan, S.R. (1999). The Five Laws of Library Science, 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.

Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

Rout, R.K. (Ed.). (1999) Library legislation in India. New Delhi: Reliance.

Sharma, P. S.K. (1992). Library and society. 2 Ed. Delhi: ESS ESS.

Surendra S. & Sonal Singh (Ed.) (2002). Library, Information and Science and Society. New Delhi: Ess Ess.

Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.

Venkatappaiah, V. (1990). Indian Library legislation. 2nd Vol. New Delhi: Daya.

Vyas, S.D. (1993). Library and society. Jaipur: Panchasheel.

INFORMATION SOURCES

Unit 1

Information sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions, Importance and Criteria for evaluation. Types of sources: Primary, Secondary and Tertiary (print and electronic). Human and Institutional sources

Primary sources: Structures and components journals; Patents; Technical Reports, Standards and Specifications; Conference proceedings; Trade literature; Theses and Dissertations.

Unit 2

Secondary sources- Dictionaries, Encyclopaedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Bibliographical sources, Abstracting and Indexing periodicals, Handbooks and Manuals, Current sources, and Statistical Information sources. Tertiary sources: Directories, Guides to reference sources, Bibliography of bibliographies, Monographs, Union Catalogues, Textbooks, etc.

Unit 3

Human Sources: Technological gatekeepers, Invisible colleges, Information consultants, Experts/ Resource persons, Representatives of firms, Personal home pages, common men (priest, village head, postman, receptionist, etc.) and others. - Institutional/Organisational Sources: Government, Ministries and departments, R& D organizations, Learned societies, Publishing houses, Press, Broadcasting stations, Museums, Archives, Data banks, Information analysis centres, Referral centres, Exhibitions & trade fairs. Institutional web sites, etc.

Unit 4

Electronic sources: Internet Information resources. Databases: Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers and Subject gateways. Study of the features and functionality of Encyclopaedia Britannica, Wikipedia, ACM digital Library, IEEE/IEE Electronic Library Online (IEL), Emerald, EBSCO, PsycINFO, Elsevier Science, PubMed Central, J-Gate , J-Store, Web of Science, SCOPUS, SciFinder Scholar, PLOS, DOAJ, RePEc, etc.

Selected Readings:

Chowdhury, G. G. & Sudatta Chowdhury (2001). Searching CD-ROM and Online Information Sources. London : Facet Publishing.

Chowdhury, G. G. & Sudatta Chowdhury (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

Gopinath, M.A.(1984). Information Sources and Communication Media. Bangalore : DRTC.

Grogan, Dennis. (1984).Science & Technology: An introduction to literature, London: Clive Bingley.

Katz, W.A. (2000). Introduction to reference work, London: Butterworths. 2V.

Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

Kumar (PSG). Ed.(2001). Indian encyclopedia of Library and Information Science. New Delhi: S. Chand & Co.

Rao, I.K.R.(2001). Electronic sources of Information. Bangalore: DRTC.

Sewa Singh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.

Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi:ESS ESS.

LIBRARY CLASSIFICATION (THEORY)

Unit 1

Library Classification: Concept, Meaning, Definition, Need and Functions.

Subjects. Knowledge classification vs. book classification. Species of schemes of library classification.

Universe of Subjects: Structure and attributes. Modes of formation of subjects, Types of Subjects: Simple, Compound and Complex

Mapping of Universe of knowledge in CC, UDC and DDC.

Unit 2

Ranganathan's contributions to library classification: Fundamental Categories.

Normative principles of Classification.

Canons for classification: Principles and Postulates.

Facet Analysis, Phase Relation, Principles of Facet Sequence, Common Isolates, Systems and Specials.

Mnemonics and Devices.

Unit 3

History of development of schemes : Decimal Classification (DC); Expansive Classification (EC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); Subject Classification (SC); Colon Classification (CC); Bibliographic Classification (BC); and Rider's International Classification (RIC). Detailed study of selected schemes of library classification - DDC, CC and UDC. Web Dewey.

Unit 4

Notational system: Meaning, need, functions and types.

Concept of Call number. Study of various book number systems. Ranganathan's Book Number formula.

Trends in library classification : Approaches to knowledge organization / classification as given by Hjørland. Automatic document categorization: Techniques and applications. Knowledge organization systems: SKOS, Thesauri, and Ontology.

Selected Readings:

Berwick Sayers, W.C. (1950). Introduction to Library Classification. London: Andra dautch.

Dhyani, P. (1998). Library Classification: Theory and practice. New Delhi: Vishwa Prakashan.

Kumbar, M. & Nivediha, B. (2018). Universal Decimal Classification. New Delhi : Ess Ess Publications.

Krishan Kumar (1980). Theory of Library Classification, 2 Ed. New Delhi: Vikas.

Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.

Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London: LA.

Sinha, S.C. & Dhiman, A.K. (2002). Prolegomena to universe of knowledge. New Delhi: ESS ESS.

Srivastava, A.P. (1993). Theory of knowledge Classification in Libraries. New Delhi: Sage.

LIBRARY CATALOGUING (THEORY)

Unit 1

Library Catalogue: Kinds and Forms Concept of Library Catalogue

Functions of Library Catalogue Card Catalogue and Computerized Catalogue.

Internal Forms of Catalogue: Varieties and their Relative Merits. OPAC.

Unit 2

Kinds of entries and parts of entries.

Main Entry and added entries – Analytical entries –Cross reference entries.

Cross reference index entries – different types of cataloguing.

Descriptive cataloguing: AACR, RDA and ISBD.

Unit 3

Subject Cataloguing: Objectives.

Problems in assigning Subject Headings in Catalogues.

Chain Procedure for Classified Catalogue and Sears List of Subject Headings for Dictionary Catalogue.

Unit 4

Centralized and Cooperative Cataloguing: Objectives and Types, Cooperative cataloguing

Concept of Union Catalogue. Catalogue Networks –OCLC.

Metadata: Meaning, Definition, Purpose, Use and Types, Metadata standard, MARC21 and Dublin core. Consortia approach to Metadata: OAI, PMH.

Selected Readings:

Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. New Delhi: Oxford.

Barbara, M W., Ed. (1997). Sears List of Subject Headings, New York: HW Wilson.

Byrne, D. J.(1998). MARC manual: Understanding and records. Chicago: ACA.

Maxwell, R.L. & Connell, T.H. Eds. (2000). Future of Cataloguing. Chicago: ALA.

Maxwell, R. & Maxwell, M.F. (1997).Maxwell's handbook of AACR2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA.

Ramalingam, M. S. (2000).Library Cataloguing and Classification systems. Delhi: Kalpaz.

Ranganathan, S. R. (1955). Headings and canons. Madras: S Vishwanathan.

Ranganathan, S. R. (1998). Classified Catalogue code. Madras: UBSPD.

Ranganathan, S R. (1950). Library Catalogue: Fundamentals and procedures. Madras: LA.

SOFT CORE

LIBRARY CLASSIFICATION (PRACTICE)

Classify the documents according to Dewey Decimal Classification (Latest edition)

Unit 1: Classification of documents representing simple subjects.

Unit 2: Classification of documents with standard subdivisions.

Unit 3: Classification of documents representing compound subjects.

Unit4: Classification of documents representing complex subjects. Assignment of Book Number.

Selected Readings:

Chan, Lois Mai and et al. Dewey Decimal Classification: A practical guide. 2nd Ed. Albany, New York: OCLC.

Satija, M.P. and Comaromi, J.P. (1998). Exercises in the 21st Edition of Dewey Decimal Classification. New Delhi: Concept.

Latest Edition of Dewey Decimal Classification.

FUNDEAMENTALS OF INFORMATION TECHNOLOGY (THEORY)**Unit 1**

Information Technology - Concepts, Definition, Components and applications - Historical developments, Characteristics, Applications, Generations and Classification of computer. - Components of a computer: Central Processing Unit, Input and Output devices, Internal and external storage devices.

Unit 2

Data representation in computers: Number systems, Binary numbers: Binary addition (1's and 2's complement methods), Subtraction, Multiplication and Division.

Representation of integers and fractions. Character encoding standards: ASCII, EBCDIC, ISCII and UNICODE.

Issues with respect to character collation and sorting.

Unit 3

Computer software: Types and categories - Programming concepts: system analysis, algorithms and flow charts, Open source and proprietary software. System software: Purpose, Operating systems; MS-DOS, Microsoft Windows, UNIX, Linux, Application software: Word processors, Spreadsheets, Presentation packages and Database Management Systems, Internet browsers, Software suites, Anti-virus programs, Sharewares, Web design tools, HTML Editors. File organization: Sequential, Indexed Sequential and Direct file.

Unit 4

Fundamentals of Telecommunication: Concepts, Data transmission, Signals, Media, Modes and Devices. Computer network: Types, and Topologies. Internet: Evolution, Importance and applications. WWW. Electronic publishing- Micro graphics, Videotext, Teletex and Visual data display Systems.

Selected Readings:

- Arvind Kumar. Ed. (2006). Information technology for all (2 vols.). New Delhi: Anmol.
- Bansal, S. K. (2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation.
- Basandra, S.K (2002). Computers today, New Delhi: Golgotia.
- Decson, E. (2000). Managing with Information technology. Great Britan: Koganpage.
- Dhiman, A.K. (2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
- Forrester W.H. & Rowlands, J.L. (2002). The online searcher's companion. London: LA.
- Gupta, V. (2005). Rapidex computer course. New Delhi: Pustak Mahal.
- Hunter & Shelly (2002). Computers and common sense, New Delhi: Prentice-Hall.
- Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
- Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.
- Saxena, S. (2001). A first course in computers. New Delhi: Vikas.
- Shrivastava, R.K. (2001). A text book of Information technology, Delhi: Dominant publishers.
- Shroff, R. (2000). Computer systems and applications, Mumbai: Himalaya, 2000.

SECOND SEMESTER

MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Unit 1

Principles of Management - Management Concepts. Levels of Management. School of Thoughts - Fayol's Principles. POSDCORB.

Functions and Principles of Management and their application to Library and Information Science, Organisational structure of Libraries,

Unit 2

Library House Keeping Operations:

Acquisition Section-Policy and Procedure

Technical Section - Classification, Cataloguing

Maintenance Section - Shelf Rectification, Stock Verification

Circulation Section-Membership, Charging Methods, Overdue, Collection, ILL

Periodical Section-Routines, Three Card System, Kardex

Reference Section

Unit 3

Collection Development: Methods, Techniques and Principles

Print and Digital Collection - Institutional Repository

Preservation of Collection

Human Resource Management: Organizational Structure, Recruitment, Selection, Induction

Professional and Non-Professional Duties and Responsibilities. Participative Management

Motivation, Performance Appraisal

Unit 4

Financial Management: Source of Finance, Methods of Financial Estimation, Budgeting Techniques-Line, PPBS, ZBB

Library Authority and Library Committee. Annual Report, Staff Manual, Library Rules and Record Management . Library statistics.

Selected Readings:

Bryson, J.O. (1996). Effective Library and Information management. Bombay: Jaico.

Katz, W.A.(1980). Collection development selection of materials for Libraries. New York: HRW.

Krishna Kumar (1987). Library administration and management. Delhi: Vikas.

Kumar, P.S.G. (2003). Management of Library and Information Centres. Delhi: B. R. Publishing Corporation.

Mahapatra, P.(1997). Library management. Calcutta: World Press.

Mittal, R.L. (1984). Library administration: Theory and practice. 4th Ed. New Delhi: Metropolitan.

Paliwal, P.K. (2000). Compendium of Library administration. New Delhi: ESS ESS.

Ranganathan, S.R. (1954). Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science.

Siwatch, A. S.(2004). Library management: Leadership style strategies and organizational climate. New Delhi: Shree.

Stuert, R.D. & Moran, B.B.(2004). Library and Information center management. Colorado: Libraries Unlimited.

LIBRARY CATALOGUING (PRACTICE)

Cataloguing of simple documents according to AACR2R, 2002 and assign subject headings using at least one standard list of subject headings. Use MARC21 format for preparing catalogue entries.

Unit 1:

Cataloguing of single and joint authored books.

Unit 2:

Cataloguing of edited books, multivolume books and pseudonymous authors.

Unit 3:

Cataloguing of uniform titles and serials publications.

Unit 4:

Cataloguing of corporate authors: Government publications, Institutional publications, Society publications, Conference/Seminar proceedings, workshop materials etc. Cataloguing of Cartographic materials.

Selected Readings:

Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. New Delhi: Oxford

MARC 21 and Related standards for Bibliographic Records. New York: LC.

FUNDAMENTALS OF INFORMATION TECHNOLOGY (PRACTICE)

Unit 1:

Microsoft Word

Unit 2:

Microsoft Excel

Unit 3:

Microsoft PowerPoint Presentation

Unit 4:

Creating a Website using HTML, and Internet searching.

Selected Readings:

C-Abel, U. (2016) *Microsoft Word 2016 : Keyboard Shortcuts for Windows*. Kindle Edition.

Carter, R. (1987). *The information technology hand book*. London : Heinemann.

David, Matthew (1971) HTML5: Designing rich internet applications. Elsevier, Inc
<http://index-of.es/HTML/HTML5%20-%20Designing%20Rich%20Internet%20Applications.pdf>

Fishel, Shelley (n.d.) *PowerPoint 2016*. <https://bookboon.com/en/powerpoint-2016-ebook>

Frandsen, Torben Lage (n.d.) Microsoft Office Powerpoint 2007. BookBoon
<https://bookboon.com/en/microsoft-office-powerpoint-ebook>

Gookin, Dan (2016) *Word 2016 For Dummies*. Kindle Edition.

Gupta, V. (2005). *Rapidix computer course*. New Delhi : Pustak Mahal.

Habraken, Joe (2015) Office 2016 in depth (includes Content Update Program):. Kindle Edition.
Que Publishing;

Harvey, Greg (2016) Excel 2016 All-in-one for dummies. Kindle Edition.

Humphrey, M.L.(2017) Excel for beginners (Excel Essentials Book 1) Kindle Edition.

Humphrey, M.L.(2018) 50 useful excel functions (Excel Essentials Book 3) Kindle Edition..

Jain, V.K. (1994). *O Level Module I: Computer fundamentals*. Delhi: BPB Publications.

Jeanne, F.M. (2006). *A librarian's guide to the Internet: A guide to searching and evaluating information*. Oxford: Chandos Publishing.

Kumar, P.S.G. (2004). *Information technology: Applications (Theory and Practice)*. Delhi: B.R. Publishing.

Lawson, Bruce & Sharp, Remy (n.d.) Suited for beginners: HTML5 eBooks [PDF Download]
<https://www.templatemonster.com/blog/12-excellent-html5-ebooks/>

Lemay, Laura, Colburn, Rafe, & Kyrnin, Jennifer (2016) *Mastering HTML, CSS & Javascript Web Publishing*. BPB Publications

Moffat, Stephen (2011) *PowerPoint 2010 advanced slides, animation and layouts*. Stephen Moffat & Ventus Publishing

Powell, Thomas (2010) *HTML & CSS: The Complete Reference*, 5th ed., Kindle Edition. McGraw-Hill Digital.

Tech Academy, Elite (2018) *Excel 2016 for beginners: A step by step guide to learn excel in one day*, Kindle Edition.

Wempen, Faithe (2016) *Word 2016 In depth* (includes content update program. Kindle Edition.

Xavier, C. (2001). *World Wide Web design with HTML*. Boston: McGraw-Hill.

SOFT CORE

PUBLIC LIBRARIES AND INFORMATION CENTERS

Unit 1

Public Library: Meaning and definition, origin, objectives and functions of PublicLibraries

History and Development of Public Libraries in India and other countries.

Study of public Library legislation: Need and importance.

An overview of Public Library Acts in UK, USA and other countries.

Public Library Acts in different states with emphasis on Karnataka State Public Library Act, 1965.

Unit 2

Role of Public Libraries in 21st century.

Role of government and non-government agencies in the development of public Libraries.

Role of national and international associations and organizations in the promotion of public Libraries.

Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA etc. Internet Public Library.

Role of public Library in literacy and mass education. Public Library users.

Unit 3

Human Resource Management.

Library Buildings and Equipments.

Public Library Finance and Budgeting

Unit 4

Public Library Services: Planning and Organization of various types of Information services to the different categories of users including the physically and mentally challenged persons and special groups: women and children.

Rural Library Services: Need and importance; Library users in rural areas. Library services to rural public.

Library publicity, exhibition, seminar, book talks, A.V. programs;

Mobile Library Services; user awareness programmes. Outreach activities.

Selected Readings:

Atman, E. Ed. (1980). Local Library administration in association with International CityManagement Association. 2nd Ed. Chicago: ALA.

Penna, C.A. et.al. (1977). National Library and Information services, handbook for planners. London: Butterworths.

Mittal, R.L. (1971). Public Library law. Delhi: Metropolitan.

American Library Association(1966). Minimum standards for public Library system. Chicago: ALA.

White, Carl M. Ed.(1964). Bases of modern librarianship. New York: Pergmon.

Kesavan, B.S., (1961). National Library of India, Calcutta: National Library.

Great Britain, Ministry of Education (1959). Standards of public Library services in England and Wales. Report. London: HMSO.

Esdails, A. (1957). National Libraries of the world. London: Library Association.

McCloven, L.R. (1951). Public Library extension, Paris. UNESCO.

Ranganathan, S.R. (1950). Library development plan: A 30 year programme for India with draft library bill, Delhi: Delhi University.

McCloven, L.R., (1942). Public Library system of Great Britain: Report on its present conditions with proposals for reorganization. London: Library Association.

ACADEMIC LIBRARIES AND INFORMATION CENTERS

Unit 1

Academic Libraries: Meaning, Objectives and Functions. Types of academic libraries.

Role of UGC in academic Library development.

Unit2

Collection Development: Collection development and collection management

Book selection principles and policies, procedures and problems.

Unit 3

Academic Library services: Virtual Reference Services, Documentation and Information services, Current awareness services, SDI services.

Abstracting and Indexing services, Information product development services, ILL document delivery services. Literature survey and bibliography.

Academic Library Finance and Budgeting.

Unit 4

Human Resource Management.

Library Buildings and Equipments.

Library Finance and Budgeting

Academic Library networks. Library co-operation: Resource sharing, networks and consortia.

International and National scenario.

Academic networks its services and activities: : INFLIBNET and OCLC'

Institutional repositories: Meaning, definitions, need, and benefits. Overview of IR projects. IR software.

Selected Readings:

Bavakutty, M,(1986). College Libraries in India, Vol.7: A case study, West Yorkshire: MCB University press.

Bavakutty, M.(1988). Libraries in higher education. New Delhi: ESS ESS.

Cowley, John. (1982). Personnel management in Libraries.

Gelfand, M.A.,([1968]). University Libraries for developing countries. [Paris]: Unesco

Henry, M and Morgan, S. (2002). Practical strategies for modern academic Library. London:Aslib-IMI.

Isaac, D. et.al. (1993). Academic Libraries: Role in the national development.

Jenkins C. and Mary M., (1996). Collection development in academic Libraries.

Mathu, M.V. and Arora, R.K. Indian University Library System revitalization.

Rachel Applegate(2010). Managing the small college library. Santa Barbara, Calif.: LibrariesUnlimited.

Saini, (1976). Library organisation for higher education.

Sewa Singh and Arora, M. Handbook of college Libraries: Problems, finance and related aspects.

Srivastava S.N. and Verma S.C., (1980). University Libraries in India. New Delhi: Vikas.

Trehan, G.L., (1985). College Library development.

SPECIAL LIBRARIES AND INFORMATION CENTERS

Unit 1

Special Library:Evolution and development of special libraries

Definition, types, functions, objectives of special libraries

Users and their needs

Unit 2

Collections & Document Delivery: Collection Development Policy

Procedure for selection and acquisition of documents

User participation in collection development

Impact of changing media of information

Resource sharing: Consortia and Networks

Unit 3

Information Services: Reference and Referral service

Information literacy

Documentation services

Manpower planning

Unit 4

Human Resource Management.

Library Buildings and Equipments.

Library Finance and Budgeting

Selected Readings:

Ashworth, Wilfred, Special Librarianship, London, Clive Bingley, 1979

Gibson, Robert W, The Special Library role in Networks, A Conference held at the General Motors Research Laboratories, Warren, May 5-6, 1980, Special Libraries Association, New York, 1980

Kataria Sajay, Anbu K John Paul, Shri Ram, Emerging Technologies and Changing Dimensions of Libraries and Information Services, Delhi, KBD Publication, 2010

http://en.wikipedia.org/wiki/Special_library accessed on January 23, 2013

<http://slq.nu/?article=the-special-library-bridging-the-physical-and-digital-arenas> accessed on February 4, 2013.

Panda, B D, Towards A Special Library System, New Delhi, Anmol Publications, 1992

Silva Manil, Special Libraries, London, Andre Deutsch, 1970

Smeaton, John, "The Training of special libraries in India", IASLIC bulletin, Vol. 49 (4), 2004.

Sharma Sumati, "Information Technology in Special Library Environment", DESIDOC Bulletin of information technology, Vol.19 (6), November 1999.

Wittwer, R. "Special libraries-how to survive in the twenty-first century". The Electronic library, Vol.19(4), 2001.
