



**VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY**  
JNANASAGARA CAMPUS, BALLARI-583105

**Department of Studies in Library  
and Information Science**

**SYLLABUS**

Master of Arts  
(I-IV Semester)

With effect from  
2021-22



# VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

## Department of Library and Information Science

Jnana Sagara, Ballari - 583105



Distribution of Courses/Papers in Postgraduate Programme I to IV Semester as per Choice Based Credit System (CBCS) Proposed for PG Programs

### Without Practical

### II – SEMESTER

Semester No.	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration exams (Hr)
				IA	Sem. Exam	Total	L	T	P		
SECOND	DSC5	21LIS2C5L	Management of Libraries and Information Centers	30	70	100	4	-	-	4	3
	DSC6	21LIS2C6L	Trends in Cataloguing	30	70	100	4	-	-	4	3
	DSC7	21LIS2C7L	Trends in Classification	30	70	100	4	-	-	4	3
	DSC8	21LIS2C8L	Information Consolidation and Re-packaging	30	70	100	4	-	-	4	3
	SEC2	21LIS2S2LP	Search Strategy And Vocabulary Control	20	30	50	2	-	1	2	1
	DSC6P3	21LIS2C6P	Cataloguing of Non-Book Materials (DSC6)	20	30	50	-	-	4	2	4
	DSC7P4	21LIS2C7P	Classification – UDC & CC (DSC7)	20	30	50	-	-	4	2	4
	DSC8P5	21LIS2C8P	Information Consolidation and Re-packaging (Indexing and Abstracting) – DSC8	20	30	50	-	-	4	2	4
<b>Total Marks for II Semester</b>						<b>600</b>				<b>24</b>	

## 21LIS2C5L: Management of Libraries and Information Centers

<b>Course:</b> Management of Libraries and Information Centers	<b>Course Code:</b> 21LIS2C5L
<b>Teaching Hours/Week (L-T-P):</b> 4 - 0 - 0	<b>No. of Credits:</b> 04
<b>Internal Assessment:</b> 30 Marks	<b>Semester End Examination:</b> 70 Marks

### Objectives of the Course:

1. To introduce the students with the basics of library and information science.
2. To introduce the students with various Library Systems.
3. To create understanding about Human Resource and Financial and space Management.
4. To understand Performance parameters and Library reporting.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1 :** Familiarise with basics and functioning of Libraries and Information Centres  
**CO2 :** Understand the Collection development: Types of Documents. Selection and Acquisition: tool, procedure and policies. Problems of collection development

**CO3 :** Learns the Technical processing and preparation of documents for use: Shelving, circulation work, methods of book circulation-charging and discharging

**CO4 :** Understand about Human Resource and Financial and space Management of Library and Information Centre

<b>Content of Course 1</b>	<b>56 Hrs</b>
<b>Unit – 1 : Management and Organizational Structure of Library and Information Centres</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Management Concept, definition and scope, Principles of management and their applications to Library and Information Centres</li> <li>➤ Principles of Scientific Management - Henri Fayal - Frederick Winslow Taylor - POSDCORB</li> <li>➤ Principles of Organizational structure, Organizational structure of Library and Information Centers</li> </ul>	
<b>Unit – 2 Library House Keeping Operations</b>	<b>13</b>
<ul style="list-style-type: none"> <li>➤ Collection Development Policy and Procedure for Books and Non-Books materials, Selection Tools</li> <li>➤ Various sections of libraries and information centers and their functions <ul style="list-style-type: none"> <li>▪ Acquisitions section</li> <li>▪ Technical section</li> <li>▪ Circulation section</li> <li>▪ Periodical section</li> <li>▪ Reference Section</li> </ul> </li> <li>➤ Stock maintenance and Stock verification, Binding and Preservation, Weeding out policies.</li> </ul>	
<b>Unit – 3 : Human Resource Management</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Concept, Meaning and Types of Library Manpower</li> <li>➤ Human Resource Planning, Technique of HRM-Job Analysis, Job Description, analysis and evaluation, Training and development. Performance appraisal and Decision Making</li> <li>➤ Motivational Theories: Maslow, Hertzberg and McGregor Group dynamics</li> </ul>	
<b>Unit – 4 : Financial Management</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Preparation of library budget, Sources of Finance</li> <li>➤ Budgeting- Definition and Concept, Types of budgets - PPBS, Zero Based Budgeting, Cost effective and cost benefit analysis</li> <li>➤ Total Quality Management (TQM) - Its Concept and Techniques.</li> <li>➤ Library Buildings, Furniture and Equipment</li> </ul>	
<b>Unit – 5 : Managerial Tasks in Library Administration</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Library committee - Need and Functions</li> <li>➤ Library statistics, Annual reports: Compilation, Contents and style</li> <li>➤ Library rules and regulations.</li> <li>➤ Records Management - Concepts and Issues</li> </ul>	

## References:

1. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
2. Mittal, RL Library Administration: Theory and Practice. ESS ESS Publications, 2nd Edition, New Delhi.
3. Ranganathan , S.R. : Library administration . 2nd ed. Bombay, Asia
4. Ranganathan , S.R. : Library Book Selection, ESS ESS Publications, 2nd Edition, New Delhi.
5. Sethunath, V.S. and Ganesh kumar,M, Librarianship in Digital Era, Crescent Publication Corporation, New Delhi, 2012.
6. Praveen Kumar (Ed), Emerging Trends in Library and Information Science, ESS ESS Publications, New Delhi, 2013.
7. Byrson, J. (2017). Effective Library and Information Centre Management S.I.: Routledge. Evans, G. E.&Alire, C. (2014). Management Basics for Information Professionals. 3rd ed. Chicago: American Library Association.
8. Griffin, R. W. (2016). Fundamentals of Management. Boston, MA: Cengage Learning. Hayss, Robert M. (2001). Models for Library Management, Decision-Making and Planning. New York: Academic Press.
9. Matarazzo, J. M.& Pearlstein, T. (2018). The Emerald handbook of modern information management. UK: Emerald Publishing.
10. Matthews, J. R. (2018). The evaluation and measurement of library services. CA: Libraries Unlimited.
11. Mittal, R. L. (2007). Library administration: Theory and practice. 5th ed. New Delhi: EssEss.
12. Moran, B. B.&Morner, C. J. (2018). Library and information center management. California : Libraries Unlimited
13. Osborne, Larry N&Nakamura, Margaret. (2000). Systems Analysis for Librarians and Information Professionals. 2 nded. Englewood Cliffs: Libraries Unlimited.
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15. Stueart, R. D. & Moran, B. B. (2013). Libraries and information center management. 8th ed. London: Libraries Unlimited.
16. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-015A.pdf>
17. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-016A.pdf>
18. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-011.pdf>
19. <http://www.lisbdnet.com/library-budget-objectives-methods/>
20. <http://epgp.inflibnet.ac.in/ahl.php?csrno=21>

## 21LIS2C6L : Trends in Cataloguing

<b>Course:</b> Trends in Cataloguing	<b>Course Code:</b> 21LIS2C6L
<b>Teaching Hours/Week (L-T-P):</b> 4 - 0 - 0	<b>No. of Credits:</b> 04
<b>Internal Assessment:</b> 30 Marks	<b>Semester End Examination:</b> 70 Marks

### Objectives of the Course:

1. To familiarizes students with Current Trends in cataloguing.
2. To be acquainted with the process of Library Cataloguing using appropriate software
3. To be acquainted with metadata and its standards
4. To understand Bibliographic Formats and Standards, deriving subject headings.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1 :** Students are able catalogue library documents through AACR2. **CO2 :**

Students are able to access Online Public Access Catalogue (OPAC)**CO3 :** Students are able to frame Standards for Cataloguing

**CO4 :** Students will get knowledge about worldcat, indcat.

<b>Content of Course 1</b>	<b>56 Hrs</b>
<b>Unit – 1 : Trends in Cataloguing</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Concept, Importance</li> <li>➤ Cataloging in Publication</li> <li>➤ Recent trends in cataloguing : WorldCat, IndCat, FRBR</li> </ul>	
<b>Unit – 2 : Co-operative Cataloguing</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Pre-Natal Cataloguing</li> <li>➤ Co-operative Cataloguing <ul style="list-style-type: none"> <li>▪ Union Cataloguing</li> <li>▪ Co-operative and Centralized Cataloguing</li> </ul> </li> <li>➤ Record Development</li> <li>➤ Preparing bibliographic records for different kinds of documents using appropriate software (KOHA)</li> </ul>	
<b>Unit – 3 : Cataloging of non-book materials</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Non-book Materials : <ul style="list-style-type: none"> <li>▪ Cartographic materials</li> <li>▪ Manuscripts</li> <li>▪ Microforms</li> <li>▪ Graphic Materials</li> <li>▪ Electronic Resources (Sound Recordings, Motion Pictures, Video Recordings, Computer Files, Web Resources)</li> </ul> </li> </ul>	
<b>Unit – 4 : Metadata</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Meaning, definition, Purpose and importance of Metadata</li> <li>➤ Basic features of metadata</li> <li>➤ Types of Metadata</li> <li>➤ Levels of Metadata</li> <li>➤ Elements of Metadata</li> </ul>	
<b>Unit – 5 : Challenges of Cataloguing</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Concept and Importance</li> <li>➤ Cataloguing in the internet and Digital library environment</li> <li>➤ OPAC development</li> </ul>	

## References:

1. Anglo-American cataloguing Rules. Rev. Ed. 1998.
2. Anne Welsh. (2017). Environment: The Transition from AACR2 to RDA / 1st ed., Facet Publishing
3. Bharat Bhargava. (2014). Digital Libraries and Multimedia Softcover reprint of hardcover / 1st ed. Springer Publications.
4. Bishop, William Warner (2017). Practical Handbook of Modern Library Cataloging (Classic Reprint). Forgotten Book
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6. Brenndorfer, Thomas. (2016). RDA Essentials. ALA,
7. Chan, Lois Mai: Cataloguing and Classification, ISE. New York: McGraw Hill, 1995
8. Chakraborty, AR and Chakraborty, B: Indexing: Principles, processes and producers. Calcutta: World Press, 1984.
9. Cook, Michael. (2017). The Management of Information from Archives / 2nd ed., Routledge
10. Frederick, Donna E. (2016). Managing eBook Metadata in Academic Libraries: Taming the Tiger / 1st ed., Chandos Publishing
11. Gartner, Richard (2016). Metadata: Shaping Knowledge from Antiquity to the Semantic Web / 1st ed. Springer
12. Girija Kumar and Krishan Kumar: Theory of library cataloguing New Delhi: Vikas, 1983
13. Joudrey, Daniel N., Taylor, Arlene G., & Mille, David P.. (2015). Introduction to Cataloging and Classification, 11th ed., Libraries Unlimited
14. Marshall Breeding. (2010). Next Gen Library Catalogs / 1st ed., Rowman & Littlefield Publishers
15. Miller, J. Ed. Sear's List of Subject Headings. Ed. 15. New York, Wilson, 1994
16. Moellering, Harold., & Aalders, H.J., & Crane, Aaron. (2015). World Spatial Metadata Standards: Scientific and Technical Characteristics, and Full Descriptions with Crosstable / 1st ed., Pergamon Publications
17. O'Dell, Allison Jai. (2015). Subject Description and Discovery: Access to Archives and Special Collections on the Semantic Web. Libraries Unlimited,
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20. Spiteri, Louise F. (ed.). (2016). Managing Metadata in Web-scale Discovery Systems. Facet Publishing
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22. Taylore, A.G. and Miller, David P. Wynar's introduction to cataloguing and classification. Ed. 10. London, Libraries Unlimited, 2006
23. Warner, William. (2016). Practical Handbook of Modern Library Cataloging. Wentworth Press.



## 21LIS2C7L : Trends in Classification

<b>Course:</b> Trends in Classification	<b>Course Code:</b> 21LIS2C7L
<b>Teaching Hours/Week (L-T-P):</b> 4 - 0 - 0	<b>No. of Credits:</b> 04
<b>Internal Assessment:</b> 30 Marks	<b>Semester End Examination:</b> 70 Marks

### Objectives of the Course:

1. To understand the importance of library classification in organization of knowledge.
2. To understand the subject formation and be acquainted with major schemes of classification.
3. To highlight the importance of canons in the design of classification schemes.
4. To familiarizes students with Current Trends in Library Classification.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1 :** Students are able Classify library documents through OCLC.

**CO2 :** Students will obtain an insight into and familiarity with the history of libraryclassification

**CO3 :** Students will understand major developments in DDC, UDC and CC

**CO4 :** Students will get knowledge about library documents mapping.

<b>Content of Course 1</b>	<b>56 Hrs</b>
<b>Unit – 1 : Universe of Subjects</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Concept, Definition</li> <li>➤ Structure and attributes of a subjects</li> <li>➤ Different types of subject</li> <li>➤ Universe of subjects as mapped in different schemes of classification</li> </ul>	
<b>Unit – 2 : Knowledge Organisation Systems</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Concept, characteristics, levels, tools</li> <li>➤ Traditional approach to KO: classification schemes, facet analysis, Authority Files, etc</li> <li>➤ Knowledge organization in digital environment</li> </ul>	
<b>Unit – 3 : Study of UDC and CC</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Universal Decimal Classification <ul style="list-style-type: none"> <li>▪ History and Development</li> <li>▪ Structure and Design</li> </ul> </li> <li>➤ Colon Classification <ul style="list-style-type: none"> <li>▪ History and Development</li> <li>▪ Structure and Design</li> </ul> </li> </ul>	
<b>Unit – 5 : Organisations, Societies and Research Groups</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Library Research Circle (LRC)</li> <li>➤ FID/CR</li> <li>➤ Classification Research Group (CRG)</li> <li>➤ Documentation Research and Training Centre (DRTC)</li> <li>➤ International Society for Knowledge Organisation (ISKO)</li> </ul>	
<b>Unit – 5 : Current Trends in Library Classification</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Modern Knowledge Origination Tools: Thessauri, Taxonomies and Folksonomies</li> <li>➤ Semantic Web: SKOS and OWL</li> <li>➤ Webdewey Ontologies</li> <li>➤ Reclassification</li> </ul>	

## References:

1. British Standards Institution. (2005). UDC: Universal Decimal Classification. London: British Standards Institution.
2. Broughton, Vanda (2015). Essential classification. 2nd ed. London: Facet.
3. Chaudhary, G. G. & Chaudhary, Sudatta (2007). Organizing information: From the shelf to the web. London: Facet.
4. Kumbhar, R. (2011). Library Classification Trends in the 21st Century. London: Chandos Publishing.
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9. Ranganathan, S. R. (2006). Colon classification (6th ed.). New Delhi: EssEss Publications.
10. Satija, M. P. (2011). A guide to the theory and practice of colon classification. New Delhi: Ess Ess Publications.
11. Stuart, David (2016). Practical ontologies for information professionals. London: Facet

## 21LIS2C8L : Information Consolidation and Re-packaging

<b>Course:</b> Information Consolidation and Re-packaging	<b>Course Code:</b> 21LIS2C8L
<b>Teaching Hours/Week (L-T-P):</b> 4 - 0 - 0	<b>No. of Credits:</b> 04
<b>Internal Assessment:</b> 30 Marks	<b>Semester End Examination:</b> 70 Marks

### Objectives of the Course:

1. Get acquainted with variety of information services
2. To understand the concept of Indexing.
3. To understand the concept of Abstracting.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1** : explain the concepts of information consolidation and repackaging

**CO2** : trace the origins of the concepts of information consolidation and repackaging

**CO3** : discuss how the concept of appropriate or consolidated information developed in conjunction with the concept of appropriate technology and technology transfer

**CO4** : assess the value and benefits of consolidated information to different user communities or groups

<b>Content of Course 1</b>	<b>56 Hrs</b>
<b>Unit – 1 : Introduction to Information Analysis, Consolidation and Repackaging</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Concept of Subject Analysis and Content Analysis</li> <li>➤ Restructuring</li> <li>➤ Packaging and Repackaging</li> <li>➤ Consolidation.</li> </ul>	
<b>Unit – 2 Information Systems and Products Information Products</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Concept, Nature, Types (News-letter, In-house Communication, Trade Bulletin, Technical Digest, Product Bulletin, etc.)</li> <li>➤ Design and Development of Information Products</li> <li>➤ National and International Information Systems/Centers - Background, Services and Products (INIS, AGRIS, NISCAIR, NASSDOC, DESIDOC)</li> </ul>	
<b>Unit – 3 : Abstracts and Abstracting</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Definition, Uses, Types and their Qualities, Guidelines for Abstracting,</li> <li>➤ Automatic Abstracting – Concept, Text Summation System,</li> <li>➤ Automatic Extraction – Concept selection, Abstractor’s workbench</li> </ul>	
<b>Unit – 4 : Indexing</b>	<b>12</b>
<ul style="list-style-type: none"> <li>➤ Concepts, Need and Purpose, Evolution of Indexing Systems</li> <li>➤ Pre-Coordinate and Post- Coordinate Indexing</li> <li>➤ Study and Acquaintance with Chain Indexing, PRECIS, SLIC and Uniterm Indexing;</li> <li>➤ Automatic Indexing Systems: KWIC and its Variations, Citation Indexing, Relational: Indexing;</li> <li>➤ Indexing Languages: Concept, Characteristics, Vocabulary Control, Classification Schemes, Subject Headings, Construction of Thesaurus.</li> </ul>	
<b>Unit – 5 : Repackaging and Consolidation Products</b>	<b>11</b>
<ul style="list-style-type: none"> <li>➤ Concept and utility of repackaging and consolidation of Information products.</li> <li>➤ Types of repackaging and consolidation Information products, Document delivery and Reprography techniques.</li> <li>➤ Translation Centers, Bureaux, Machine aided Translation</li> </ul>	

## References:

1. Seetharama, S. Information Consolidation and Repackaging. New Delhi: Ess Ess, 1997.
2. Atherton, Pauline. Handbook for Information Systems and Services. Paris: Unesco, 1977.
3. Bhattacharya, G. and Gopinath, M. A. Information Analysis and Consilidation: Principles, Procedures and Products; the Working Document for the DRTC Annual Seminar Bangalore, 23-27 Feb 1981. Bangalore: DRTC, 1981.
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6. Seetharama, S. Information Consolidation and Repackaging. New Delhi: EssEss Publications, 1997.
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9. Mentzas, G and Apostolou, D. 2003. Knowledge Asset Management: Beyond the Processcentred and Product-centred Approaches (Advanced Information and Knowledge Processing). USA: Springer
10. Iyer, V K. 1998. Management of Library and Information Services. Delhi: Rajat
11. Bates, M J. 2011. Understanding Information Retrieval Systems: Management, Types, and Standards. USA: Auerbach Publications
12. IDRC:1999. Marketing Information Products and Services.USA: IDRC
13. Eppler, M J. 2006. Managing Information Quality.USA: Springer

## 21LIS2S2LP : Search Strategy And Vocabulary Control

<b>Course:</b> Search Strategy And Vocabulary Control	<b>Course Code:</b> 21LIS2S2LP
<b>Teaching Hours/Week (L-T-P):</b> 1 - 0 - 2	<b>No. of Credits:</b> 02
<b>Internal Assessment:</b> 20 Marks	<b>Semester End Examination:</b> 30 Marks

### Course objectives

1. To explain the meaning, need and objectives of search strategy and vocabulary control
2. distinguish controlled vocabulary from natural language vocabulary
3. describe the main features of vocabulary control devices, such as subject headings list and thesauri; and discuss their applicability in libraries for subject indexing purposes.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1 :** describe the basic concepts of search strategy and Vocabulary control

**CO2 :** define the various search techniques and search strategy including electronic searching techniques

**CO3 :** learn about various search operators like Boolean and other operators viz. parentheses, truncation, masking etc

<b>Content of Course</b>	<b>28 Hrs</b>
<b>Unit – 1 : Search Strategies Online Searching</b>	11
<ul style="list-style-type: none"> <li>➤ Search Strategy: Concept, need, development of a search strategy</li> <li>➤ Process for Searching: Preparing to search, Feedback and Refining</li> <li>➤ Basic Search Techniques: Word and Phrase, Boolean, Truncation, Proximity, Field, Metadata, Limit Search Techniques</li> <li>➤ Online Searching and Retrieval: Definition, Historical development, basic features</li> <li>➤ Online Search tools: Search Engines, Directories</li> <li>➤ Google Search tools and techniques</li> </ul>	
<b>Unit – 2 : Indexing Language And Vocabulary Control</b>	08
<ul style="list-style-type: none"> <li>➤ Indexing Language: Types and Characteristics</li> <li>➤ Vocabulary Control: Definition and Purpose. Tools of Vocabulary Control</li> <li>➤ Thesaurus: Structure and Function; Design/Construction of Thesaurus.</li> </ul>	
<b>Unit – 3 : Query Languages</b>	09
<ul style="list-style-type: none"> <li>➤ Query Language: Basic Concept, need and function</li> <li>➤ Keyword based Query: Single word queries, Context queries, Boolean queries, Natural Language queries</li> <li>➤ Pattern Matching: Words, Prefixes, Suffixes, Substrings, Ranges, Allowing errors, Extended patterns</li> <li>➤ Structural Queries: Fixed structure, Hypertext, Hierarchical</li> </ul>	



## References :

1. Aitchison, J. (1970). The Thesaurifacet: A Multipurpose Retrieval Language Tool. *Journal of Documentation*. 26; 187-203
2. Aitchison, J. and Gilchrist, A. (1987). *Thesaurus Construction: A Practical Manual*. 2nd ed. London : ASLIB.
3. Bhattacharyya, G. (1982). *Classaurus: Its Fundamental, Design and Use*. (Paper presented to the Fourth International Study Conference on Classification Research. Augsberg, June 28-July 2, 1982).
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7. Foskett, A.C. (1996). *The Subject Approach to Information*. 5th ed. London : Library Association Publishing.
8. Foskett, D.J. (1979). *Thesaurus*. In: Kent, Allen [et al.] (eds.) *Encyclopaedia of Library and Information Science*. Vol. 25.
9. Ghosh S.B, and Satparthi, J.N. (ed.) (1998). *Subject Indexing Systems*. Calcutta: IASLIC
10. Lancaster, F. W. (1985). *Vocabulary Control for Information Retrieval*. 2nd ed. Arlington, Va. : Information Resources Press.
11. Soergel, D. (1974). *Indexing Language and Thesauri: Construction and Maintenance*. Los Angeles, California Melville Publishing.
12. Stacey, Alison, Stacey, Adrian. (2004). *Effective Information Retrieval from the Internet*. Oxford: Chandos Publishing.
13. Chowdhury, G.G. (2004). *Introduction to Modern Information Retrieval*. 2nd ed. London: Facet.

## 21LIS2C6P: Cataloguing of Non-Book Materials (DSC6)

<b>Course:</b> Cataloguing of Non-Book Materials (DSC6)	<b>Course Code:</b> 21LIS2C6P
<b>Teaching Hours/Week (L-T-P):</b> 0 - 0 - 4	<b>No. of Credits:</b> 02
<b>Internal Assessment:</b> 20 Marks	<b>Semester End Examination:</b> 30 Marks

### Objectives of the Course:

1. To have hands on practice of cataloguing of different types of Non-book materials.
2. To have hands on practice of cataloguing and to understand the rules and practices of document description for non-book materials according to Anglo American Cataloguing Rules-2.
3. Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials including electronic resources using Anglo American Cataloguing Rules- Second revised edition.

### Course Outcomes (COs):

At the end of the course, students will be able to:

**CO1 :** prepare accurate and comprehensive catalogue records,

**CO2 :** apply the rules of cataloguing standards to prepare catalogue records – main entries, added entries and other entries for non-book materials

**CO3 :** Demonstrate the ability to identify the subject content of the non-documents and prepare appropriate entries for effective subject retrieval.

Content of Course	28 Hrs
<b>Unit – 1 : Cataloguing of Cartographic Materials</b>	09
<ul style="list-style-type: none"> <li>➤ Maps</li> <li>➤ Atlas</li> <li>➤ Globe</li> </ul>	
<b>Unit – 2 : Cataloguing of Microforms</b>	10
<ul style="list-style-type: none"> <li>➤ Aperture Card</li> <li>➤ Microfiche</li> <li>➤ Micro Film</li> </ul>	
<b>Unit – 3 : Cataloguing of Electronic Resources</b>	09
<ul style="list-style-type: none"> <li>➤ Sound Recordings</li> <li>➤ Video Recordings</li> <li>➤ Motion Pictures</li> <li>➤ Computer Files</li> </ul>	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

#### References :

1. Fritz, D. A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials*. Chicago: American Library Association.
2. Hunter, E. J. (1989). *Examples illustrating AACR-2*. London: Library Association.
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7. Miller, J., & Goodsell, J. (2004). *Sears list of subject headings*. New York: Wilson.
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9. Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21.5th ed*. Westport, Conn.: Libraries Unlimited.
10. Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings*. 20th ed. New York: H.W. Wilson.
11. Weber, M. B., & Austin, F. A. (2011). *Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians*. London: Facet.

## 21LIS2C7P : Classification – UDC & CC (DSC7)

<b>Course:</b> Classification – UDC & CC (DSC7)	<b>Course Code:</b> 21LIS2C7P
<b>Teaching Hours/Week (L-T-P):</b> 0 - 0 - 4	<b>No. of Credits:</b> 02
<b>Internal Assessment:</b> 20 Marks	<b>Semester End Examination:</b> 30 Marks

### Objectives of the Course:

1. To develop skills of classification and subject analysis
2. To develop skills in subject analysis and synthesis of different facets.
3. To develop proficiency in using Universal decimal classification to construction Class numbers for documents of different disciplines / subjects.

### Course Outcomes (COs):

At the end of the course, students will be able to

**CO1 :** Students will understand the scheme of knowledge classification

**CO2 :** Students will understand the process related to construct classification number

**CO3 :** Student will capable of applying the classification rules

**CO4 :** Earned skills for classifying all documents including non book materials and micro documents

<b>Content of Course</b>	<b>28 Hrs</b>
<b>Unit – 1 : Introduction to Universal Decimal Classification</b>	08
➤ Introduction to UDC ➤ Structure and organization of UDC	
<b>Unit – 2 : Use of Auxiliaries</b>	08
➤ Common Auxiliaries ➤ Special Auxiliaries	
<b>Unit – 3 : Construction of the Class numbers</b>	12
➤ Simple Document ➤ Compound Document ➤ Complex Document	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

### References :

1. Bose, H. (1988). Universal Decimal Classification Theory and Practice. United Kingdom: Stosius Inc/Advent Books Division.
2. British Standards Institution (2003). Universal Decimal Classification. United Kingdom: British Standards Institution.
3. Kalinina, E. & Smirnova, A. I. (1986). Vocabulary of Terms on UDC Theory & Practice. Russia: All-Union Institute.
4. Khanna, J. K.(2009). Universal Decimal Classification. Agra:Y. K. Publishers
5. Raju, A. A. N. (2007). Universal Decimal Classification (IME – 1993): Theory and Practice: A Self Instructional Manual. New Delhi: Ess Ess Publisher.
6. Satyanarayana, V. V. V. (1998). Universal Decimal Classification: A Practical Primer. New Delhi: Neha Publishers.
7. Sehgal, R. L. (2002). An Introduction to UDC. New Delhi: Ess Ess.
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**21LIS2C8P : Information Consolidation and Re-packaging (Indexing and Abstracting) – DSC8**

<b>Course:</b> Information Consolidation and Re-packaging (Indexing and Abstracting) – DSC8	<b>Course Code:</b> 21LIS2C8P
<b>Teaching Hours/Week (L-T-P):</b> 0 – 4 - 0	<b>No. of Credits:</b> 2
<b>Internal Assessment:</b> 20 Marks	<b>Semester End Examination:</b> 30 Marks

**Objectives of the Course:**

1. explain the concepts of information consolidation and repackaging
2. trace the origins of the concepts of information consolidation and repackaging
3. assess the need for such service and explain the processes involved in information consolidation

**Course Outcomes (COs):**

At the end of the course, students will be able to:

**CO1 :** explain the concepts of information consolidation and repackaging

**CO2 :** trace the origins of the concepts of information consolidation and Repackaging

**CO3 :** discuss how the concept of appropriate or consolidated information developed in conjunction with the concept of appropriate technology and technology transfer

**CO4 :** assess the value and benefits of consolidated information to different user communities or groups

<b>Content of Course</b>	<b>28 Hrs</b>
<b>Unit – 1 : Introduction to Information Analysis, Consolidation and Repackaging</b>	09
<ul style="list-style-type: none"> <li>➤ Concept of Subject Analysis and Content Analysis</li> <li>➤ Restructuring</li> <li>➤ Packaging and Repackaging</li> <li>➤ Consolidation.</li> </ul>	
<b>Unit – 2 Methodology for the Preparation of Information Product</b>	09
<ul style="list-style-type: none"> <li>➤ Methodology for Information Consolidation</li> <li>➤ Understating of subjects, Information Requirement</li> <li>➤ Information Consolidation products by Diffusion stages</li> </ul>	
<b>Unit – 3 : Index and Abstract Preparation</b>	10
<ul style="list-style-type: none"> <li>➤ Prepare subject analysis and creation of subject access point/indexing</li> <li>➤ Prepare one indicative abstract and One Informative Abstract of One Research Article.</li> </ul>	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

#### **References :**

1. Cronin. (1981). The Marketing of Library and information Services, London,ASLIB.
2. Freeman, J.E. and Katz, R.M. (1978). Information marketing, ARIST,1978, 13,79-101.
3. Kotler, P. (1975). Marketing for Non-Profit Organization, New Jersey, Prentice-Hall.
4. Neelmeghan, A. and Seetharam, S. Specialist group in the preparation &Consolidation Products.
5. Saracevic, Telko (1986). Processes in information consolidation, informationProcessing and Management, 22(1), 45-60.
6. Harvey, J.M. Specialist information Centers, London: Clive Bingley.
7. Bhattacharya, G. Information Analysis for Consolidation, DRTC Annual Seminar,18: Paper IA.
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