

**Curriculum
of**

**Post Graduate Diploma in Library and Information
Science (PGDLIS)
Mode of Examination-Yearly**

**Central Sanskrit UniversityNew
Delhi**

2023-24

CourseStructure (PGDLIS) Yearly mode of examination

Paper	Course Code	CourseName	CreditDistribution				Internal Assessment Marks	Year End Examination Marks	Total Marks
			L	T	P	Total			
1	PGDLIS1	Foundation of Library and Information Science	6	0	0	6	40	60	100
2	PGDLIS2	Library Organization and Management	6	0	0	6	40	60	100
3	PGDLIS3	ICT Applications in Library-Theory	6	0	0	6	40	60	100
4	PGDLIS4	Information Sources, Services, Storage and Retrieval System	6	0	0	6	40	60	100
5	PGDLIS5	Information Literacy and E-resources	6	0	0	6	40	60	100
6	PGDLISP1	Library Classification and Cataloguing- Practical	0	0	6	6	40	60	100
7	PGDLISP2	ICT Applications in Library- Practical	0	0	4	4	40	60	100
		Grand Total	30	0	10	40	280	420	700

Paper-1

Paper Code:P G D LIS1

Paper Name: Foundation of Library and Information Science

Credit Distribution			Total Credits	Internal Marks		Yearly Examination	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
6	0	0	06	20	20	60	100

Objectives: To acquaint the students with the basic concept and philosophy of Librarianship.

Outcome: After completion of the course, students will be able to develop their interest in the subject, understand the basic concept and philosophies of the subject and identify the professional associations and their role in the field.

Unit 1: Libraries – Concepts, Types, its Role, and Development

- Types of Libraries: Features and Functions, Five Laws of Library Science
- Growth and Development of Libraries in UK, USA, and India
- Library Extension Services
- Library Movement and Library Legislation.

Unit 2: Professional Associations and Organizations

- LIS Education, Skills and Competencies
- Professional Ethics
- Professional Associations: IFLA, ALA, SLA, ILA, IASLIC
- Information and Documentation Organizations: UNESCO, CSIR-NIScPR, DESIDOC, NASSDOC

Unit 3: Information and Communication

- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Knowledge society and knowledge economy

SUGGESTED BOOKS

American Library Association (2003). Information policies: A compilation of position statements, Principles, Statutes and other pertinent statements. ALA: Chicago Press.

Amudhavalli, A. & Singh, Jasmer (2000). Challenges and Changes in Librarianship, New Delhi: B.R. Publising Corporation.

Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publising.

Khan, Riyazuddin. (2006). Introduction to Library Science. New Delhi: S.B.S.

Publication. Khanna, J.K. (2003). Library and Society. New Delhi: EssEss Publications.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi:

B.R.PuPGDLIShing.Kumar,S. & Sah, Leena.(2000).Public

LibraryActinIndia,NewDelhi:EssEssPublications.

M.EsperanzaA.C.(2004).Perspectiveof LibraryMovement inIndia.NewDelhi:BRPuPGDLIShingCorporation.

Ngurtinkhuma,R.K.(2011).PublicLibraryinIndia.NewDelhi:TodayandTomorrow.

Ranganathan,S.R.(1988).TheFiveLawsofLibraryScience.NewDelhi:SaradaRanganathanEndowmentforLibraryScience.

Rubin,Richard.(2010).Foundationsof LibraryandInformationScience.NewYork:Neal-SchumanPuPGDLIShers.

Feather,John.(2004).TheInformationSociety:Astudyofcontinuityandchanges.Landon: Facet

PuPGDLIShing.Kumar,P.S.G. (1999).Fundamental of Information Science.NewDelhi:S. Chandand Co.

Kumar,P.S.G.(2003).FoundationsofLibraryandInformationScience.NewDelhi:B.R.PuPGDLIShing.

McBride,P.K.(2001).CareerAwardInformationandCommunicationsTechnology:FoundationLevel. CambridgeUniversityPress.

Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions

Press.Rai,A.N. (2000).CommunicationinDigital Age.NewDelhi: AuthorPress.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman

PuPGDLIShers.Sharma,C.R.&Singh,U.N.(2003).InformationTechnology.NewDelhi:

ShreePuPGDLIShersandDistributers.

Paper-2

Paper Code:PGD LIS2

Paper Name: Library Organization and Management

Credit Distribution			Total Credits	Internal Marks		Yearly Examination	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
6	0	0	06	20	20	60	100

Objectives: To apprise the students with the organization of knowledge with different basic concepts of library management and philosophies of library classification in theory and practice.

Outcome: After completion of the course, students will understand the basic concepts of library management and philosophies of library classification and cataloguing functions of different classification and cataloguing schemes available; and recent trends and developments in the subject and will be able to classify and catalogue library resources by using DDC scheme and AACR-IIR.

Unit 1: Knowledge/Library Organization/Classification

- Universe of Knowledge/Subjects: Structure and Attributes
- Modes of Formation of Subjects
- Library Classification Schemes: DDC, UDC and CC
- Planes, Canons, Fundamental Categories, Postulates, Facet Analysis and Sequence, Phase Relation, Notation, Devices, Mnemonics

Unit 2: Knowledge/Library Organization/Cataloguing

- Catalogue: Definition, Objectives, Functions and Types
- Introduction to Catalogue Codes: CCC, AACR-IIR
- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)

Unit 3: Standards of Bibliographic Description and Record Formats

- RDA, FRAD, FRBR
- Standards for Bibliographic Information Interchange and Communication - ISO 2709, Z39.50
- Subject Heading Lists: SLSH & LCSH.
- ISBN & ISSN,
- Bibliographic Records Format - MARC 21, UNIMARC, CCF

Unit 4: Management: Concept and Principles

- Scientific Management and its Applications in Libraries and Information Centers
- Elements of Management Process (POSDCORB)
- Total Quality Management, Disaster Management, Change Management, Time Management

- Project Management – PERT/CPM, SWOT Analysis
- Library Committee – Types and Functions

Unit 5: Physical Resource Management and Library Operations

- Library Building: Site, Selection, Planning
- Furniture, Fittings and Equipment: Standards and Specifications
- Collection Development and Management –
Acquisition, Maintenance, Stock Verification, Weeding out Policy and Procedures
- Preservation and Conservation of Library Materials

Unit 6: Human and Financial Resource Management

- Organizational Structure
- Recruitment Procedures, Job Description, Job Analysis and Job Evaluation Performance Appraisal
- Financial management – Budgeting, Accounting and Auditing
- Measures of Budgetary Control

SUGGESTED BOOKS

Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.

Comaromi, J.P., Warren, M.J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.

Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess

Ess. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi: Ess Ess. Hus

ain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B.R. Publishing.

Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.

Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai:

Jaico. Khan, M.T.M. (2005). Dewey Decimal Classification. New Delhi: Shree Publishing.

Kumar, P.S.G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B.R. Publishing.

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US: Total Recall Publications

Pathak, L.P. (2000). Sociological Terminology and Classification Schemes. New Delhi:

Mittal Publications. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.

- Singh,Sonal.(1998).UniverseofKnowledge:Structure&Development.Jaipur:RajPuPGDLIShing.Sood, S.P.(1998).UniverseofKnowledgeandUniverseofSubjects.Jaipur:G.StarPrinters.
- Taylor,A.G.(2007).IntroductiontoCataloguingandClassification(10thed.).NewDelhi:Atlantic
- BrysonJo.(1996).EffectiveLibraryandInformationManagement.Bombay: JaicoPub.House
- Beardwell,IanandHolden,Len(1996).HumanResourceManagement:Acontemporaryperspectives.London:Longman.
- Chahbra,TNet.al.(2000).ManagementandOrganisation.NewDelhi:Vikas.
- DruckerPeterF.(2002).ManagementChallengesforthe21stcentury.Oxford;ButterworthHeineman.
- Evans,[G.Edward](#)andLayzell,Patricia.(2007).ManagementBasicsforInformationProfessionals,SecondEdition.Londn : Libraries Unlimited.
- Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed.
- ALA Kotler,Philip (2003). MarketingManagement.11thed. NewDelhi:Pearson.
- Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.Paton,RobertA. (2000).Change Management. NewYork:Response Books.
- Rowley,Jennifer(2001).InformationMarketing.Aldershot:AshgatePuPGDLIShingLimited.
- Smith,JudithRead,MaryLeaGinnandKallausNorman,F.(2010).RecordsManagement.7thed.South-western,DivisionofThomson Learning.
- Stuart, Robert D and B. Moran. (2007). Library and Information Centre Management. 7th ed. London: LibrariesUnlimited.
- Stoner,JamesAF(et.al).(1996).Management: GlobalPerspectives.10thed.NewYork: MCGrawHillInc.

Paper-3

PaperCode:PGDLIS3

PaperName:ICT Applications in Library: Theory

CreditDistribution			TotalCredits	InternalMarks		YearlyExamination	TotalMarks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
6	0	6	06	20	20	60	100

Objectives:

To familiarize the students with the basic structure of Information and Communication Technology concept and hands on practice.

To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources and hands on experience of library automation software and website designing tools

Outcome:

After completion of the course, students will be able to understand the development of computers, Communication technology Tools, DBMS concepts and Practices.

After completion of the course, students will be skilled enough to work in an automated library environment and skilled enough to automate the library as well as design a library website.

Unit1: Library Automation

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Library Management Software: S.O.U.L, e-granthalaya, Koha
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control

Unit2: Automated Services

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Library 2.0

Unit3: Library Networks, Consortia and Security

- Objectives, scope, and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: e-Shodh Shindhu, NKRC, CeRA
- Library Security Technology: Barcode, RFID, CCTV, Biometrics, Smartcard

SUGGESTEDBOOKS

Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.

Basandra, Suresh K. (1999). Computer Today. New Delhi: Galgotia Publications.

Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi: New Age International.

Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi: BPB Publications.

Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi: BPB Publication.

Kumar, P. S. G. (2004). Information and Communication. Delhi: B. R. Publication.

Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai: Vijnan.

Nicole, Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi: Wiley India.

Prasher, R. G. (2003). Information and its Communication. Ludhiana: Medallion Press.

Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi: B. R. PuPGDLIShing.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi: BPB Publication.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.

Sybex (2007). Linux Complete. BPB Publications, 2007: New Delhi.

Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB PuPGDLIShers.

Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB PuPGDLIShers.

Norton, Peter et al. (1999). Peter Norton's complete guide to Microsoft Office 2000. New Delhi: Techmedia Perspection, Inc.

(2001). Microsoft Word 2002: simply visual. New Delhi: BPB PuPGDLIShers.

Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley PuPGDLIShers.

Winston, Wayne L. (2007). Microsoft Office Excel 2007: data analysis and business modeling. New Delhi: Prentice-Hall

Paper-4

PaperName:PGDLIS4

PaperName:InformationSources, Services, Storage and Retrieval System

CreditDistribution			TotalCredits	InternalMarks		YearlyExamination	TotalMarks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
6	0	0	6	20	20	60	100

Objective: To make the students aware of different types of information sources with their specific features and characteristics. They will be aware of the indexing & vocabulary control techniques and searching of resources both through print and electronic medium.

Outcome: After completion of the course, students will be able to use different type of information sources. They will be aware of using the indexing techniques to retrieve the useful resources for learning and research.

Unit1:InformationSources

- Types of Information Sources – Primary, Secondary and Tertiary
- Documentary and Non-Documentary Sources
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources: Print and Electronic

Unit2: ElectronicSources

- Electronic Sources: E-Resources, social media, Subject Gateways, OPAC/WebOPAC
- Different sources of information of Indian Knowledge System

Unit3:InformationServices

- Information Services: Definition, Scope, Need and Functions
- Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Service, Reprographic Service
- CAS, SDI, EDD
- Library 2.0 and its Impact on Library Services

Unit 4:BasicsofInformationRetrievalSystems

- Definition, Components and Types of ISAR Systems
- Information Retrieval Models
- Elements of File Organization

Unit 5: Indexing and Indexing Systems/Techniques

- Vocabulary Control Tools- List of Subject Headings and Thesaurus
- Introduction to Indexing- Indexing Language and its Characteristics
- Assigned Indexing Systems (Pre-Coordinate and Post-Coordinate) vs Derived Indexing Systems (Title based, citation based and full text)

Unit 6: Information Searching and Information Retrieval

- Search Methods and Search Strategy, Boolean Search and Basic Search Techniques
- Internet Searching and Meta Search Engines
- Retrieval Performance: Recall and Precision

SUGGESTED BOOKS

Choudhury, G.G.(2001). Information Sources and Searching on the World Wide Web. London: Facet PuPGDLIShing.

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet

PuPGDLIShing. Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: McGrawHill.

Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library

Association. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapt
er.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.

Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: YK PuPGDLIShers.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols.). London: Library

Association. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta:
World Press.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of
Illinois. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi:
Ess Ess Publications.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols.). London: Library Association.

Aitchison,Jean,Gilchrist,Alan;andBawdown,David.(1990).ThesaurusConstructionandUse:Apracticalmanual.4thEd.
ASLIB.

Becker,Joseph and Robert M Hayes.(1967).InformationStorageandRetrievaltoolsElements&Theories.New York:John Wiley.

Choudhury,G.G.(1993).IntroductiontoModernRetrievalSystem.Calcutta:IASLIC,1993

Convey,John.(1992).OnlineInformationRetrieval:AnIntroductoryManualtoPrinciplesandPractice.4thed.
London.

Elis,David(1996).ProgressandProblemsinInformationRetrieval.London:Library Association.Fosket,A.

C. (1992)SubjectApproach to Information.London: Clive Bingley.

Fugman,Robert(1993).SubjectIndexingandAnalysisTheoreticalFoundations&PracticalAdvice.Frankfurt:Index Verlag.

Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in DocumentationUNESCO.

Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources

Press.Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London:

Kluwer.Meadow,CharlesT. (2000). TextInformationretrievalsystemAcademic Press.

Sharp,HaroldS.(1964).ReadingsinInformationRetrieval.London:TheScarecrowPress.

Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles:
MelvillePub. House.

Soergel,Dagobert.(1985).OrganizingInformation.PrinciplesofDatabase&RetrievalSystems,AcademicPress.

Paper-5

PaperCode: PGDLIS5
PaperName: Information Literacy and E-Resources

CreditDistribution			TotalCredits	InternalMarks		SemesterExam	TotalMarks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
6	0	0	06	20	20	60	100

Objective- *To make the students aware of need and concepts of information literacy, information systems and e-resources and its use in libraries.*

Outcome- *After completion of the course, students will be in a position to understand and use the information literacy e-resources for their academic work.*

Unit1:InformationLiteracy and Media Literacy

- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Media Literacy and Bridging the Digital Divide

Unit2:InformationSystems

- Definition, Types and Characteristics
- Information Organizations and Systems
- National Information System: ENVIS, BIS, PIS
- Global Information Systems: AGRIS, INIS, INSPEC, MEDLARS

Unit3:E-Resources:Concepts and Types

- E-books, E-journals, E-reports, ETD
- Access to E-Resources through Library Consortia (e-ShodhSindhu, National Knowledge Resource Consortium)
- Open Educational Resources

SUGGESTED BOOKS/ WEB RESOURCES

Association of College and Research Libraries (ACRL). (2000). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

Australian Library and Information Association, Information Literacy Forum. (2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association. <http://www.alia.org.au/policies/information.literacy.html>

Bawden, David. (2001). Information and Digital Literacies: a review of concepts. *Journal of Documentation*, V57(2), pp.218-259.

Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide: Auslib Press.

Presidential Committee on Information Literacy, American Library Association. (1989). Final Report. Chicago: American Library Association.

<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>

Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. London: SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html

Kaul, H.K. (1999). *Library Resource Sharing Networks*. New Delhi: Virgo Publications.

Lihitkar, Shalini R. (2012). *Information Systems and Networks in India*. New Delhi: Today and Tomorrow's Printers and Publishers.

Lucy A. Tedd and Andrew Large. (2004). *Digital Libraries: Principles and Practice in a Global Environment*. Munchen: G.G. Saur.

Neelamegham, A. and Prasad, K.N. (1998). *Information Systems, Networks and Services in India: Developments and Trends*. 2 vols. New Delhi: Indian Bibliographic Center.

Rowley, J.E. (1996). *The Basics of Information Systems*. London: Facet Publishing.

Shuman, Bruce A. (2004). *Issues for Libraries and Information Science in the Internet Age*. Englewood: Libraries Unlimited Inc.

Frank Rennie & Robin Mason. (2011). e-Learning and Social Networking Handbook: Resources for Higher Education. Amazon.com

Karin Wikoff. (2011). *Electronic Resources Management in the Academic Library: A Professional Guide*

Paper-6

PaperCode:

PGDLISP

PaperName:

Library Classification and Cataloguing:Practice

CreditDistribution			TotalCredits	InternalMarks		SemesterExam	TotalMarks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
0	0	6	06	20	20	60 (50+10)	100

Objectives: To acquaint the students with the classification and cataloguing practical of various types of library resources.

Outcome: After completion of the course, students will be able to classify and catalogue library resources by using DDC of available edition and AACR IIR.

- A Classification scheme used- Dewey Decimal Classification (latest available scheme)
- B
 - Preparation of Main and Added Entries of Documents according to AACR-IIR (Latest edition) having the following items
 - Single Responsibility and Shared Responsibility, Mixed Responsibility
 - Corporate Author, Continuing Resources (Serials), Pseudonyms and Anonymous works
 - Assigning Subject Heading to Documents according to Sears List of Subject Heading (Latest edition)

Note: In Practical Paper total marks will consist as under:

C1=20marks; C2=20marks; and C3 [Semester Exam (50marks)+Viva-voce (10marks)]=60marks.

SUGGESTED BOOKS

Aitchison, Jean, Gilchrist, Alan, and Bawden, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.

Becker, Joseph and Robert M Hayes. (1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.

Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993

Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.

- Elis, David (1996). *Progress and Problems in Information Retrieval*. London: Library Association.
- Fosket, A. C. (1992). *Subject Approach to Information*. London: Clive Bingley.
- Fugman, Robert (1993). *Subject Indexing and Analysis: Theoretical Foundations & Practical Advice*. Frankfurt: Index Verlag.
- Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in Documentation. UNESCO.
- Lancaster, F.W. (1977). *The Measurement and Evaluation of Library Science*. Information Sources Press.
- Losee, Robert M. (1998). *Text retrieval and Filtering: Analytical Models of Performance*. London: Kluwer.
- Meadow, Charles T. (2000). *Text Information Retrieval System*. Academic Press.
- Sharp, Harold S. (1964). *Readings in Information Retrieval*. London: The Scarecrow Press.
- Soergel, Dagobert. (1974). *Indexing Languages & Thesaurus Construction & Maintenance*. Los Angeles: Melville Pub. House.
- Soergel, Dagobert. (1985). *Organizing Information: Principles of Database & Retrieval Systems*. Academic Press.
- American Library Association. (1978). *Anglo-American Cataloguing Rules*. 2nd Ed., 2002 revision, 2005 update. Chicago: American Library Association.
- Khan, M.T.M. (2005). *Anglo-American Cataloguing Rules*. New Delhi: Shree PuPGDLIShers.
- Krishan Kumar. (1986). *An introduction to cataloguing practice*. 3rd Rev. Ed. New Delhi: Vikas Publishing.
- Ranganathan, S.R. (1988). *Classified Catalogue Code with additional rules for dictionary catalogue*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Satija, M. P. (2007). *Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings*. Sears, M. E. (2010). *Sears List of Subject Headings*. 20th Ed. New York: H.W. Wilson.
- Singh, S.N. & Prasad, H.N. (1985). *Cataloguing Manual AACR-II*. Delhi: B.R. Publishing Corporation.

Paper-7

PaperCode: PGDLISP2

PaperName: ICTApplicationinLibrary:Practical

CreditDistribution			TotalCredits	InternalMarks		SemesterExam	TotalMarks
L	T	P	L+T+P	C1	C2	C3	C1+C2+C3
0	0	4	04	20	20	60= (50+10)	100

Objective- To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources and hands on experience of library automation software and website designing tools

Outcome- After completion of the course, students will be skilled enough to work in an automated library environment and skilled enough to automate the library as well as design a library website.

Unit1:Hands-onexperienceof LibraryAutomation Software

- Library Management Software: Koha/SOUL/e-granthalaya

Unit2:Hands-onexperienceon WebpageDesigning

- HTML/Dreamweaver
- Creation of Blog

Unit3:Viva Voce-

Note: In practical Paper total marks will consist as under:

C1=20 marks; C2 =20; C3 [Semester Exam(50 marks) + Viva voce(10 marks)]=60 marks

SUGGESTED BOOKS

Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands-on Guide.

Kolkata: Meteor. Forney, Mathew. (2003). Digital Reference Services. New Delhi: Dominant Publishing.

Gopal, Krishan. (2005). Modern Library Automation. New Delhi: Authors

Press. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi: Do
minant.

Laxman Rao, N.; Vishwa Mohan, V.; Sudarshan Rao, S. & Yadagiri Reddy, J. (2004). Library Consortia: Papers - National Seminar on Library Consortia, 22-23 March, 2004, Hyderabad. Indian Association of Teachers of Library & Information Science.

Pandey, S.K. (2000). Organisation of Library Automation. New Delhi: Anmol Publications.

Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi:

Ess Ess. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi: Sanjay.

Tripathi, Aditya et al. (eds.). (2010). Open-Source Library Solutions. New Delhi: Ess Ess.

पुस्तकालय और सूचना विज्ञान पर हिंदी में कुछ विचारों तो जक पुस्तकों

त्रिपाठी, एस. एम., ग्रंथालय समाज एवं ग्रंथालय विज्ञान के पांच सूत्र तथा प्रौढ़ शिक्षा में ग्रंथालयों की भूमिका, आगरा, वाई के. पब्लिशर्स. १९९६।

पाण्डेय, एस. के. शर्मा, पुस्तकालय और समाज, नई दिल्ली ग्रन्थ अकादमी, १९९५।

दि पब्लिक लाइब्रेरी इन अमेरिकन लाइफ, इमेस्टिन रोज, कोलंबिया यूनिवर्सिटी प्रेस, न्यूयॉर्क १९९५।

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