

SYLLABUS: 2016-2017

LIBRARY AND INFORMATION SCIENCE

B.Lib.I.Sc: FIRST SEMESTER

**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

Bachelor of Library and Information Science
Course of Studies and Examination- 2016-2017

Scheme of Courses: Semester I

Courses (Theory and Practice)

Paper	Subjects	Credit	Sessional Marks	Semester Marks	Maximum Marks
LIS C 111	Foundations of Library and Information Science	4	40	60	100
LIS C 112	Knowledge Organisation and Information Processing: Classification Theory (KOIP/CLT)	4	40	60	100
LIS C 113	Information Technology: Basics	4	40	60	100
LIS C 114	Knowledge Organisation and Information Processing: Classification Practice (KOIP/CLP)	4	40	60	100
LIS C 115	Information and Communication	3	40	60	100
LIS C 116	English	2	40	60	100
Total		21			600

Two Mid-Semester Exams will be conducted of (20+20) total 40 marks and End Semester Exam will be of 60 marks.

Foundations of Library and Information Science

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 111	Foundation of Library and Information Science	3	1	0	4

Max. Marks: 100

Unit-I Libraries : Modern Concept, Role and Types

- Social and historical foundation of a library: Library as a social institution
- Classification of libraries, their distinguishing features and functions: Public Library, Academic Library, Special Library
- Role of library in formal and informal education
- Five Laws of Library Science and their implication in library and information activities.

Unit-II Library and Information Profession

- Attributes of a profession
- Librarianships as a profession
- Professional Ethics, Professionalism
- Professional Associations and their role in the development of profession.
- Study of selected international and national associations and organizations: their aims, objectives and activities (ILA, IASLIC, IFLA, ASLIB, LA, ALA).

Unit-III Development of Libraries and Library Movement

- A brief sketch of library movement with special reference to India since 1900. Present library situation in M.P.
- Resource sharing and library networking: Definition, concept and area of Resource sharing.
- Library Legislation: Need purpose and essential features.
- Library Legislation in India with State Library Acts.

Text Books:

1. Chakrabarti, B. Library and Information Society, Calcutta, World Press, 1993.
2. Rout, R.K. Library Legislation in India. New Delhi, Reliance Publishing, 1986.
3. Kumar, Krishan Library Organisation. New Delhi, Vikas Publishing, 1991.
4. Kumar, Mahendra Library Organisation. Agra, Triyanshi Publication, 2014.
5. Sharma, Pandey S.K. Libraries and Society. Ed2. New Delhi, Ess Ess Pub. 1992.
6. Rath, M and Rath, P.K. Sociology of Librarianship. New Delhi, Pratibha Prakashan.
7. Ranganathan, S.R. Five Laws of Library Science. Ed.2.
8. Viswanathan, C.G. Introduction to Public Library Organization (latest edition in Hindi and English).
9. Shastri, Dwarika Prasad. Pustakalaya Vigyan Parichaya.
10. Kaula, P.N. Ed. Library Movement in India.
11. Khanna, J.K. Library and Society, Kurukshetra Research Pub, 1987.

Books Recommended:

1. Ranganathan, S.R. Basic function of library science.
2. Shukla, L.S. Basic function of library science.
3. Gujarati, B.S. Library Organization and its development in India.
4. Mukherjee, A.K. and Sengupta, B. Library Organization and Administration.

Knowledge Organisation and Information Processing: Classification Theory

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 112	Knowledge Organisation and Information Processing: Classification Theory [KOIP/CLT]	3	1	0	4

Max. Marks: 100

Unit-I: Library Classification : Basic Concepts

- Definition, need, purpose and function
- Knowledge classification and Book Classification: Concepts, features
- Species of schemes of classification: Enumerative Vs Faceted/ Analytico- Synthetic Classification
- Subjects and Isolates: Types and characteristics
- Study of DDC and CC: Salient features, arrangement of Main Classes, study of tables and relative index

Unit-II: Theory of Library Classification

- Classification Theory: Need, importance and types
- Canons, Principles of Helpful Sequence and Facet Sequence
- Concept of Call Number, Class Number, Book Number, Collection Number and their functions
- Concept of Categories
- Notational systems: Types, characteristics, qualities and functions

Unit-III: Facet Analysis and Devices

- Facet analysis: Definition and concept
- Phase relation
- Devices in classification
- Concept of Sector and Zone in notation
- Systems and Specials

Text Books

1. Brian, Buchanan. Theory of Library Classification, London, Clive Bingley, 1979.
- 2.. Bhargava, G.D.Granthalaya Vargikaran: Sidhanta Avam Prayoga. 1971(*In Hindi*).
- 3.. Bhargava,G.D. and Sood, S.P. Colon Classification-Theory & Practice,1975.
4. Chakrabarti, Bhubaneswar. Library Classification Theory. Calcutta, World Press, 1994.
5. Dhayani Pushpa. Library Classification. Theory and Principles. New Delhi, Vishwa Prakashan, 1998. (*In Hindi*)
6. Dhyani, P. Library Classification: Theory and Practice. New Delhi,Vishwa Prakashan, 1998
- 7.Husain, Shabhat. Library Classification: Facets and Analysis. Ed2. Delhi, B.R.Publishing Co, 2004.
8. Jennifer, E. R.(1987). Organising Knowledge: An introduction to Information retrieval. Aldershot,Gower.
- 9.Krishan Kumar Theory of Classification. Fourth Rev. Ed. Vikas, 1991 (Reprint)

10. Mills, J.E. Modern Outline of Library Classification. Bombay, Asia, 1982.
11. Needham, C.D. Organising Knowledge in Libraries. London, Andre Deutsch, 1974.
12. Ranganathan, S.R. Elements of Library Classification. Bombay, Asia, 1962.
13. Ranganathan, S.R. Colon Classification, Ed.6(Rev).
14. Ranganathan, S.R.. The five laws of Library Science. Bangalore, Sarada Ranganathan Endowment for Library Science, 1999.
15. Sayers, W.C.B. Manual of Classification for Librarians. Andre Deutsch, 1975.
16. Srivastava, A.P. Theory of Knowledge Classification for Librarians. Rev & Enlarged Edn. 1993). Sage, New Delhi, 1993/ (S-21/G-21, K-Block Saket) Learning Lab. New Delhi, 1992.
17. Rowley, Jennifer E. Organizing Knowledge: An Introduction to Managing Access to Information. 4th revised ed, Ashgate Publishing, Ltd., 2008. 367p.

Books Recommended

- 1.Chan, L.M. Cataloguing and Classification: An Introduction. New York, McGraw Hill, 1985
- 2.Bliss, H.E. Organisation of Knowledge in Libraries, 1952.
- 3.Maltby, Arthur. Ed. Classification in the 1970's: A second look. London, Clive Bingley, 1967.
- 4.Parkhi,R.S. Decimal Classification & Colon Classification in Perspective. Bombay, Asia, 1967.
- 5.Ranganathan, S.R. Descriptive accounts of Colon Classification. Bombay, Asia, 1967.
6. Ranganathan, S.R. Prolegomena to Library Classification. Ed.3. Bombay, Asia,1967.
7. Sengupta, B. and Odedar,A.K. Library Classification. Ed 2. Calcutta, World Press, 1977.
8. Wynar, B.S. Introduction to Cataloguing and Classification. Ed.8. Englewood. Colo. Littleton. Colo New York, Libraries Unlimited, 1992.
9. Broughton, Vanda. Essential Classification. Facet Publishing, 2004. Allied.

Information Technology: Basics

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 113	Information Technology: Basics	3	1	0	4

Max. Marks: 100

Unit-I Introduction to computer

- Definition, need, characteristics.
- Historical background: generation of computers.
- Types of computers.
- Basic units of a computer.
- Memory and its types-Primary and Secondary.
- Input/Output devices.

Unit-II Software Components

- Types of Software: application and system software.
- Operating system: DOS and WINDOWS.
- Programming language: Introduction.
- Introduction to Multimedia
- Definition, types of networks: LAN, WAN, MAN.
- Networking: Concepts and topologies.

Unit-III Networking and Digital Library

- Concept, need and areas of automation
- Library Automation Software: Stand-alone and Integrated
- Automation of in-house operation: Acquisition, Cataloguing, Circulation, Serial Control, OPAC and Library Statistics
- Salient features of SOUL and CDS/ISIS.
- Digital Libraries: Introduction

Text Books

1. Bose, S. (1981) Hardware and Software of Personal Computers. New Delhi: Wiley Eastern.
2. Burgeoir, Alaka. (1994) Computer Application and Information Technology in Libraries.
3. Lehmann, K. K. D. (1987) Application of Microcomputers in information, documentation and libraries.
4. Mahapatra, M. and Ramesh D.B. (2004) Information Technology applications in libraries. Bhubaneswar: Reproprint (P) Ltd.
5. Pandey S.K., Sharma. (1994) Fundamentals of Library Automation. Delhi: Ess Ess Publication.
6. Rajaraman, V. (1991) Fundamentals of Computers. New Delhi: Prentice Hall.
7. Ravichandra Rao, I.K. (1990) Library Automation. New Delhi: Wiley Eastern.
8. Rowley, J.E. (1980) Computer for Libraries. New York: K.G. Saur.

Books Recommended

1. Rajaramana, V. (1985) Computers for Libraries. Ed 2. London: Clive Bingley.
2. Reynolds, D. Library automation. London: R.R. Bowker.
2. Subramanian, N. (1990) Introduction to computer: Fundamentals of Computers Science. New Delhi: Tata McGraw Hill.
4. Tedd, Lucy. A. (1984) Introduction to Computer Based Library System. New York: John Wiley,.

Knowledge Organisation and Information Processing: Classification Practice

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 114	Knowledge Organisation and Information Processing: Classification Practice KOIP/CLP	0	1	3	4

Max. Marks: 100

Unit-1

Steps in classifying a document.

Classification of Simple Titles by Colon Classification (6th Rev. Ed.) and Dewey decimal classification (19th edition) Scheme.

Unit-2

Classification of Compound Titles by Colon Classification (6th Rev. Ed.) and Dewey Decimal Classification (19th edition) Scheme.

Unit-3

Classification of Simple, Compound and Complex Titles by Colon Classification (6th Rev. Ed.) and all types of subject titles by Dewey Decimal Classification (19th edition) Scheme.

Books Recommended

1. Raju, A. A. N. (1984). Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi, Ajanta.
2. Satija, M.P. (2001) Exercises in the 19th Edition of DDC. New Delhi, Concept Publishing Company.
3. Sen, B.K. (2008). DDC Readymade. New Delhi, Ess Ess,.
4. Dhyani, Pushpa. (2002) Classifying with Dewey Decimal Classification (eds. 19th & 20th). Delhi: Ess Ess Publication

Information and Communication

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 115	Information and Communication	3	0	0	3

Max. Marks: 100

Unit-I Information Communication

- Data, Information and Knowledge: Conceptual difference
- Information: Characteristics, nature, value and use
- Communication of Information: Information generation and diffusion
- Communication channels and models
- Barriers to Information flow.
- Trends in Scientific Communication

Unit-II Library, Information and Society

- Information Science: Definition, scope and objectives
- Information Society: Genesis and characteristics
- Information Policy
- Right to information.
- Press and Registration Act
- Intellectual Property Rights

Unit-III Public Relations and Extension Activities

- Definition, facets and programs
- Publicity and extension, outreach activities.
- Library path finder (Guides)
- Consultancy including Promotional Web Tools.
- Changing role of Library and Information Centres in Society

Text Books:

1. Chakrabarti, B. (1993) Library and Information Society. Calcutta: World Press.
2. Khanna, J.K. (1987) Library and Society. Kurukhetra: Research Pub.,
3. Prasher, R.G. (2003) Information and its communication. Ed. 2. New Delhi: Medallion Press.
4. Sharma, Pandey S.K. (1992) Libraries and Society. Ed2. New Delhi: Ess Ess Pub.

Books Recommended:

1. Gujarati, B.S. Library Organization and its development in India
 2. Mukherjee, A.K. and Sengupta, B. Library Organization and Administration.
 3. Ranganathan, S.R. Basic function of Library Science.
 4. Shukla, L.S. Basic Function of Library Science.
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ENGLISH

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 116	English	2	-	-	2

Max. Marks: 100

Note : The detailed syllabus is to be prepared by Subject Expert (Dept. of English)

SYLLABUS: 2016-2017
LIBRARY AND INFORMATION SCIENCE

B.Lib.I.Sc: SECOND SEMESTER

DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

**Bachelor of Library and Information Science
Course of Studies and Examination 2016-2017**

Scheme of Courses: Semester II

Courses (Theory and Practice)

Paper	Subjects	Credit	Sessional Marks	Semester Marks	Maximum Marks
LIS C 211	Knowledge Organisation & Information Processing: Cataloguing Theory (KOIP/CAT)	4	40	60	100
LIS C 212	Management of Library and Information Centres	4	40	60	100
LIS C 213	Information Sources	4	40	60	100
LIS C 214	Information services	4	40	60	100
LIS C 215	Knowledge Organisation Information Processing: Cataloguing Practice (KOIP/CAP)	4	40	60	100
LIS C 216	Project/ Study Tour/ Field work	2	40	60	100
Total		22			600

Two MidSemester Exams will be conducted of (20+20) total 40 marks and End Semester Exam will be of 60 marks.

Knowledge Organisation and Information Processing: Cataloguing Theory

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 211	Knowledge Organisation and Information Processing: Cataloguing Theory [KOIP/CAT]	3	1	0	4

Max. Marks: 100

UnitI Nature of Library Catalogue:

- Definition, need, and purpose of Library catalogue.
- Difference between catalogue and bibliography, MARC, Meta data, Dublin core
- Form of catalogue (physical forms including OPAC and inner forms)
- Document Description: Types of entries in CCC and AACR2, rules for filing.
- Canons of cataloguing.

UnitII Cataloguing Dimensions

- Subject Cataloguing: subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH and SLISH.
- Centralized, Cooperative Cataloguing, Union Catalogue
- Prenatal cataloguing, Cataloguing in Publication Data.(CIP)
- Descriptive and Selective Cataloguing.

UnitIII Trends in Cataloguing

- Study of the rules of the choice and rendering of author headings in the AngloAmerican Cataloguing Rules 2nd rev. ed., and CCC
- Choice and rendering of Indic Names in AACR2
- Problems of Non Book materials
- Trends in cataloguing and standards in cataloguing

Text Books

1. American Library Association. AngloAmerican Cataloguing Rules. 2nd rev.ed.,1987.
2. Ranganathan, SR. Classified Catalogue Code with additional rules for Dictionary Catalogue Code .(Latest edition).
3. Agrawal , S.S. Granthalaya Suchikaran.
4. Tripathi, S.M. Suchikaran : Siddhanta Avam Vyobahar.
5. Krishan Kumar.An Introduction to AACR2.New Delhi, Vikas,1986.
6. Vishwanathan, C.G. Cataloguing Theory and Practice. Latest Edn.
- 7 .Grija Kumar and Krishan Kumar. Theory of Cataloguing.New Delhi, Vikas.
8. Agarwal, S.S. Catalogue entries and Procedure.
9. Sengupta, B. Catalogue: Its Theory and Practice.

Books Recommended

- 1.Sears, M.E.Sears List of Subject Headings. 12th.ed.
- 2.Sharp, H.A. Cataloguing. (Latest edition).
- 3.Ranganathan, S.R. Headings and Canons: Comparative study of five Catalogue Codes.

Management of Library and Information Centres

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 212	Management of Library and Information Centres	3	1	0	4

Max. Marks: 100

Unit –I Management

- Concept and definition, difference between management and administration
- Principles of Scientific Management :
- Elements of Management Process POSDCORB.
- Library organizational structure.
- Library authority and Library committee.
- Management Information System (MIS)

Unit II Financial, collection management library routines and work flow

- **Financial management** (Sources of finance, Budgeting: concept, methods and techniques)
- Sections of the library and their work flow: Acquisition, Technical, Circulation, Periodical, Maintenance (Shelving, Stock Verification, Binding, Preservation, Weeding and withdrawal of documents) Administration and Accounts Section
- **Collection management:** Policy of book selection in Public, Academic and Special libraries.
- Tools and sources of book selection.
- Preparation and maintenance of library records: Accession Register, Shelf List Cards, Book Selection Cards, Organizational Charts.
- Library Statistics and Annual Reports.

UnitIII HRM and Physical planning of libraries

- **Human Resource Management:** Staff recruitment selection and training, development, motivation and quality improvement, Staff formula Job analysis and Job description.
- **Physical Planning and Library Building** : Its Concept, principles and types.
- Furniture fitting and equipments: Standard and specifications.

Text Books:

1. Ranganathan, S.R. . Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science, 1954.
2. Ranganathan, SR. Library manual.
3. Mittal,R.L. Library administration. Latest Edition
4. Banerjee, P.K. Pustakalaya Vyavastha. 1972.
5. Agrawal ,S.S. Granthalaya Sanchalan avum prashashan.
6. Krishna Kumar. Library administration and management.

7. Krishna Kumar . Library manual.
8. Rowley.J. Personnel management in libraries.1982
- 9 .Johnes,N. and Jordon,P, Staff Management in Library & Information World [New Edition]
10. Metcalf .K.D. Planning Academic and Research Library Building. New York , McGraw Hill.
- 11.Chakrabarty, A.K. A treatise on book selection. New Delhi: I B C, 1989.
- 12.Ranganathan, S.R. Library book selection. New Delhi: Indian Bibliographic Centre, 1989.
13. Prasher, R.G. Developing Library Collection. Ludhiana: Medallion, 1993.

Information Sources

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 213	Information Sources	3	1	0	4

Max. Marks: 100

UnitI. Information Sources

- Documents: Origin, development and characteristics.
- Types of documents Documentary / Non documentary sources, Primary, Secondary and Tertiary.
- Nonbook materials including electronic documents
- Internet as source of information, Electronic Information Resources including Blogs, Wikis, and Portals

Unit – II. Descriptive References and Information Sources

- Criteria for evaluation of reference tools
- Evaluation of important references and information sources in the category of Dictionaries, Encyclopedias, Directories, Biographical Reference Sources, Geographical Reference Sources, Year Books and Almanacs, Current Reference Sources

UnitIII. Bibliographical References and Information sources

- Evaluation of Bibliographical Reference Sources including National Bibliographies, Trade Bibliographies, Subject and Author Bibliographies, Indexing and Abstracting Periodicals, Digesting Services. Union catalogues
- Virtual Reference Service

Text Books:

1. Krishna Kumar (2003). Reference service, Ed.3, New Delhi, Vikas,
- 2.Girija Kumar and Krishan Kumar. Bibliography .New Delhi, Vikas ,1978.
- 3.Guha ,B (1983)Documentation and information : Services and techniques and system. 2nd rev. ed. Calcutta, World Press.
- 4.Katz, A(1992) Introduction to Reference Work. 6th Ed. New York, McGraw Hill. 2v.
- 5.Lankes,R David (2008). Virtual reference service: from competencies to assessment. Michigan, NealSchuman Publishers. 206 p.
6. Murthy, AT. (1979) Document Bibliography. New Delhi, Metropolitan.
7. Ranganathan, S.R. (1961) Reference Service. 2nd ed.,Bombay, Asia Publishing House.
8. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi, Ess Ess.
9. Subramanayam, K. (1981). Scientific and technical Information resources. New York , Marcel Dekkar.

Books Recommended

1. Ghosh ,SB, and Satapathi ,J.N.,*Eds* (1998) Subject indexing system :concept methods and techniques. IASLIC,
2. Grogan, Dennis. (1984).Science & Technology: An introduction to literature, London: Clive Bingley.
3. IFLA (1983) Manual on bibliographic control. Paris, Unesco,
4. Katz ,W.A. Introduction to reference work: Basic information sources (1969). N.Y., McGraw Hill. Vol.1 .
5. Mukherjee .A.K. (1971)Reference work and its tools. 2nd ed. Calcutta : World Press.
6. Parker , C.C.and Turely ,R.V. (1986) Information sources in sciences and technology. London, Butterworth.
7. Walford, A.J. (1990). Guide to reference materials. 5th *ed*. London, Library Association. 3v.

Information Services

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 214	Information services	3	1	0	4

Max. Marks: 100

UnitI Information Services: Indexing and Reprographic Service

- **Information Service:** Meaning, purpose and importance
- **Index and indexing:** Meaning, characteristics, purpose and function.
- Types of indexing: Precoordinate and Post coordinate indexing.
- Chain Indexing, PRECIS, POPSI, UNITERM Indexing
- Keyword Indexing: KWIC, KWOC, KWAC, KWWC.
- **Reprographic services:** Meaning and utility.

UnitII Information Services: Alerting , Abstracting,and Translation Service

- **Alerting Service:** Meaning , purpose and importance CAS and SDI
- **Abstract and Abstracting:** Meaning and characteristics. Types of Abstract: Indicative, Informative, Slanted, Critical, Graphic, Numerical and Telegraphic. Qualities of Abstract, essential elements and format.
- **Translation services:** Need, types and utility

UnitIII Reference Service and Documentation:

- **Reference service:** Concept, definition and trends.
- Initiation of new library user.
- Reference Interview
- Ready reference service
- Long range reference service.
- **Documentation:** Meaning, genesis, scope, purpose and function.
- Facets of documentation: Documentation work and Documentation service
- Documentation List: Its kind and preparation.
- Use of IT and Multimedia in Information Services

Text Books:

1. Collison, R.L. Index and Indexing
2. Collison, R. L. (1971) Abstract and abstracting services . Ohio Pres
3. Girija Kumar and Guha,B. (1983) Documentation and Information: Services and techniques and system. 2nd rev. edn. Calcutta: World Press
4. Krishan Kumar. (1978) Bibliography .New Delhi: Vikas.

5. Krishan Kumar. Reference Service. (1978) New Delhi :Vikas.
6. Kumar, P.S.G. Information Sources and Services: Theory and Practice. Delhi: BRPC.3.
7. Prasher ,R.G. (1989) Index and Indexing system.
8. Seetharama, S. Information consolidation and repackaging. Delhi: Ess Ess Publications.
9. Ranganathan S. R . Reference service. 2nd ed Bombay: Asia Publishing House ,
10. Ranganathan S. R . (1965) Documentation and its facets Bombay: Asia Publishing House.
11. Ranganathan S. R . Documentation: Genesis and Development.

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Books Recommended

1. Foskett, D.J. (1967) Information services in libraries .Ed.2. Clive Bingley.
2. Ghosh ,SB, and Satapathi ,J.N., Eds. (1998) Subject indexing system: concept methods and techniques. IASLIC.
3. Grogan, Denis Sciences and technology . London: Clive Bingley.
4. Katz ,W.A. (1969) Introduction to reference work.Vol.1 . Basic Information Sources. N.Y: McGraw Hill.
5. Mukherjee,.A.K. (1971) Reference work and its tools. 2nd ed. Calcutta: World Press.
6. Parker, C.C.and Turely ,R.V. Information sources in sciences and technology.
7. Rajan ,T.N.,Ed. (1981) Indexing System: Concepts, models and techniques.
8. Rowley J.E. and Turner C.M.D. (1970) The dissemination of information.

Knowledge Organisation and Information Processing:
Cataloguing Practice

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 215	Knowledge Organisation and Information Processing: Cataloguing Practice [KOIP/CAP]	0	1	3	4

Max. Marks: 100

Cataloguing of books according to AACR2(1988) and CCC 5th ed.

Unit I

- Personal author
- Pseudonymous Author

Unit II

- Anonymous Book
- Corporate Bodies

Unit III

- Multivolume Books
- Composite Books

Books Recommended

1. Anglo American Cataloguing Rules, 2nd ed. 1988 Revised
2. Krishan Kumar. An Introduction to AACR2, 3rd rev.ed. New Delhi, Vikas, 1990.
3. Krishan Kumar. An Introduction to Cataloguing Practice, 3rd rev.ed. New Delhi. Vikas, 1986.
4. Ranganathan, S R. Classified Catalogue Code with additional rules for dictionary catalogue.
Bangalore, S R Endowment for Lib.Sc.,1964
5. Verma, A K. AACR2 – Entries and Procedures. Delhi, Vishwa Kala Prakashan, 1986.

Project / Study Tour/Field Work

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 216	Project / Study Tour /Field work		1		2

Max. Marks: 100

Note: The student shall have to work on Project/ Study Tour /Field work under the supervision of a faculty advisor to prepare and submit a report at the end of the semester.