

**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE  
Session 2021-22, 2022-23, 2023-24**

**Course Code: DELB1PUP**

**First Semester**

Paper Code	Nomenclature of Papers	Written Examination	Internal Assessment	Total Marks
<b>Core Papers</b>				
DELB1101T	Foundations of Library and Information Science	70	30	100
DELB1102T	Knowledge Organization and Information Processing: Theory	70	30	100
DELB1103T	Management of Libraries and Information Centres	70	30	100
DELB1104T	Library and its Users	70	30	100

**Second Semester**

Paper Code	Nomenclature of Papers	Written Examination	Internal Assessment	Practical Examination	Total Marks
<b>Core Papers</b>					
DELB1205T	Knowledge Organization and Information Processing: Classification Practice* CC&DDC	70	30	-	100
DELB1206T	Knowledge Organization and Information Processing: Cataloguing Practice* CCC&AACR II	70	30	-	100
DELB1207T	Information Sources and Services	60	20	20	100
DELB1208T	Information and Communication Technology: Basics	60	20	20	100

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\*The nature of these papers is that of a theory paper.

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**FIRST SEMESTER**

**DELBI101T: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

Objective: To acquaint students with basic philosophy of library and information science while describing the role and evolution of library as a social institution, and appreciate the library and information profession.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

**Note:** 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Concept of Library: Definition, purpose and functions. Five laws of Library Science.

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2. Library in Society : Place of Library in dissemination of information. Changing role of library in socio-economic development, education and recreation.
3. Types of libraries : Public, academic, special and national libraries, Definition, Purpose and functions of each type of library. Brief introduction of automated, digital, Polymedia and virtual libraries.
4. Library cooperation: Definition, types levels, Resource sharing and Networking, Library Consortia.

#### SECTION-B

5. Library development : Modern Librarianship in India
6. Library Legislation: Need, Purpose and Factors. A brief account of its present position in India. Copyright Act, Press and Registration Act and Delivery of Books and Newspaper(Public Libraries) Act, 1954.
7. Library profession : Librarianship as a profession, Professional ethics. Role of library associations : ILA, IASLIC, ALA, CILIP.
8. Promoters of Library and Information Services : At National Level: RRRLF, and at International Level: UNESCO and IFLA : Their role in promotion and development of libraries.

#### RECOMMENDED READINGS

1. Butler, P. An introduction to library science.
2. Gardner, Frank M. Public library legislation: a comparative study. 1971.
3. Gates, J.K. Introduction to librarianship. Latest ed.
4. Gupta, B.M. Hand Book of Libraries Archives & Information Centres in India.
5. Harrison, K.C. First steps in librarianship: a students' guide. Ed London: Andre Deutsch, 1980,
6. India Advisory Committee for libraries: Report, 1971.
7. Jefferson, G. Libraries and Society. London: James Clarks and Co..1969.
8. Jefferson, G. Library cooperation. Latest ed.
9. Kelly, Thomas. History of public libraries in Great Britain, 1845-1975, 1977.
10. Khanna, J.K. Fundamentals of Library Organisation.
11. Khanna, J.K. Library and Society. Kurukshetra: Research Publication, 1987.
12. Lock, R.N. A manual of library economy: A conspectus of professional librarianship for students and practitioners. London: Clive Bingley, 1977.
13. Martin, William. J. The Information Society. London: Aslib, 1990
14. Maurice B & Line, Joyce. National Libraries. London: Aslib, 1979
15. Mittal, R.L. Public library law: an international survey, Delhi: Metropolitan, 1971.

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16. Narayana, G.J. Library and information management.
17. Ranganathan, S.R. & Neelameghan, A. Public library system.
18. Ranganathan, S.R. The five laws of library science, Ed 2,1957
19. Rout, R.K. Library Legislation in India. New Delhi: Reliance, 1986.
20. Rubin, Richard E. Foundations of library and information science, 3<sup>rd</sup> ed. New Delhi: DBS Imprints, 2013.
21. Venkatpaiah, V. Indian library legislation, 2 Vol. Delhi : Daya,1990

**DELB1102T: KNOWLEDGE ORGANISATION AND INFORMATION  
PROCESSING: THEORY**

**Objective:** To acquaints students with the theory of library classification and cataloguing, its problems and role in the organization of library materials.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment :30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

**Note:** 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Concept of Library Classification : Definition, need and purpose.
2. Theory of subjects: Basic, compound and complex subjects.

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3. Models of classification scheme: Enumerative and Faceted: their merits and demerits.
4. Notation : Need, Purpose, Types and qualities.
5. Classification Schemes : Introduction to major schemes of classification : Dewey Decimal Classification (DDC) and Colon Classification (CC).
6. Classification Theory : Canons/principles of Sayers, Bliss and Ranganathan.
7. Development and trends in classification: Role of Computers.
8. Concept of Call Number : Class Number, Book Number, Collection Number.

#### SECTION-B

9. Concept of library catalogue: Definition, need, purpose and functions.
10. Forms and types of catalogue. Dictionary, Classified, Alphabetic-classified Catalogue; Card, Microfiche, Computerised and online (OPAC) Catalogues.
11. Filing of Entries : Arrangement of entries of Dictionary and Classified catalogue.
12. Descriptive cataloguing : Current trends in Standardization, description and Exchange (ISBD, MARC, CCF).
13. Standard codes of cataloguing: AACR and CCC.
14. Normative principles of Cataloguing: Canons of Cataloguing.
15. Subject Cataloguing and Indexing : Principles of subject cataloguing: Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings).
16. Development and trends: Development and recent trends in cataloguing.

#### RECOMMENDED READINGS

1. Choudhury (G G). Modern information retrieval theory, 1999. Library Association, London
2. Dewey decimal classification. 19<sup>th</sup>ed. 3vols.
3. Dhyani (Pushpa). Theory of Library Classification, 2000. VishwaPrakashan, Delhi. .
4. Foskett (A C). Subject approach to information. 5thEd. 1990. Bingley, London.
5. Hunter, E.J. & Bakewell, K.G.B. Advanced cataloguing. 1989. Bingley, London
6. Krishan Kumar, Theory of cataloguing.
7. Ranganathan, S.R. Classified catalogue code. 5<sup>th</sup>ed.

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8. Ranganathan, S.R. Colon classification. 6<sup>th</sup> revised edition.
9. Sears' List of Subject Headings.
10. Kumar.P.S.G & Riaz, Muhammad. Cataloguing Theory and Practice. New Delhi: S.Chand & Company Ltd.
11. Taylor, Arlene G. Introduction to Cataloguing and Classification. New Delhi. Atlantic Pub. Latest ed.

### **DELB1103T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

Objectives: This paper aims to train students in organizing and managing library and information centres while applying principles, techniques and functions of management. It also aims to highlight managerial skills in LIS professionals in routine housekeeping functions of a library/information centre.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### **INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

- Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.
2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

### **SECTION-A**

1. Concept of Management: Principles and functions of scientific management and their application to libraries and information centres. Levels of management.

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2. Library Organisation: Policy making bodies of library; library authority and library committee. Organisational structure in libraries.
3. Library Finance : Sources of finance, Budgeting procedure and accounts.
4. Human Resource Management : Importance and Role of Human Resource management in library, staff manual. Outsourcing.
5. Collection Development and Access Management : Need, purpose, Principles and factors. Collection Development policy. Procedure of ordering, appointing vendors. Book trade problems with special reference to India, Accessioning. Good Offices Committee (GOC). Acquisition of non-print/ multimedia materials.
6. Management of Technical Section & Service.
7. Storage and Maintenance Section : Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding, stock-rectification and stock verification.

### SECTION-B

8. Periodical section: Acquisition, methods of recording with special reference to Kardex.
9. Circulation Section : Membership/Registration : Charging and discharging systems, Library rules.
10. Reference and Information Section : Organisation of reference and Information section.
11. Library Building : Planning, responsibilities; Standards and Norms for Planning. Furniture and Equipment : Criteria for selection and qualities.
12. Public Relations and Extension Service : Definition, need, objectives and methods.
13. Library Statistics : Need, purpose and types.
14. Annual report : Need purpose and contents.

### RECOMMENDED READINGS

1. Evans, G.E. Management techniques for librarians.
2. Lock, R.N Brown's manual of library economy. latest ed.
3. Lock, R.N., Ed. Manual of library economy: conspectus of professional librarianship for students and practitioners. London: Clive Bingley. Latest ed.
4. Mittal, R.L. Library administration: theory and practice. Latest ed
5. Narayana, G.J. Library and information management.

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6. Ranganathan, S.R. Library administration. Latest Ed
7. Wheeler, J.L. & Goldhar. Practical administration of public Libraries. Latest Ed
8. Wilson, L.R. & Tauber, M.F. University library. Latest Ed .
9. Raina, Roshan. TQM in Library and Information Services, New Delhi: Infuse, 1999.
10. Sharma, H.D. Library Building and Furniture: A Handbook for Librarians, Varanasi: Indian Bibliographic Centre, 1996.
11. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
12. Mookerjee, Subodh Kumar & Sengupta, Beneyendra. Library Organization and Library Administration. Calcutta: World Press, 1972.
13. Panwar, B.S. & Vyas, S.D. Library Management. Delhi: R.R. Publishing Corporation, 1986.
14. Ranganathan, S.R. Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay: Asia, 1967
15. Singh M Library and Informaton Management.: theory and Practice . Delhi: IBT. 1983.
16. Singh, R.S.P. Fundamentals of Library Administration and Management. Delhi Prabha, 1990.
17. Stueart, Robert D. & Moran, Barbara B. Library and information center management. 6th ed. Colorado: Libraries Unlimited, 2004.

#### DELB1104T: LIBRARY AND ITS USERS

Objective: This paper aims to acquaint students with different categories of users and their information needs and familiarize them with types of Information Systems and information Services.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

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**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.
2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Changing dimension: role and status of libraries.
2. Library surveys : Need, Purpose and uses.
3. Library surveys : Planning surveys, collecting information, processing and analysis of data interpretation and presentation (Only basics to be covered)
4. Techniques and tools of library surveys.
5. Information: Definition and its nature.
6. Categories of information users.
7. Information needs of users.
8. Information seeking behaviour.

**SECTION-B**

9. Evaluation of library sources and services : Books, periodicals, Catalogues.
10. Effectiveness : Cost-benefit/Cost-effectiveness studies.
11. User studies : Methods and techniques.
12. Evaluation of user studies
13. User education : Concept, goals and objectives, Levels.
14. User education: Techniques and methods.
15. Evaluation of user educational programmes.
16. Information literacy : Definition, need, Purpose, Programmes.

**RECOMMENDED READINGS**

1. Atherton, Pauline. Handbook for information systems and services. UNESCO: Paris, 1977.
2. Betty, M. Cost analysis of library functions.



3. Bopp, Richard E & Smith, Linda C. Ed. Reference and information services: An Introduction. Rev. ed. USA: Libraries Un., 1995.
4. Girja Kumar. Philosophy of user education. Delhi: Vikas, 1983.
5. Guha, B. Documentation and information. Rev. ed. 2. Calcutta: World Press, 1983.
6. Jordan, Peter. The academic Library and its users. Gower, 1998
7. Katz, William A. Introduction to reference work. Ed 7. 2 V. New York: McGraw Hill, 1996.
8. Kawatra, P.S. Fundamentals of Documentation. New Delhi: Sterling Pub., 1983.
9. Krishan Kumar. Reference Service. Rev. ed. 3. New Delhi: Vikas, 1987.
10. Laloo, Bikika Tariaing. Information needs, information seeking behaviours and users. Delhi: Ess Ess, 2002.
11. Lancaster, F. W. The measurement and evaluation of Library services. Virginia: Information Resources Press, 1977.
12. Lancaster, F.W. If you want to evaluate your Library. London: Library Association, 1988.
13. Line, Maurice B. Library surveys, London: Clive Bingley, 1982.
14. Martin, Allan and Rader, Hannelore. Information and IT literacy enabling learning in the 21st century. London: Facet, 2003
15. Nicholas, David. Assessing information needs: tools, techniques & concepts for the Internet age. London: Aslib.
16. Peter, Fox Library user education.
17. Prasad, H. N. Information needs and users. Rev. ed. 2. New Delhi: BR Publications, 1991.
18. Prasher, R.G. Information and its communication Ludhiana: Medallian, 2003.
19. Satyanarayana: User education in academic libraries.
20. Sehgal, R.L. User education in computer based libraries. Delhi: Ess Ess, 2002.
21. Stevensons, M.B. User education programmes.

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**SECOND SEMESTER****DELB1205T: KNOWLEDGE ORGANISATION AND INFORMATION  
PROCESSING: CLASSIFICATION PRACTICE**

Objective: The aim of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification, Ed 6 (reprint with amendments) and Dewey Decimal Classification, Ed 19.

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** The question paper should be made out in three parts. Section-A should include titles to be classified according to Colon Classification, Ed 6 (Reprinted with amendments). Section B should include titles to be classified according to Dewey Decimal Classification, Ed 19. Section C should include titles to be classified according to both CC and DDC. Whatever a title warrants use of Chronological Device, the period should be indicated by the paper-setter. Titles should be expressive. Wherever necessary, annotations may be added to clarify the subject of document. No titles warranting use of Classic Device should be given for classification. Colon Classification, Ed.6 (Reprinted with amendments) and Dewey Decimal Classification Ed. 19 will be provided to the candidates for use in the examination hall. The candidates will also be provided a standard dictionary for use in the examination hall. In no case, questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max. Marks: 70

Pass marks: 50%

Note: 1. Section A and B carry 20 marks each. Section C carries 30 marks. All Sections are compulsory.

2. Copies of Colon classification, Ed 6 (Reprinted with amendments) and Dewey decimal classification, Ed 19 and dictionary are available for use.

**SECTION-A****COLON CLASSIFICATION**

Classify any five of the following ten titles.

20 marks

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**SECTION-B****DEWEY DECIMAL CLASSIFICATION**

Classify any five of the following ten titles.

20 marks

**SECTION -C****COLON CLASSIFICATION AND DEWEY DECIMAL CLASSIFICATION**

Classify any five of the following ten titles both by CC and DDC.

30 marks

**TEACHING AIDS**

- Colon Classification, Ed 6 (Reprinted with amendments), 1963.
- Dewey decimal classification, 3V, Ed 19. 1979.
- Dictionary / Encyclopaedia.

**LIST OF REQUIREMENTS IN THE EXAMINATION HALL**

The following books are to be provided to the candidates:

1. Ranganathan, S.R. Colon Classification. Ed 6 (Reprinted with amendments), 1963. One for each candidate.
2. Dewey Decimal Classification. 3V. Ed 19. 1979. One set to each candidate.
3. Language Dictionary- 2 copies.

*Note: The above books are to be provided by the Departmental Library of Distance Education, Punjabi University, Patiala.*

**DELB1206T: KNOWLEDGE ORGANISATION AND INFORMATION  
PROCESSING: CATALOGUING PRACTICE**

Objective: The aim of this paper is to give practice and train students in the techniques of cataloguing documents according to Classified Catalogue Code (CCC) and Anglo American Cataloguing Rules (AACR II).

Max. Marks: 100

Written Examination: 70 Marks

Internal Assessment: 30 Marks

Time allowed: 3 hours

Pass Marks: 50%



The following types of documents shall be catalogued according to both CCC and AACR II:

1. Single Personal Author, Collaborator(s).
2. Joint Personal Author, Collaborator(s).

The following types of documents shall be catalogued according to AACR II only:

1. Pseudonym: Single and Joint.
2. Works under editorial direction.
3. Ordinary Composite Book.
4. Multi-volumes.
5. Periodicals.
6. Uniform Titles.
7. Corporate Author: Government, Institution and Conference

**Note:**

- a) (i) Complicated cases of personal names, (ii) Complicated corporate authorship, (iii) Complex titles in periodicals, (iv) Complexities in descriptive cataloguing are excluded.
- b) Cataloguing of Artificial Composite Book, Pseudo-series according to AACR II and CCC are excluded.

**INSTRUCTIONS TO THE PAPER SETTER:** Separate titles should be given for cataloguing by CCC and AACR II. The question paper should consist of two sections. Section-A should include two titles to be catalogued according to CCC. Section B should include eight titles to be catalogued according to AACR II supplemented by Sears List of Subject Headings. Candidates should be asked to catalogue fully any five titles in all, selecting one title from Section A and four titles from Section B. In no case, question should be asked outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time allowed: 3 hours

Max. Marks: 70

Pass Marks: 50%

**NOTE:**

1. All questions carry equal (14) marks.

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2. Catalogue fully five titles in all, selecting one title from section-A and four titles from section-B
3. All catalogue entries for each title should be completed before attempting the next title.
4. For entries according to AACR II:
  - a. Follow Unit Card System for added entries.
  - b. For subject headings, use Sears List of Subject Headings, Ed 12.
5. Copies of Colon Classification, Ed 6 (Reprinted with amendments) and Sears List of Subject Headings, Ed 12 are available for use.

**SECTION-A: CLASSIFIED CATALOGUE CODE****SECTION-B: ANGLO-AMERICAN CATALOGUING RULES II**

List of requirements in the examination hall

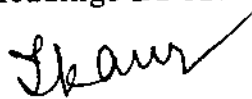
The following books are to be provided to the candidates:

1. Colon classification. Ed.6 (reprinted with amendments), 1963
2. Sears List of Subject Headings. Ed 12.
3. Language dictionary.

*Note: The above books are to be provided by the Departmental Library of Distance Education, Punjabi University, Patiala.*

**TEXT BOOKS**

1. Ranganathan (SR): Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code. Ed. 5, 1954. Reprinted 1991.
2. Anglo-American Cataloguing Rules. Ed 2. Reprint 1988.
3. Sears List of Subject Headings Ed 12. 1982.



**DELBI207T: INFORMATION SOURCES AND SERVICES**

Objectives: The aim of this paper is to impart knowledge regarding basic reference and information sources to students and to give them practice in the use of these in answering queries of users.

Max. Marks: 100

Internal Assessment: 20 Marks

Theory: 60 Marks

Practical: 20 Marks

Time allowed: 3 hours

Pass Marks: 50%

**PART-I: THEORY (Max. Marks: 60)**

Time allowed: 3 hours

Pass Marks: 50%

**INSTRUCTIONS TO THE PAPER SETTER:** the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

**INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER**

Time Allowed: 3 hours

Max. Marks: 60

Pass Marks: 50%

- Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.  
2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Reference and Information sources.
2. Documentary sources of Information; print and non-print: categories: primary, secondary and tertiary source of information.

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3. Human and institutional sources. The internet, Web as a source of information.
4. Evaluation of Information and Reference sources: Different types of reference and information sources. Criteria for evaluation of reference sources.
5. Introduction to Encyclopedia, Dictionaries, Geographical and Biographical sources of information. Sources of current information, News Digests, Union catalogues, Indexing and Abstracting Services.
6. Bibliographical sources: function, types, uses and evaluation criteria.

#### SECTION-B

7. Reference and Information Services: Concept, definition, need and trends. Basics of digital and virtual reference services. (Ask Jeeves, Question point).
8. CAS and SDI Services: Need, purpose, techniques and evaluation.
9. Bibliography, Referral, Document delivery and Translation services.
10. Introduction to Documentation and Information Centres. Information Systems and Networks.
11. Services and Products of Documentation and Information Centres and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC; INFLIBNET, DELNET.
12. Services and products of Documentation and Information Centres, Information Systems and Networks at International level: OCLC.

#### PART-II: PRACTICAL (20 Marks)

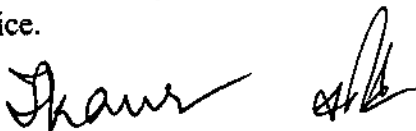
Time Allowed: 1 Hour.

The practical exam for this paper will be in written form where a candidate will have to mention one reference/information source with complete bibliographical details for each ready reference question. Candidate will have to attempt 10 questions out of 20 in one hour.

NOTE: List of reference sources for evaluation attached (Appendix).

#### RECOMMENDED READINGS

1. Bunch, Allan. Basics of information work, London: Clive Bingley, 1995.
2. Chakarabarty. Reference service.



3. Chandler, G. How to find out: A guide to sources of information for all, Ed. 4. Oxford: Pergamon, 1971.
4. Girja Kumar & Krishan Kumar. Bibliography.
5. Katz, W.A. Introduction to reference work. 7<sup>th</sup>ed. New York: McGraw-Hill, 1996. 2 vols.
6. Krishan Kumar. Reference Service.
7. Madan Mohan Singh. Reference sources and services in library science.
8. Murfin Marjorie E. & Wynar, Lubomyr R. Reference Service: An Annotated Bibliographic Guide. Littleton: Libraries Unlimited. Allied Pub.
9. Paithankar, Rajiv R. Library reference practices, services and new avenues.
10. Ranganathan, S. R. Reference service.
11. Satija, M.P. & Sewa Singh. Sandharab ate Soochna Sarot. Patiala: Punjabi University Publication Bureau, 1996 (in Punjabi).
12. Satija, M.P., Sukhdev Singh & Harish Chander. Punjabi Reference Sources: A descriptive guide. New Delhi: Satija Research Foundation for Library and Information Science, 2018.
13. Sheehy, E.P. Guide to reference books.
14. Shores, L. Basic reference Sources
15. Tripathi, S. M. Modern bibliographical control, Bibliography and documentation. Agra: Y.K., 1992.
16. Walford, A.J. Ed. Guide to reference material. London: LA. 3vols.

### DELB1208T: INFORMATION AND COMMUNICATION TECHNOLOGY: *BASICS*

Objectives: To acquaint students with Computers, computer architecture, the System Software and application software, and use of ICT in library and information centres. It also aims to impart practical knowledge of library automation software.

Max. Marks: 100

Internal Assessment: 20 Marks

Theory: 60 Marks

Practical: 20 Marks

Time allowed: 3 hours

Pass Marks: 50%

#### PART-I: THEORY (Max. Marks: 60)

Time allowed: 3 hours

Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective

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sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

### INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

### SECTION-A

1. Computer: Hardware, input and output Devices, Storage Devices, Software: System Software and Application Software.
2. Information and Communication Technologies: Concept and Impact on Society.
3. ICT: Application in Libraries.
4. Library Automation: Need, Purpose and Application.
5. Information Retrieval: Search engines, Boolean operators.
6. Computer Networks: Concept. Classification of Computer Network on the basis of size (LAN, MAN and WAN) and Topologies and Advantage of networks.

### SECTION-B

7. Library and Information networks with special reference to India: Delnet, Inlibnet, Ernet, Nicnet.
8. The Internet: World Wide Web (WWW). Hypertext, Hypermedia, Multimedia, Intranet, Extranet.
9. Common Software: Introduction to Open/Proprietary software. Word Processing Software: MS Word-All features. Presentation Software: MS Power Point - Basic features.
10. Digital, Virtual and Hybrid Libraries: Definition and scope, Recent Developments and trends.
11. Library Software: Essential features.



12. Study of features of select library software packages: LIBSYS, SOUL and KOHA.

**Part-II (PRACTICAL) 20 Marks**

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|--|----------|
| 1. Use of any one Library software package | 10 Marks |
| 2. Viva- Voice                             | 10 Marks |

**RECOMMENDED READINGS**

1. Bharathiar University. Introduction to Information Technology. Link: [http://buc.edu.in/sde\\_book/bcom\\_ca.pdf](http://buc.edu.in/sde_book/bcom_ca.pdf)
2. Bharihoke, Deepak. Fundamentals of Information Technology. 4th Ed. New Delhi: Excel Books, 2012.
3. Devarajan, G. Information technology in libraries. Delhi: Ess Ess, 1990
4. Gill, Nasib Singh. Handbook of Computer Fundamentals. Delhi: Jain Book Agency, 2016.
5. Gookin, Dan. Word 2013 for Dummies. Wiley & Sons, 2013.
6. Introducing Windows 10. Microsoft Press, Preview eBook. Link: [http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft\\_Press\\_eBook\\_Introducing\\_Windows\\_10\\_Preview\\_PD F.pdf](http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PD F.pdf)
7. Lambert, Joan & Cox, Joyce. Step by Step Microsoft Word 2013. Washington: Microsoft Press, 2013.
8. Lambert, Joan & Frye, Curtis. Microsoft Office 2016 Step by Step. Washington. Microsoft Press, 2015. Link: <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
9. Leon, Alexis & Leon Mathews. Fundamentals of Information Technology. 2nd Ed. New Delhi: Vikas, 2009.
10. Leon-Garcia, Alberto & Widjaja, Indra. Communication Networks: Fundamental concepts and key architectures. 2nd Ed. McGraw-Hill, 2006.
11. Lowe, Doug. PowerPoint 2013 for Dummies. Wiley & Sons, 2013.
12. Lowe, Doug. PowerPoint 2016 for Dummies. Wiley & Sons, 2015.
13. McFedries, Paul. Teach Yourself Visually Windows 10. Wiley, 2015.
14. Nagpal, DP. Computer Fundamentals. New Delhi: S. Chand, 2008.
15. Norton, Peter. Introduction to Computers. 6th Edition. New York: Tata McGraw-Hill, 2008. Link: <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
16. RavichandraRao, I.K. Library automation. New Delhi: Wiley Eastern.
17. Rowley, Jennifer. Computers for libraries. 3rd ed. Library Association. London. 1993.

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18. Rowley, J. The electronic library. 4<sup>th</sup> ed. London: LA, 1998.
19. Salaria, R.S. Computer Fundamentals. 2015. Jain Book Agency, Delhi.
20. Satyanarayana, N.R. A manual of computerization in libraries.
21. Sinha, P.K. & Sinha, P. Foundations of computing. BPB Publications, 2008. Link: <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
22. Tanenbaum, Andrew S. & Wetherall, David J. Computer networks. 5th Ed. Prentice Hall, 2011. Link: <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>
23. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Delhi: Jain Book Agency, 2013.
24. Wang, Wallace. Office 2013 for Dummies. Wiley & Sons, 2013.
25. Weverka, Peter. Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, 2013.

**TEACHING METHODS:** Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/demonstration, observation, tutorials and seminars.

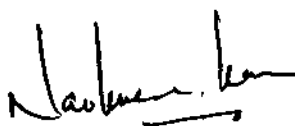
**TEACHINGS AIDS:** Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, projectors and computers for demonstration are used.

**ACTIVITIES OF STUDENTS:** Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

#### APPENDIX

##### Dictionaries:

1. The Oxford English Dictionary. Second edition. Oxford, N.Y.: the Clarendon Press, 1993, 20 vols.
2. Webster's Third New International Dictionary of the English language, Chicago: Encyclopedia Britannica. Inc., 1961.3 vols.
3. Roget's International Thesaurus. Ed3.1968.
4. PSUTB English-Punjabi Dictionary. Chandigarh: Punjab State University Text-Book Board.



**Encyclopedias:****General:**

5. The New Encyclopedia Britannica, Chicago: Encyclopedia Britannica Inc. Latest ed.
6. Encyclopedia Americana. New York: Grolier Inc. 30 vols.

**Subject:**

7. International Encyclopedia of Social Sciences, N.Y.: The McMillan and The Free Press, 1968. 18 vols.
8. McGraw- Hill Encyclopedia of Science and Technology, N.Y.: McGraw-Hill.
9. Encyclopedia of Library and Information Services 3rd ed. Chicago: American Library Association, 1993.

**Biographical Dictionaries:**

10. The International Who's Who. London: Europa.
11. Dictionary of National Biography, edited by S.P. Sen. Calcutta, Institute of Historical Studies, 1972-74, 4 vols.
12. India Who's Who, New Delhi ( India ) : INFA Publications

**Gazetteers/ Geographical Dictionaries:**

13. Columbia Lippincott Gazetteer of the World, N.Y.: Columbia University Press, 1952.
14. The Gazetteer of India, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. Of India, 1978.

**Year Books:**

15. The Europa World Year book., London: Europa Publications, 1926-
16. The Statesman's Year book, New York: St. Mazarin's Press, 1864 -
17. India: A Reference Annual, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt.of India, 1953-
18. Commonwealth University Year book. The Association of Commonwealth Universities,1914-
19. The World of Learning, London : Europa Publications, 1947-
20. Universities Handbook, New Delhi : AIU

**News Digests:**

21. Keesings Record of World Events, (Formerly Keesing's Contemporary Archives), 1931- Longman Group, UK.

**Statistical Sources:**

22. UNO Statistical Yearbook

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23. Census of India
24. Statistical Abstracts of Punjab, Chandigarh: Economic Advisor to Punjab Government.

**Bibliographies:**

25. Indian National Bibliography (INB), Calcutta : Central Reference Library, 1957- (Monthly)
26. Indian Books in Print. New Delhi: Indian Bibliographies Bureau.
27. Books in Print: A World List of Books in English Language. N.Y.: H.W. Wilson, 1933-
28. Ulrich's International Periodicals Directory: A Classified Guide to Current Periodicals, Foreign and Domestic. N.Y : R.R. Bowker, 1932-( Annual)
29. Punjabi Reference Sources: A descriptive guide by M.P. Satija, Sukhdev Singh and Harish Chander. New Delhi: Satija Research Foundation for Library and Information Science, 2018.

**Union Catalogues:**

30. National Union Catalogue of Scientific Serials in India (NUCSSI), Print form and database.
31. Union Catalogues, published by National Social Science Documentation Centre, New Delhi.

**Indexing Services:**

32. Guide to Indian Periodical Literature, Gurgon: Indian Documentation Services, 1982-(Quarterly).

**Abstracting Services:**

33. Library and Information Science Abstracts (LISA), London: Library Association, 1969- (Monthly)

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