

**SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**



**SYLLABUS EFFECTIVE FROM: 2017-18
Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: II**

Paper Code: UA02CLIB21	Total Credit: 5
Title of Paper: Library Administration & Organization (Theory)	

Unit	Description in detail	Weightage (%)
I	Administration, Organization & Management Concept, definition, scope and difference Principles of Organization Functions of Management Planning of Library Building: Need & purpose of planning Principles of Planning Standards of Library Building	25
II	Library House Keeping Operations (Traditional & Software based KOHA) Different sections of library & information centre and their functions Collection development policies & procedures Book Acquisition Technical processing Serials control circulation control Maintenance work Stock verification & Stack rectification Binding Weeding out Archiving- conservation- preservation Restoration including print and non- print/electronic materials	25
III	Personnel Management: Library personal: Principles & Function Types of staff, Staff formula Library Governance: Power & Functions of Committee	25
IV	Library Finance: Principles Estimation of library finance Budgeting techniques	25

Basic Text & Reference Books:-

- EVANS (G Edward). Management Techniques for Librarians 2nd edition New York. Academic Press, 1983.
- KATZ (W A). Collection Development the selection of materials for librarians: New York, Holt Rinhart & Winston, 1980.
- LOCK (R N). Library Administration, Ed.3, New York. Philosophical Library, 1985
- MITTAL (R L). Library Administration: Theory and Practice, Ed.5, Delhi. Metropolitan, 1984
- NARAYANA (G I). Library & Information Management New Delhi, PHI 1991
- RANGANATHAN (S R). Library Administration, Ed.2, Bombay Asia, 1959
- Scientific Management of Libraries: In Library Trends. V2, N3 Jan. 1954
- SHARMA (J S). Library Organization, New Delhi, Vikas, 1978
- SPILLER (David). Book Selection: An Introduction to Principals and practice. Revised 2 London CliveBingley, 1974
- KRISHAN KUMAR. Library Administration and Management: 2nd Ed. New Delhi Vikas, 1987
- SECHARAMA (S). Guidelines for planning of Libraries and Information centers. Calcutta: IASLIC 1990.
- KRISHAN KUMAR. Library Manual: New Delhi, Varu 1985
- REFER (Clayton) and GORMAN (G E). Managing Information Resource: In Libraries and Information Services: Collection Management in theory and practice. London. Face Publishing. 2001

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Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: II
Syllabus with effect from: June 2017/2018

Paper Code: UA02CLIB22	Total Credit: 5
Title of Paper: Computer Application - Theory	

Unit	Description in detail	Weightage (%)
I	Information Technology: Definition, need, scope and objectives Historical development of computers Generation of computers Classification of computers	25
II	Computer Architecture: CPU Hardware Input and output devices Peripherals	25
III	Operating System: Single & multi- user systems Basic features of MS-DOS, MS- Windows, Linux, UNIX, Windows- NT Programming languages: concepts and tools Algorithm and Flowcharting	25
IV	Library Automation & Net Working: Overview Of SOUL and KOHA Housekeeping functions- Acquisition, Processing, Circulation, Serial Control Networks- Definition, Need , Purpose and Types of Network Network Topology: Bus, Ring, Star, Tree, Mesh, Hybrid Internet	25

Basic Text & Reference Books:-

- JAIN (V K). O-level module 1: Computer fundamentals: 2nd Delhi: BPB publications 1994.
- SINHA (P K). Computer fundamentals; concept, systems and applications. 2nd Ed. New Delhi: BPB Publications 1992.
- MEHTA (Subhash) and MEHTA (Bhavana). Quick Computer Course. New Delhi. Galgotia 1955.
- CROUCHER (Phill). Communication and networks. 2nd Ed. New Delhi. Affiliated East West, 1995
- BASANDRA. Understanding computers through common sense: New Delhi Golgate.
- GEAR. Introduction to computers. New Delhi. Galgotia.
- RAJARAM (V). Fundamentals of computers, New Delhi: PHI, 1995
- CHAO (Chien C). Introduction to the micro computer and its applications, New Delhi: Galgotia, 1955.
- KEREN (C) and PERLMUTTER (L), Ed. The application of mini and micro computers in information documentation and libraries. Amsterdam Elsevier.1955
- DEENADAYALU (R). Computer Science 2 Vols. New Delhi TMH 1990
- BPTTO (Francis). Multimedia CD-ROM and compact disc: a guide for users and developers, New Delhi: Galgotia, 1993
- WAIXEL (Bob) and MCKELLEN. A beginner's grade to the PC. Delhi: Affiliated East West Press, 1995
- BASANDRA (Suresh K). Computer today, New Delhi: Galgotia, 2002
- SATYANARAYAN (N R). A Manual of Computerization in Libraries. New Delhi: Wishwa Prakashan, 1995
- CHOWDHARY (G G) and CHOWDHARY (Sudatta). Searching CD-ROM and on line information sources. London Facet Publishing, 2001
- JAIN (Satish). Information Technology: `O` level made simple. New Delhi, BPB, Latest Edition (All modules)
- JAIN (V K). Information Technology: `O` leve. New Delhi: BPB Latest Edition (All modules)
- BRIANK (Williams), STACEY (Sawyer) and HUTCHINSON (Sarah E). Using Information Technology: A Practical Introduction to Computers and Communications. New Delhi: TMH, Latest Edition.
- CURTIN (Dennis P) & others. Information Technology: The breaking wave. New Delhi. TMH (latest edition)

- LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. Chennai: Leon TechWorld, Latest Edition.
- RADHAKRISHNA (P). Computers and Information Technology. Hyderabad: Hitech, Latest Edition.

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(Full Time) - Semester: II
Syllabus with effect from: June 2017/2018

Paper Code: UA02CLIB23	Total Credit: 1
Title of Paper: Computer Application - Practical	

Unit	Description in detail	Weightage (%)
I	Use Of Operating Systems Windows, Unix	25
II	Word Processors, Spread Sheets	25
III	PowerPoint Presentation, Microsoft Access (Database Creation)	25
IV	Internet Basic (Practical Point of View)	25

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(Full Time) - Semester: II
Syllabus with effect from: June 2017/2018

Paper Code: UA02CLIB24	Total Credit: 5
Title of Paper: Reference and Information Sources - Theory	

Unit	Description in detail	Weightage (%)
I	Information sources: Meaning, definition, nature, characteristics & utility Documentary information sources : Prints and electronic ; primary, secondary and tertiary Non documentary information sources : Human and institutional Internet as a source of information	25
II	Reference sources: Meaning, definition, need and purpose Criteria of evaluation	25
III	Kinds of reference tools : Encyclopedias Dictionaries Directories Yearbooks Handbooks Manuals Almanacs Geographical sources Bibliographical sources Biographical sources Current reference sources Online sources	25
IV	Types of reference queries Techniques of answering reference queries	25

Basic Text & Reference Books:-

- KATZ (A). Introduction to Reference Work, 2V. 6th Ed. N. Y. McGraw Hill. 1992
- SHORES (L). Basic Reference Sources. Chicago: ALA, 1954
- GUHA (B). Documentation & Information. 2nd Ed. Calcutta, World Press, 1983
- BUNCH (Allan). Basic of Information Work: London: Clive Bingley; 1964
- DAVINSON (Donald). Bibliographic Control: London: Clive Bingley, 1975.
- SHERA (J H) and EGAN (M E). Bibliographic Organization, Chicago:
- AUSTBERY (Ray). Bibliography and book production Oxford: Pergamon, 1967.
- KAWATRA (P S). Fundamentals of documentation with special reference to India, New Delhi: Sterling, 1982
- COBLANS (Herbet). Librarianship and documentation: An International perspective London: Andre Deutsch, 1974.
- ROY (Stokes). Esdaile`s manual of bibliography, London: Alien & Unvin, 1954
- HELPRIN (Laurence B), (Ed.) Towards foundation of Information Services. White Plain, N.Y.: Knowledge Industry, 1985
- GIRIJA KUMAR and KRISHAN KUMAR. Bibliography. New Delhi: Vikas
- CHAKARBORTI (M L). Bibliography: Theory and Practice. 3rd rev. ed. Calcutta: World Press, 1987.
- ROY (Paul Mohan). Systematic bibliography: 2nd ed. Jaipur: Printwell, 1984.
- MURTHY (A T). Documents Bibliography: New Delhi: Metropolitan, 1979.
- IFLA. Manual on bibliographic control. Paris : Unesco, 1983
- CATHERINE (Sheldrick), (ROSS) (Kirstin Nilsen) and PATRICA (Dewdney): Conducting the Reference Interview:
- A how –to-do manual for librarians. London: Facet Publishing. 2002.
- SHEILA (Pantry) and PETER (Griffiths). Creating successful e-information services. London: Facet, 2002

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Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: II
Syllabus with effect from: June 2017/2018

Paper Code: UA02CLIB25	Total Credit: 2
Title of Paper: Reference and Information Sources- Practical	

Unit	Description in detail	Weightage (%)
	Solutions of Reference & Information Queries From the Various Sources. Print, Non-Print, Online Sources, E-Sources, Digital Sources etc.	100

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Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: II
Syllabus with effect from: June 2017/2018

Paper Code: UA02ELIB21	Total Credit: 5
Title of Paper: Reference & Information Services- Theory	

Unit	Description in detail	Weightage (%)
I	Reference & information services: Concept, definition, need Reference services : Long range reference service and ready reference service Difference between information service and reference service	25
II	Information users: Categories of users and their information need User's studies Reference interview & search techniques	25
III	User education: Definition, need, purpose, techniques and methods User's education programme	25
IV	Information services: Literature search Bibliographical service Reprographical services Translation Current Awareness Service (CAS) Selective Dissemination of Information (SDI) Document Delivery Service Indexing services Abstracting services Recent trends of information services: Impact of IT on Library & Information services Reference & information services through internet	25

Basic Text & Reference Books:-

- KATZ (A). Introduction to Reference Work, 2V. 6th Ed. New York: McGraw Hill. 1992.
- KATZ (Bill) and TARR (Andrea). Reference and Information Services, a reader, N.J.: The Scarecrow Press. 1978
- KRISHAN KUMAR. Reference Services. New Delhi: Vikas, 1989
- RANGANATHAN (S R). Reference Service and Bibliography. Ed. 2 Bombay: UBS 1960
- GUHA (B). Documentation & Information. 2nd Ed. Calcutta: World Press, 1983
- BUNCH (Allan). Basic of Information work. London: Clive Bingley, 1964
- AUSTBERY (Ray). Bibliography and Book Production. Oxford: Pergamon. 1967.
- KAWATRA (P S). Fundamental of documentation with special reference to India. New Delhi: Sterling, 1982
- BOSE (H). Information Service: Principles and Practice, New Delhi: Sterling, 1986
- International and National Library and Information Services: A review of some recent developments, 1970-80 Oxford: Pergamon Press, 1982
- COBLANS (Herbet). Librarianship and documentation: An International Perspective. London: Andre Deusch, 1974.
- STOKES (Roy). Esdailes manual of bibliography, London: Allen & Unwin 1954.
- HELPRIN (Laurence B), (Ed). Towards foundation of Information science. White Plains, N.Y. Knowledge Industry. 1985
- GIRIJA KUMAR and KRISHAN KUMAR. Bibliography, New Delhi: Vikas
- CHAKRABORTI (M L). Bibliography: Theory and Practice, 3rd rev. ed. Calcutta: World Press, 1987.
- ROY (Paul Mohan). Systematic Bibliography. 2nd ed. Jaipur: Printwell, 1984.

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Paper Code: UA02ELIB22	Total Credit: 2
Title of Paper: Reference & Information Services- Practical	

Unit	Description in detail	Weightage (%)
	Prepare & Present Models of kinds of Reference & Information Services	100