SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02CLIB51	Title of the Course	Library Administration and Organisation
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	1. Students elaborate the concept of Administration, Organisation and Management
	2. Students explain principles of organisation and functions of management
	3. Students illustrate the planning of library building
	4. Students carry out various housekeeping operations through tradition mode and KOHA based
	5. Students explain the concept of personnel management
	6. Students explain the principles and functions of library personnel
	7. Students illustrate types of staff and staff formula in different libraries
	8. Students demonstrate library governance
	9. Students outline estimation of finance
	10. Students explain various budgeting techniques

Course Content		
Unit	Description	Weightage* (%)
1.	**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
2.	**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	25

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	Circulation control	
	Maintenance work	
	Stock verification & Stack rectification	
	Binding	
	Weeding out	
	Archiving- conservation- preservation	
	Restoration including print and non-print / electronic materials	
3.	**Personnel Management:** **Library personnel**: Principles & Function Types of staff, Staff formula **Library Governance:** Power & Functions of Committee	25
4.	**Library Finance:** Principles Estimation of library finance Budgeting techniques	25

Teaching-Learning Methodology	Classroom Discussion; Practical on KOHA; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Define and differentiate the Administration, Organisation and Management
2.	Relate principles of organisation and function of management in the sense of libraries and information centres

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3.	Explain principles and standards of library building
4	Correlate and carry out possible housing keeping operations through manually and KOHA based
5	Illustrate different sections and of library and information centres and explain functions of each section
6	Design collection development policies
7	Carry out various procedures for selection, procurement and accessioning of books
8	Carry out technical processing works
9	Demonstrate procedures of serials control
10	Elaborates various circulation systems
11	Carry out various maintenance works
12	Outline the types of staff and staff formula
13	Illustrate various library committees and elaborate their power and functions
14	Explain principles of library finance
15	Explain methods of financial estimation
16	Elaborate various budgeting techniques

Suggested References:	
Sr. No.	References
1.	Arndt, Theresa S. (2015). Getting started with demand-driven acquisitions for E-books. ALA Tech Source
2.	Evans, G. E. (1983). *Management Techniques for Librarians.* 2nd ed. New York: Academic Press.
3.	Gopinath, M.A. (1982). Financial norms for collection development in libraries. DRTC, Annual Seminar (19)

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4.	Johnson, Peggy (2014). Fundamentals of collection development and management, third edition. American Library Association (Accessible through Bhaikaka Library at SPU only)
5.	Katz, W.A. (1980). *Collection Development the selection of materials for librarians*: New York, Holt Rinohart & Winston.
6.	Koontz, H. & Weihrich, H. (1988). *Management*. New York : McGraw-Hill.
7.	Kumar, K. (1987). *Library Administration and Management*: 2nd ed. New Delhi : Vikas
8.	Kumar, K. (1985). *Library Manual*: New Delhi, Varu.
9.	Lock, R.N. (1985). *Library Administration*, 3rd ed. New York: Philosophical Library, 1985
10.	Mittal, R. L. (1984). *Library administration* (5th. Corr. ed.). New Delhi: Ess Ess Publications.
11.	Narayana, G.I. (1991). *Library & Information Management*. New Delhi: PHI.
12.	Rangnathan, S. R. (1959). *LIbrary administration* (2nd ed.). New Delhi: Ess Ess Publications.
13.	Peter, C & Gorman, G.E. (2006). *Managing Information Resource in libraries : collection Management in theory and practice*. London : Facet Publishing.
14.	Savitra, S. & Gupta, A. (2011). *Koha 3 library management system*. Mumbai: Packet Publishing.
15.	Sharma, J S. (1978). *Library Organization*. New Delhi: Vikas.
16.	Shaw, R.R. (1954) (ed.). Scientific management in libraries. In *Library Trends*, 2(3).
17.	Spiller, D. (1974). *Book Selection: An Introduction to Principals and practice*. 2nd Rev. ed. London : Clive Bingley.

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18.	Vnuk, Rebecca (2015). The weeding handbook: a shelf-by-shelf guide. ALA Editions. (Accessible through Bhaikaka Library at SPU only)
19.	Wilkinson, F. C. &. Lewis, L.K. (2003). *The complete guide to acquisitions management* (1st ed.). Westport: Libraries Unlimited.

On-line resources to be used if available as reference material
On-line Resources
BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)
Egyankosh of IGNOU (http://egyankosh.ac.in/)
EPGPathshala (http://epgp.inflibnet.ac.in/)
National Digital Library (https://ndl.iitkgp.ac.in/)

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(Bachelor of Library and Information Science) (Library and Information Science)
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Course Code	UA02CLIB52	Title of the Course	Computer Application
Total Credits of the Course	5	Hours per Week	5

Course Objectives	
	1. To build skill of basics of computer.
	2. To generate proficiency in hardware and software packages.
	3. To improve skills of flowchart and algorithm.
	4. To explain various aspects of library automation.
	5. To classify how computers can be used in libraries.
	6. To build awareness about information communication technology.

Course Content		
Unit	Description	Weightage (%)
1.	**Information Technology:** Definition, need, scope and objectives Historical development of computers Generation of computers Classification of computers	25
2.	**Computer Architecture:** CPU Hardware Input and output devices Peripherals	25
3.	**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 Concept of Proprietary Software, Open Source Software, Freeware, Shareware	25
4.	**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

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Teaching Learning Methodology	Class Room Teaching; Practical Work through Computer Lab; Use of Resources through Central Library; PPT Presentation; Online Teaching Through off campus Library Visit and Study Tour; Seminar & Presentation Mode

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Explain the structure of computer and functions of its various units.
2.	Classify the types of computers and various operating systems.
3.	Plan and implement automation in library housekeeping operations and services.
4.	Highlight the nature and components of computer networks and their protocols and Standards.
5.	Discuss of Internet, search engines and network security.

Suggested References:	
Sr. No.	References
1.	Leon, A. L. (n.d.). *Fundamentals of Information Technology*. Chennai: Leon TechWorld.
2.	Radhakrishna, P. (n.d.). *Computers and Information Technology*. Hydrabad: Hitech.
3.	Kumar, P. S. (2003). *Information Technology: Basics*. Delhi: B R Publishing Corporation.
4.	Rani, Y. S. (2015). *Information technology in Library Science*. Delhi: SBW Publishers.
5.	Riaz, M. (1991). *Library Automation*. Islamabad: EBSCO Subscription Services.
6.	Singh, M. P. (2004). *Use of Information Technology in Library and Information Science*. Delhi: Abhijeet Publications.
7.	Tripathi, M. (2011). *Fundamentals of Information Communication Technology* . Agra: Y K Publisher.
8.	Tanenbaum, Andrew S., (2009), *Computer Networks*, New Delhi: Pearson Education
9.	મિશ્રા, મહેન્દ્રકુમાર, (2010) *કમ્પ્યૂટર પરિચય એવં સૂચના પ્રૌદ્યોગિકી*, જયપુરઃ રાજપબ્લિશિંગ હાઉસ.
10.	સિંહ, પંકજ કુમાર, (2011) *સૂચના સંચાર પ્રૌદ્યોગિક એવં પુસ્તકાલય, આગરાઃ*વાઈ કે. પબ્લિસર્સ.
11.	ચૌધરી, બિસ્વરૂપ રાય અને મિન્હાસ, દેવેન્દ્ર સિંહ (૨૦૧૦) *ડાયનેમિક મેમરી કમ્પ્યુટર કોર્ષ*, ન્યુ દિલ્હીઃ ફ્યુઝન બૂક્સ
12.	પટેલ, સતીષ, (૨૦૧૫), *કમ્પ્યુટર નેટવર્ક*, કુડાસણ, સતીષ પટેલ
13.	શુક્લ, સતીષ પ્રકાશ અને પાઠક, કલ્પેશ (૨૦૦૯), *કમ્પ્યુટર શિક્ષણ*, અમદાવાદઃ વારિષેણ પ્રકાશન

On-line Resources to be used if available as reference material

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On-line Resources
https://epgp.inflibnet.ac.in/
http://egyankosh.ac.in/
https://ndl.iitkgp.ac.in/
https://www.vmou.ac.in/slm
https://baou.edu.in/syllabus-slm-e-books
http://spuvvn.edu/administration/service_centres/library/collection/index.php
https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

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(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02CLIB53	Title of the Course	Computer Application - Practical
Total Credits of the Course	5	Hours per Week	5

Course Objectives	1. To apply skills on Microsoft office packages. 2. To extend difference between command line interface and graphical user interface. 3. To carry out skills of various functions of operating system tools.

Course Content		
Unit	Description	Weightage (%)
1.	Use of Operating Systems Windows, Unix	25
2.	Word Processors, Spread Sheets	25
3.	PowerPoint Presentation, Microsoft Access (Database Creation)	25
4.	Internet Basic (Practical Point of View)	25
5.	Practice on SOUL and KOHA	

Teaching Learning Methodology	Class Room Teaching; Practical Work through Computer Lab; Use of Resources through Central Library; PPT Presentation; Online Teaching Through off campus Library Visit and Study Tour; Seminar & Presentation Mode

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software.
2.	Create, edit and manage database using Microsoft Access.
3.	Carry out library housekeeping operations using library management software.
4.	Search information from internet and databases adopting suitable search strategies.

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Suggested References:	
Sr. No.	References
1.	MS – Office Application Software
2.	Internet Application
3.	SOUL Software and KOHA Software

On-line Resources to be used if available as reference material
On-line Resources
https://epgp.inflibnet.ac.in/
http://egyankosh.ac.in/
https://ndl.iitkgp.ac.in/
https://www.vmou.ac.in/slm
https://baou.edu.in/syllabus-slm-e-books
http://spuvvn.edu/administration/service_centres/library/collection/index.php
https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

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(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02CLIB54	Title of the Course	Reference and Information Sources
Total Credits of the Course	5	Hours per Week	5

Course Objectives	1. To classify the different types of information sources.
	2. To build familiarity with standard reference sources.
	3. To organize skills of critical evaluation of reference sources.
	4. To illustrate types of reference queries and techniques of answering reference queries

Course Content		
Unit	Description	Weightage (%)
1.	**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
2.	**Reference sources:** Meaning, definition, need and purpose Criteria of evaluation	25
3.	**Kinds of reference tools :** Encyclopaedias Dictionaries Directories Yearbooks Handbooks Manuals Almanacs Geographical sources Bibliographical sources Biographical sources Current reference sources Online sources	25
4.	Types of reference queries Techniques of answering reference queries	25

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Teaching Learning Methodology	Class Room Teaching; Practical Work through Computer Lab; Use of Resources through Central Library; PPT Presentation; Online Teaching Through off campus Library Visit and Study Tour; Seminar & Presentation Mode

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand, identify and explore the different types of information sources.
2.	Evaluate various types of information sources.
3.	Explore, collate and facilitate access to the electronic resources, such as e-journals, E-books, databases and institutional repositories.
4.	Overall control on techniques of answering reference queries with the help of various reference sources.

Suggested References:	
Sr. No.	References
1.	Singh, G. (2013). *Information Sources, Services and Systems.* Delhi: PHI Learning PrivateLimited.
2.	Shores, L. (1954). *Basic Reference Sources.* Chicago: American Library Association.
3.	Kawatara, P. S. (1982). *Fundamentals of documentation with special reference to India.* NewDelhi: Sterling.
4.	Katz, A. (1992). *Introduction to Reference Work* (6 ed., Vol. 2). New York: McGraw Hill.
5.	Guha, B. (1983). *Documentation & Information* (2 ed.). Calcutta: World Press.
6.	Coblans, H. (1974). *Librarianship and Documentation: An International Perspective.* London:Andre Deutsch.
7.	Bunch, A. (1964). *Basic of Information Work.* London: Clive Bingley.
8.	Dhiman, Anil (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.
On-line Resources to be used if available as reference material	
On-line Resources	
https://epgp.inflibnet.ac.in/	
http://egyankosh.ac.in/	
https://ndl.iitkgp.ac.in/	
https://www.vmou.ac.in/slm	
https://baou.edu.in/syllabus-slm-e-books	
http://spuvvn.edu/administration/service_centres/library/collection/index.php	
https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx	

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(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02CLIB55	Title of the Course	Reference and Information Sources - Practical
Total Credits of the Course	5	Hours per Week	5

Course Objectives	1. To classify reference & information queries and build its solutions. To carry out expertise on various sources like Print, Non-Print, Online Sources, E- Sources, Digital Sources etc.

Course Content		
Unit	Description	Weightage (%)
1.	Solutions of Reference & Information Queries from the Various Sources. Print, Non-Print, Online Sources, E-Sources, Digital Sources etc.	100

Teaching Learning Methodology	Class Room Teaching; Practical Work through Computer Lab; Use of Resources through Central Library; PPT Presentation; Online Teaching Through off campus Library Visit and Study Tour; Seminar & Presentation Mode

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the importance of various information source for the purpose of academic and research activities.
2.	Overall control on techniques of answering reference queries with the help of various reference sources.

Suggested References:	
Sr. No.	References
1.	Various Sources from University library like Encyclopaedia, Dictionaries, Year Book Etc.

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On-line Resources to be used if available as reference material
On-line Resources
https://epgp.inflibnet.ac.in/
http://egyankosh.ac.in/
https://ndl.iitkgp.ac.in/
https://www.vmou.ac.in/slm
https://baou.edu.in/syllabus-slm-e-books
http://spuvvn.edu/administration/service_centres/library/collection/index.php
https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

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(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02ELIB51	Title of the Course	Reference and Information Services
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	1. Students explain and distinguish difference between Reference & Information Services 2. Students demonstrate types of reference services and distinguish difference among them 3. Students categorise types of users and their information need 4. Students outline user studies 5. Students demonstrate reference interview and carry out search techniques 6. Students explain user education and elaborate its techniques and methods 8. Students illustrate various user's education programmes 9.Students explain various information services 10. Students demonstrate recent trends of information service

Course Content		
Unit	Description	Weightage* (%)
1.	**Reference & information services:** Concept, definition, need Reference services: Long range reference service and ready reference service Difference between information service and reference service	25
2.	**Information users:** Categories of users and their information need User's studies Reference interview & search techniques	25
3.	**User education:** Definition, need, purpose, techniques and methods User's education programme	25
4.	**Information services:** Literature search Bibliographical service	25

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Reprographical services Translation Current Awareness Service (CAS) Selective Dissemination of Information (SDI) Document Delivery Service Indexing services Abstracting services Recent trends of information services: Virtual / Digital Reference Services; E-alerts, Web alerts, Web 2.0 tools Google Search Strategies	

Teaching-Learning Methodology	Classroom Discussion; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learnerwill be able to	
1.	Distinguish reference and information services
2.	Provide long range and ready reference services
3.	Classify users and analyse their information need
4.	Carry out user's studies
5.	Demonstrate reference interview
6.	Outline various search techniques

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7.	Explain user's education
8.	Illustrate various techniques and methods of user's education
9.	Carry out user's education programmes
10.	Easily distinguish the concept of user's studies and user's education
11.	Demonstrate various information services and provide various services such as Literature Search Service, Bibliographic Service, Reprographic Service, Translation Service, Current Awareness Service (CAS), Selective Dissemination of Information Service (SDI), Document Delivery Service, Indexing Service and Abstracting Service
12.	Elaborate recent trends in information service
13.	Explain the impact of Information Technology (IT) on Library & Information services
14.	Demonstrate the ways of providing Reference & Information Services through internet

Suggested References:	
Sr. No.	References
1.	Austbery, R. (1967). Bibliography and book production. Oxford : Pergamon Press.
2.	Bopp, R. E. and Smith, L C. (2011). Reference and information services: an introduction. 4th ed.. Santa Barbara, California: Libraries Unlimited
3.	Burns, Christa & Sauers, Michael P. (2014). Google search secrets. American Library Association. (Accessible through Bhaikaka Library at SPU only)
4.	Cassell, K., & Hiremath, U. (2009). Reference and information services in the 21st century : an introduction. New York: Neal-Schuman Publishers.
5.	Chakraborti, M. L. (2017). Bibliography in theory and practice. The World Press PVT LTD (1971).
6.	Devine, Jane & Egger-Sider, Francine (2014). Going beyond Google again: strategies for using and teaching the invisible Web. American Library Association. (Accessible through Bhaikaka Library at SPU only)
7.	Esdaile, A., Stokes, R. B., & Almagno, R. S. (2001). Esdaile's manual of bibliography. Scarecrow Press.

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8.	Katz, W. A., & Tarr, A. (1978). Reference and information services. Scarecrow Press.
9.	Kumar, K. (1980). Reference service. South Asia Books.
10.	Kumar, G. & Kumar, K. (1976). Bibliography. New Delhi : Vikas Publishing
11.	Rangnathan, S. R. (1961). Reference service. 2nd ed., Bangalore: Sarda Rangnathan Endowment for Library Science.
12.	Ranganathan, S. R., Sivaraman, K. M., & Sundaram, C. (1940). Reference service and bibliography. With a foreword by Sir Maurice Linford Gwyer.
13.	Rath, P. N. (2015). Evolution of systematic bibliographies in India.
14.	Roy, P.M. (1984). Systematic bibliography. 2nd ed. Jaipur: Printwell.
15.	Sharma, J. S. & Grover, D.R (1987). Reference Service & Sources of Information. New Delhi: Ess Ess Publication
16.	Singh, S. (1986). Reference service in academic libraries in India. New Delhi: Ess Ess Publication
17.	Zabel, D. Z., & Smith, L. C. (2011) (Eds.). Reference reborn : breathing new life into public service *librarianship.* Santa Barbara, California: Libraries Unlimited.

On-line resources to be used if available as reference material
On-line Resources
BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)
Egyankosh of IGNOU (http://egyankosh.ac.in/)
EPGPathshala (http://epgp.inflibnet.ac.in/)
National Digital Library (https://ndl.iitkgp.ac.in/)

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SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(B.L.I.Sc.) (Library and Information Science) Semester II

Course Code	UA02ELIB52	Title of the Course	Reference and Information Services - Practical
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	1. Students prepare models of various information and reference services

Course Content		
Unit	Description	Weightage* (%)
1.	Prepare & Present Models of kinds of Reference & Information Services	100

Teaching-Learning Methodology	Classroom Discussion; Practical; Study Tour; Internship; field Work at University Library (Bhaikaka Library)

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Prepare bibliographies
2.	Prepare Newspaper Clippings
3.	Carry out indexing of periodical articles

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Suggested References:

Sr. No.	References
1	Ansteatt, H.B. (1956). Books in print 1956. New York: R.R. Bowker
2	Austbery, R. (1967). Bibliography and book production. Oxford : Pergamon Press.
3	Burns, Christa & Sauers, Michael P. (2014). Google search secrets. American Library Association. (Accessible through Bhaikaka Library at SPU only)
4	Cassell, K., & Hiremath, U. (2009). Reference and information services in the 21st century : an introduction. New York: Neal-Schuman Publishers.
5	Kesavan, B. S. (1962). Indian National Bibliography. New Delhi: Central Reference Library.
6	Rath, P. N. (2015). Evolution of systematic bibliographies in India
7.	Print Newspapers which have been subscribed by the department (e.g. The Times of India, Sandesh
8.	Print Newspapers which have been subscribed by the Bhaikaka Library (e.g. The Indian Express, Divya Bhaskar, Gujarat Samachar)
9.	Kesavan, B. S. (1962). Indian National Bibliography. New Delhi: Central Reference Library.

On-line resources to be used if available as reference material
On-line Resources
https://indcat.inflibnet.ac.in/
https://www.worldcat.org/
https://www.crlindia.gov.in/pages/show/5-indian-national-bibliography

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