PROGRAMME PROJECT REPORT

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

CENTRE FOR DISTANCE & ONLINE EDUCATION {CDOE}

Programme Name	:-	**Bachelor of Education (Visual Impairment)**
Eligibility	:-	**Graduate or equivalent**
Minimum Duration	:-	**1 Years (2 Semesters)**
Maximum Duration	:-	**3 Years**

Programme's Mission and Objective:

Libraries are the temple of knowledge. It is a gateway for both national and international knowledge. Arunachal University of Studies has established this programme for a thorough study of Library & Information Science. The core objective of the Faculty is to provide institutional structure for knowledge archives, education, research, computerisation, training, and modernisation of 21st century library.

Relevance of the Programme with HEI Mission and Goals:

The Industry of Library and Information Science is filled with the endless passion of professionals wanting to make positive change around them by offering the right source of knowledge. Library sciences aren't just about storybooks, Y/A novels and other chapters from a science textbook. It has a much bigger and immensely responsible role to play in this world. Library science is a pathway to explore the interest of preserving knowledge, data, and information for the world to use whenever needed. The course of Library and Information science is relatively new. However, the Bachelor's programme determines to give a professional foundation to the future librarians not just in India but around the world.

Nature of Prospective Target Group of Learners:

The young population of Arunachal Pradesh has a keen interest in the digital world like the rest of the country. Students interested in the preservation of existing data can benefit a lot from this programme. Knowledge organization is the main function of LIS. At a time when information is abundant, it is especially important. Information is organized in libraries into knowledge and is accessible to library users. AUS prepares its students for their passion for Library Sciences by offering innovative pedagogy with knowledge building techniques.

Appropriateness of the Programme:

This interdisciplinary field incorporates practices and principles of library disciplines inclusive of education, IT, and management. The Library Science curriculum at AUS is widely based on theoretical and practical components, Here, the syllabi are typically focused on pedagogy that offers knowledge in organizing information, library classification system, cataloguing etc. The faculty members here teach every student to be ethical in their chore of disseminating information and teaches tricks to manage a physical and digital bank of resources.

Expected Outcomes: After the completion of the programme, the student will be in a position to work in all managerial positions based on their academic credits and skills. Gradates can develop competencies to perform daily operations and provide library services to library users. Along with this, graduates will be in a position to design and develop data retrieval systems specific to the needs of the organization. Another potential outcome of this programme is to develop a strong foundation and inspiration for higher-level courses in library and information science.

Instructional Design:

1. Title of the Programme : Bachelor of Library & Information Science

2. Minimum Duration of the Programme : 1 Year {2 Semester}

3. Maximum Duration of the Programme : 3 Years

4. Weather Listed in Section (22) of UGC Act : Yes

5. Level of the Programme : UG-IV

6. Eligibility : 10+2+3 or eq.

7. Optional Early Exit Certification : Not Applicable

8. Credit Transfer : Not Applicable

9. Skill Based Credit Transfer : Not Applicable

10. Lateral Entry : Not Applicable

11. Division:

    The University will award the Divisions to successful candidates in accordance with Section 22 of Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

12. Grading Scale:

    The Grading Scale of the University will be in accordance with Section 23 of Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

13. Programme Credit Distribution:

    The Credit System and Programme Credit Distribution of the University will be in accordance with Section 45 and Section 46 of the First Statutes made under the Arunachal University of Studies Act (No. 9 of 2012).

14. Abbreviations and Formulae for Performance Acknowledgement:

    Abbreviations and Formulae for Performance Acknowledgement of the University will be in accordance with Section 25 of the Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

15. Admission Procedure:

    15.1 Admission in Bachelor of Library & Information Science Annual/ Semester programme of study shall be made on Merit.

15.2 Admission cannot, however, be claimed by any candidate as a matter of right. The admission or re-admission of a candidate shall be entirely at the discretion of the University which may refuse to admit any student without assigning any reason there for.

15.3 On selection for admission to the programme, the candidate shall, within the time fixed by the Dean/ Director deposit the fees prescribed for the programme. If the candidate fails to deposit fees within the stipulated time, the selection shall automatically stand cancelled. Such a candidate shall not be admitted to the concerned programme unless a fresh order of selection and extension of date for payment of fees is issued.

15.4 The candidates other than the domicile of Arunachal Pradesh are required to fulfill the entry criteria as prescribed by the Government of Arunachal Pradesh time to time.

15.5 The Foreign Nationals are eligible for the Programme. Applications of foreign nationals nominated by the Government of India under scholarship schemes and self-financing Foreign Nationals shall be entertained for the aforesaid programme. The Foreign Nationals are required to obtain Restricted Permit from the Government of Arunachal Pradesh in addition to other papers required by Govt. of India before coming to Arunachal Pradesh.

16. Attendance:

16.1 The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective case.

16.2 There shall be an Attendance Monitoring Committee in the Faculty under the Chairmanship of the Dean/ Director.

16.3 The Condonationupto25% can be considered for the following specific cogent reasons:

- Participation in NCC/NSC/NSS Camps duly supported by certificate.

- Participation in University or College Team Games or Interstate or Inter-University tournaments, duly supported by certificate.

- Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Dean/ Director.

- University Deputation for Youth Festival duly certified by the Dean/ Director.

- Prolonged illness duly certified by the Medical Officer or any other Registered Medical Practitioner, provided such certificate is submitted to the Dean/ Director.

16.4 The Minimum attendance criteria will be decided by Dean/ Director of Concerned Faculty from time to time.

16.5 There shall be no attendance criteria for External Candidates.

17. Programme Fee:

Programme Fee will be displayed on official website of the University from time to time.

18. Examination and Result:

18.1 The Distribution of Continuous Internal Assessment and Term End Examination of the programme will be in accordance with Section 24 of the Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

18.2 Result will be displayed on the official website of the University. The Statement of Grades will be issued by the Controller of Examination.

18.3 Students can apply for Re-Totaling/ Re-Evaluation on demand as per the procedure in practice from time to time.

18.4 Students designated in Grade F or the students desirous of improving their grades can apply for the same through Backlog/ Improvement examination as per the procedure in practice from time to time.

19. **Programme Contents: -**

The Total Marks includes Continuous Internal Assessment and End Term Examination. The bifurcation of Continuous Internal Assessment and End Term Examination marks will be in accordance with Section 24 of the Rules and Regulations made under the Arunachal University of Studies Act, 2012 (9 of 2012).

First Semester			
S. No.	**Name of Subject**	**Credits**	**Total Marks**
1	Library, Information and Society	4	100
2	Library Classification (Theory)	4	100
3	Library Classification (Practical)	3	100
4	Basics of Information Technology in LIS (Theory)	4	100
5	Basics of Information Technology in LIS (Practical)	3	100
6	Project Work: Literature and Field Survey	4	100
	Total	**22**	

Second Semester			
S. No.	**Name of Subject**	**Credits**	**Total Marks**
1	Management of Library and Information Centres	4	100
2	Information Sources and Services	5	100
3	Library Cataloguing (Theory)	5	100
4	Library Cataloguing (Practical)	4	100
5	Viva-Voce	4	100
	Total	**22**	

Total No. of Credits of Programme: - 44

20. **Detailed syllabus: -**

First Semester

First Semester			
S. No.	**Name of Subject**	**Credits**	**Total Marks**
1	Library, Information and Society	4	100
2	Library Classification (Theory)	4	100
3	Library Classification (Practical)	3	100
4	Basics of Information Technology in LIS (Theory)	4	100
5	Basics of Information Technology in LIS (Practical)	3	100
6	Project Work: Literature and Field Survey	4	100
	Total	**22**	

Subject Name: LIBRARY, INFORMATION AND SOCIETY

UNIT – I: Role of Libraries

Library as a Social Institution, Development of Libraries in India, Role of Library and Information Centres in Modern Society, Five Laws of Library Science.

UNIT – II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services, Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA, National and International Organizations: RRRLF, UNESCO and IFLA, Digital Libraries.

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act, Library Legislation in India: Structure and Salient Features, Press and Registration Act, Delivery of Books (Public Libraries) Act.

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information, Conceptual difference between Data, Information and Knowledge, Communication channels, models and barriers, National Knowledge Commission and Information Policy, Information Intermediaries.

UNIT – V: Library and Information Profession

Professional Skills and Competencies, Professional Ethics, Role of Library and Information Professionals in Digital Era

Recommended Books

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.

2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.

3**. CHOWDHURY (G G), BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.

4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5.2008. Facet Publishing, London.

5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.

6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.

7. **MARTIN (W J)**. The information society. 1988. Aslib, London.

8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.

9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Book well, New Delhi.

11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Book well, New Delhi.

Subject Name: LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

Concepts, Terminology, Need, Purpose and Functions, Species of Classification Schemes.

UNIT - II: Theory and Development

Historical Development, General Theory: Normative Principles, Modes of Formation of Subjects.

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification.

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities, Call Number: Class Number, Book Number and Collection Number, Construction of Class Numbers.

UNIT – V: General and Special Classification Schemes

Dewey decimal classification, Universal Decimal Classification, Colon Classification, Current Trends in Library Classification

Recommended Books

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.

2. **MANN (Margaret**). Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.

3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990.Sarada Ranganathan Endowment for Library Science, Bangalore.

4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989.Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.

6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.

7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7.1985. Libraries Unlimited, New York.

Subject Name: LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organisation, Steps in Classification, Classification of Documents with Basic Subjects, Classification of Documents with Compound Subjects.

UNIT – II: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation, Steps in Classification, Classification of Documents using Table 1 and 2, Use of Relative Index.

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices. Classification of Documents with Compound and Complex Subjects.

UNIT – IV: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 1 to 7

Recommended Books

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.

2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.

3. **RANGANATHAN (S R)**. Elements of library classification.1989. Sarda Ranganathan Endowment for Library Science, Bangalore.

4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960.Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **SATIJA (M P).** Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.

6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

Subject Name: BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture, Data Representation and Storage, Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software: Basic Functions and Potential Uses, Communication Software.

UNIT – II: Library Automation

Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21, Introduction to Metadata: Types of Metadata Dublin Core, Library Software Packages: Overview and House Keeping Operations, Case Studies: WINISIS, Alice for Windows and SOUL.

UNIT – III: Database Management Systems

Database: Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses.

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS, Introduction to Web Servers: Apache Server and Internet Information Server, Web Interface Software: GENISIS.

UNIT – V: Introduction to Internet

Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and Online Databases.

Recommended Books

1. **DEEPALI (Talagala).** Web interface for CDS/ISIS : GENISIS web v.3.0. 2003**.** Sri Lanka Library Association, Colombo.

2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.

3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.

4. **NEELAMEGHAN (A)** and **LALITHA (S K).** Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.

6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.

7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.

8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.

9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.

10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

Subject Name: BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux, Setting of Desktop, Library Server and its Maintenance, Creating Presentations with PowerPoint, Editing and Formatting Word Documents.

UNIT – II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS, Alice for Windows: Installation, Configuration and Functions, Installation, Configuration and Application of SOUL.

UNIT – III: Database Web Interface

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS.

UNIT – IV: Online and Offline Searching

Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases, Internet and E-mail.

Recommended Books

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.

2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta).** Organizing information: from the shelf to the web. 2007. Facet Publishing, London.

3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.

4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.

5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.

6. **NEGUS (Christopher).** Linux bible. 2005. John Wiley, New York.

7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.

8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.

9. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

10. **WINSHIP (Ian)** and **McNAB (Alison)**. The student's guide to the Internet.2000.Library Association, London.

Subject Name: PROJECT WORK: LITERATURE AND FIELD SURVEY

Objectives:

(i) To train the students in literature searching using print and online sources on the assigned area of study.

(ii) To train the students in preparing bibliography and documentation list on the assigned area of study.

(iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.

(iv) To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.

Second Semester

Second Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Management of Library and Information Centres	4	100
2	Information Sources and Services	5	100
3	Library Cataloguing (Theory)	5	100
4	Library Cataloguing (Practical)	4	100
5	Viva-Voce	4	100
Total		**22**	

Subject Name: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management

Management Vs Administration, General Principles and their Application, Library Organisation Structure and Library Governance, Library Planning: Need, Objectives and Procedures, Basics of Total Quality Management.

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance, Library Budget, Budgeting and Accounting, Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal.

UNIT – III: Library Building and Resources Management

Library Building, Collection Development, Acquisition of Periodicals and Serials, Technical Processing of Documents.

UNIT – IV: Services and Maintenance of the Library

Circulation Work, Maintenance Shelving and Stock Verification, Preservation, Library Services, Reference and Information Service.

UNIT – V: Library Records and Statistics

Staff Manual, Library Statistics, Annual Report.

Recommended Books

1. **BRYSON (Jo)**. Effective library and information centre management. 1990.Gower, Hants.

2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.

3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.

4. **KATZ (W A)**. Collection development: the selection of materials for libraries.1980. Holt, Rinehart and Winston, New York.

5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.

6. **MATTHEWS (J)**. Strategic planning and management for library managers.2005. Libraries Unlimited, London.

7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.

8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.

9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers.1990. IASLIC, Calcutta.

10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

Subject Name: INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics, Printed and Electronic Information Sources, Types of Information Sources and Services, Criteria for Evaluation of Reference Sources.

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)

Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals.

Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs, Theory and Functions of Reference and Information Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment.

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services. Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service.

UNIT- V: Information Literacy Programme

Concept, Objectives, Initiation of Users, Users and their Information needs: Categories of users, Ascertaining users Information needs, Information Literacy Products.

Recommended Books

1. **CHENEY (F N)** and **WILLIAMS (W J**). Fundamental reference sources. Ed.3. 2000. ALA, Chicago.

2. **CRAWFORD (John)**. Evaluation of library and information services. 2000.ASLIB, London.

3. **FARMER (LSJ), Ed**. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.

4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.

5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age. 2002. Libraries Unlimited, New York.

6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York

7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.

8. **RANGANATHAN (S R**). Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.

9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.

10. **WOODSWORTH (Anne)** and **WILLIAMS (James F)**. Managing the economics of owning, learning and contracting out information services.1993. Gower, London.

Subject Name: LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions, History and Development of Library Catalogue Codes, Physical Forms of Catalogues, Types of Catalogues.

UNIT – II: Types of Catalogue Entries

Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names, Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles, Non-Print Resources.

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems, Chain Indexing, Subject Headings Lists: LCSH, SLSH.

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing, Bibliographic Standards: ISBD, MARC, CCF, etc.

ISBN and ISSN.

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.

2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.

3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.

4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.

5. **MILLER (J)**, **Ed**. Sears list of subject headings. Ed. 15. 1994. Wilson, New York.

6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.

8. **TAYLOR (A G)** and **MILLER (David P).** Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.

Subject Name: LIBRARY CATALOGUING (Practical)

Cataloguing of books using *Classified Catalogue Code,* 5th edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship, Works of Mixed Responsibilities, Editorial Publications, Series Publications, Multivolume Works and Pseudonymous.

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship, Works of Shared Responsibilities, Editorial Publications, Multivolume and Pseudonymous.

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship, Works of Conflict of Authorship, Periodical Publications, Ordinary and Artificial Composite Books.

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies, Serial Publications, Works of Editorial Direction.

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**. Anglo-American cataloguing rules. Rev Ed. 2. 1998. Library Association, London.

2. **MILLER (Joseph), Ed**. Sears list of subject headings. Ed 15. 1994 . Wilson, New York.

3. **RANGANATHAN (SR)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Procedure for Admission:

Student may collect the information regarding admission through University website or helpdesk number according to their convenience. Student can download the admission form from the University website and send directly through online or offline mode to the University. After scrutinizing the documents and clearance of fees the admission will be confirmed and Registration/ Enrolment number will be issued.

Fees Structure:

Sr.no.	Particular	Fees
1	Course Fees	10,000/-
2	Credit Transfer/ Lateral Entry	NA
3	Continuation Fees	NA
4	Examination Fees	200/- (Per Paper)
5	Reappear/ Revaluation Fees	300/- (Per Paper)

In case of any scholarship applicable as per the UGC norms or any other statutory body, the admission committee will discuss the same and issue the appropriate decision accordingly.

The Examination will be conducted in Online/ Offline mode. The Evaluation will be done by the Internal Evaluators as well as External Evaluators.

The Result will be declared on the website of Centre for Distance & Online Education. After declaration of result student will be asked to submit re-evaluation form (if any) within 15 days of declaration of result.

Requirement of the Laboratory:

The University is going to use the ICT (Information Communication Technology) for conducting the programme. In case of any programme required practical to be conducted either the same will be performed by applying virtual reality methods or in offline mode at the University campus/ associated colleges. Also, the student will be provided a practical hand book for their help and better understanding.

Every Student would be provided SLM material in printed form. Also, the same will be available online on the University website.

Cost Estimate of the Programme:

The estimated cost would be Rs.2,00,000/- for programme development, delivery and maintenance.

Quality Assurance:

Every year the curriculum of the course will be reviewed and forwarded to the Academic Council with suggestions. The Academic Council will discuss the suggestions and recommended to Board of Management for its approval. The changes in the course curriculum as per the needs and requirements from time to time. The University will help the passed-out students in their placement in different industries through their training and placement cell.