



National University, Bangladesh

Syllabus

**Post-Graduate Diploma
in
Library and Information Science
Session: 2016-2017**

Total Marks-1000

Total Credits-40

Total Semester-02

Semester-1

Course No.		Course Name	Full Marks	Credits
LIS-101	:	Basics of Library and Information Science	100	4
LIS-102	:	Information Resources Development	100	4
LIS-103	:	Information Sources and Services	100	4
LIS-104	:	Organization of Knowledge (Classification Theory)	50	2
LIS-105	:	Organization of Knowledge (Cataloguing Theory)	50	2
			400 Marks	16

Semester-2

LIS-106		Libraries and Information in Societies	50	2
LIS-107	:	Application of ICT in Libraries and Information Centres	100	4
LIS-108	:	Documentation and Information Retrieval	100	4
LIS-109		Management of libraries and archival institutions	100	4
LIS-110	:	Organization of Knowledge (Classification Practical)	75	3
LIS-111	:	Organization of Knowledge (Cataloguing Practical)	75	3
LIS-112	:	Application of ICT in Libraries (Practical)	50	2
LIS-113	:	Viva Voce	50	2
			600 Marks	24

Detailed Syllabus of the Semester-1

LIS-101	:	Basics of Library and Information Science	100 Marks	4 Credits
----------------	----------	--	------------------	------------------

Unit-1: Concepts of Library, Librarianship and Library Science; Philosophies, Ethics, and Principles of Librarianship; Nature, scope and functions of library science; Role of the Library in Formal and Informal Education.

Unit-2: History of books and libraries, Ancient and Modern Libraries, Origin of writing, Early printing; Five Laws of Library Science – Implications – Examples ; Librarianship as Profession.

Unit-3: Library as a Social Institution; Community Information Services, Role of the Library towards digital Bangladesh; Library education in Bangladesh.

Unit-4: Different types of Libraries: National, Public, Academic, and special; their Objectives, Functions, Services.

Unit-5: Concepts of Information and Information Science; Meaning, objectives and scope of information science; Source of information, types of information.

Unit-6: Distinction between information and reference service, referral service and document delivery service.

Unit-7: Categories of services provided by Libraries and Information Centres; effective use of Library and/or Information institutions.

Unit-8: Tools for exploring information resources and their uses: catalogue, bibliography, index, abstract, reference materials, computer databases, etc.

Reference Books

1. Ahmad. Md. Nasiruddin, Society, libraries and communication. Dhaka.
2. Apostle, Richard & Raymond, Boris. *Librarianship and the information paradigm*. London: Scarecrow, 1997.
3. Dilli, K.T. *Basics of Information Science and Library Management* .
4. Esperanza, M.A.C. *Information Science and Library Management : emerging trends*.
5. Harris, Michael H., Hanna, Stan A. & Harris, Pamela C. *Into the future: The foundation of library and information services in the post-industrial era*. 2nd ed. Greenwich, CT: Ablex Publishing,
6. Harrison, Colin. *The basis of librarianship*. 2nd ed. London: Clive Bingley, 1985.
7. Kausal, Mandira. *Dynamics of information and library science*.
8. Johnson, Elmer D. *Communication: an introduction to the history of writing, printing, books and libraries*, Metuchen, N. J.: Scarecrow Press.
9. Khanna, J. K. *Library & Society*. Kurukshetra : Research Publications, 1987.
10. Mithal, R. L. *Library Administration : Theory & Practice*. 5th Ed. Delhi : Metropolitan, 1984.
11. Ranganathan S. R. *Five Laws of Library Science*. Delhi : UBS, 1957.
12. Samshul Haque. Bengali Books on History of Library

LIS-102	:	Information Resources Development	100 Marks	4 Credits
---------	---	-----------------------------------	-----------	-----------

Unit-1: Introduction to Information Resources

Concept of library and information resources; Different types of information resources available in modern libraries and information centres, and in other formal and non-formal sources such as printed, non-printed and electronic resources.

Unit-2: Building Information Resources in Libraries and Information Centres

Functional divisions of a modern library system; Mission statement and need assessment; Philosophy, purposes, methods and policies of information resources development (IRD); Cooperative collection development; Five Laws of Library Science and their relation to IRD.

Unit-3: Acquisition of Library and Information resources

Procedures and methods of acquisition of books and other reading materials; Acquisition policy; Communication with publishers, book sellers and concerned agencies; Ordering and subsequent activities; Problems of acquisition of books and periodicals in Bangladesh.

Unit-4: Book Evaluation and Selection

Selection of books, fiction and non-fiction books, and reference books and their evaluation criteria; Role of book selector; Qualities of a good book selector; Book reviews.

Unit-5: Selection Principles and Practices

Book selection principles and theories; Selection principles and practices in public, academic, national and special libraries.

Unit-6: Book Selection Aids and Guides

National and international book selection aids and guides including Bangladesh National Bibliography, Bangladesh books in print, publishers' lists, catalogues, BNB, BRD, CBI, Publishers' Weekly, LC catalogue, Books in print, etc.

Unit-7: Non-books and E-resources Collection Development

Collection policy statement; Criteria and strategies for selection and evaluation of non-book materials, and electronic resources; licensing considerations; review and renewal process.

Unit-8: Information Ethics, Copyright and Censorship

Ethical and legal issues related to IRD including privacy, copyright, censorship, and intellectual freedom from national and international perspectives.

Reading list:

1. *Bangladesh Copyright Law 2000*, Govt. Publication.
2. Chakrabarty, A.K. (1983). *A treatise on book selection*. Delhi: D.K. Publications.
3. Evans, G. E., & Saponaro, M. Z. (2005). *Developing library and information center collections* (5th ed.). Englewood, CO: Libraries Unlimited.
4. Gabriel, Michael R. (1995). *Collection development and collection evaluation: A sourcebook*. Metuchen, NJ: The Scarecrow Press, Inc.
5. Gorman, G.E. & Ruth H. Miller. (1997). *Collection management for the 21st century: A handbook for librarians*. Westport, CT: Greenwood Press.
6. Gregory, Vicki L. (2011). *Collection development and management for 21st century library collections: An introduction*. New York: Neal-Schuman Publishers, Inc.
7. Johnson, P. (2009). *Fundamentals of collection development and management* (2nd ed.). ALA Editions.
8. Magrill, R.M. & John C. (1989). *Acquisitions management and collection development in libraries* (2nd ed.). Chicago: American Library Association.
9. Ranganathan, S.R. *Library book selection*, Bombay, Asia Pub. 2nd ed.
10. Spiller, D. (1986). *Book selection: An introduction to principles and practice* (4th ed.). London: Bingley.

LIS-103	:	Information Sources and Services	100 Marks	4 Credits
---------	---	----------------------------------	-----------	-----------

Unit-1: Basics of Reference and Information service

Introduction to Reference and Information service, Origin and development of reference services; Reference service: needs, purposes and functions; Distinction between reference and other services.

Unit-2: Types of reference service

Major types of reference service: ready reference and long-range reference service; Reference service in public, academic and special libraries.

Unit-3: Introduction to sources of information

Sources of information, Introduction to major reference sources, Evaluation of reference sources; Changing nature of information and reference sources.

Unit-4: Description of reference sources

Description of major reference sources: *Bibliographic resources, Encyclopedias, Directories, Almanacs, Yearbooks and Handbooks, Biographical sources, Dictionaries, Geographical sources, Indexes and Abstracts, Government documents and statistical sources.*

Unit-5: Evaluation of reference services

Evaluation of reference services: *evaluation techniques, evaluation of reference sources*; Assessing and improving reference services; Library instruction.

Unit-6: Bibliographic control

Bibliographic control, nature, importance and scope, tools of bibliographic control and their utilities, bibliographic control efforts in Bangladesh: existing situation, problems and prospects.

Unit-7: Management of references services

Managing reference departments; Organizing reference departments and reference staff; Management of service delivery.

Unit-8: Electronic reference services

Electronic resources for reference; Online reference services; Internet and reference service: *search engine and web directories.*

Reading list:

1. Cassell, K. A. and Hiremath, U. (eds) (2001). *Reference and Information Services in the 21st Century: an introduction* (2nd ed.). New York, London, Neal-Schuman publishers.
2. Connor, E. (2006). *An Introduction to Reference Services in Academic Libraries*. New York: Haworth Information Press.
3. Katz, W. A. (1969). *Introduction to Reference Work*. New York: McGraw Hill.
4. Kumar. K. (1980). *Reference service* (2nd Ed.). New Delhi: Vikas Publishing House.
5. Mukherjee, A. K. (1975). *Reference Works and Its Tools* (3rd ed.). Kolkata: World Press.
6. Sarah K. S. and Madden, M. L. (eds) (2008). *The Desk and Beyond: Next Generation Reference Services*. Washington: American Library Association.
7. Sharma, J. S. and Grover, D. J. (1987). *Reference Service and Sources of Information*. New Delhi: Ess Ess Publications.
8. Shores, L. (1954). *Basic Reference Sources*. Chicago: American Library Association.

LIS-104	:	Organization of Knowledge (Classification Theory)	50 Marks	2 Credits
---------	---	---	----------	-----------

Unit-1: Introduction to Classification

Fundamentals of Classification and Organization of Knowledge; Nature and purpose of classification; Natural and Artificial Classification; Knowledge Classification versus and Book Classification.

Unit-2: Theoretical basis of classification

The theory of classification: formal rules of divisions and canons of Classification; Normative principles of classification; Subject determination; Criteria of good classification; Construction of schedules.

Unit-3: Fundamentals of book classification

Special features of book classification: Generalia class, Standard Subdivisions, Form class, Notation, Auxiliaries of notation, Index: analysis and use.

Unit-4: Notation

Notation: needs, purposes, characteristics, types and qualities; Construction of class numbers: basic principles.

Unit-5: Introduction to major classification schemes

Major schemes of classifications: Dewey Decimal classification, Universal Decimal Classification, Library of Congress Classification, Colon Classification.

Unit-6: Fundamentals of Dewey Decimal Classification

Dewey Decimal Classification: history and evolution; Special features, Notational systems; Rules of classification using the DDC.

Reading list:

1. মুন্সী, মো: নাসিরউদ্দিন (২০১৪), *মৌলিক শ্রেণীকরণ*, ঢাকা।
2. Broughton, V. (2004). *Essential Classification*. New York: Neal-Schuman, 2004.
3. Chan, L. M. and Joan S. M. (2003). *Dewey decimal classification: principles and application*. 3rd ed., rev. for DDC 22. Dublin, Ohio: OCLC.
4. Hunter, E. J. (2009). *Classification made simple: an introduction to knowledge organisation and information retrieval*. London: Ashgate Publishing.
5. Kumar, K. (2000). *Theory of classification*. New Delhi: Vikas.
6. Langridge, D. (1973). *Approach to classification*. London, Clive Bingley.
7. Marcella, R. and Newton, R. (1994). *A New manual of classification*. Hampshire, Gower.
8. Mills, J. A. (1960). *Modern Outline of Library Classification*. London: Chapman and Hall.
9. Phillips, W. H. (1951). *A primer of book classification*. London: Library Association.
10. Sayers, W. C. B. (1955). *A manual of classification for librarians and bibliographers*. London: Grafton Books.
11. Sayers, W. C. B. and Maltby, A. (1975). *Sayers' Manual of Classification for Librarians*. London: Deutsch.

LIS-105	:	Organization of Knowledge (Cataloguing Theory)	50 Marks	2 Credits
---------	---	--	----------	-----------

Unit-1: Catalogue and Cataloguing

Concept of catalogue and cataloguing; Bibliographic reading of print media; Purposes and functions of library catalogue; Characteristics of an ideal catalogue; Modern concepts of cataloguing; Bibliographic items included in a catalogue entry; Catalogue vs. bibliography.

Unit-2: Cataloguing Codes

History and evolution of cataloguing codes; Major cataloguing codes: ALA-1949, AACR-1:1967, AACR-2R:1988.

Unit-3: Forms and Types of Catalogue

Physical and inner forms of catalogue, their advantages and disadvantages; Dictionary catalogue vs. classified catalogue; Centralized vs. shared cataloguing.

Unit-4: Shelf List

Meaning, functions and importance of shelf list; Comparison among shelf list, public catalogue and accession register; Definitions of Catalogue Entries, types, functions and importance of catalogue entries.

Unit-5: Subject Headings

Determination and construction of subject headings; Types of subject headings; Use of Sears List, direction of use, principles of construction; Construction of subject headings with subdivisions.

Unit-6: Online Cataloguing

Concept, growth and development; Characteristics, functions and utility of online or computerized cataloguing; MARC program, development of CD-ROM, OPAC, etc.

Reading list:

1. Hunter, E.J. (1986). *Computerized cataloguing*. London: Clive Bingley.
2. Hunter, E.J. and Backwell, K.G.B. (1991). *Cataloguing*. 3rd rev. ed. London: Clive Bingley.
3. Hykin, D.J. (1978). *Subject headings: A practical guide*. New York: Gordon Press.
4. Kumar, Girja and Kumar, Krishan (1981). *Theory of cataloguing*. New Delhi: Vikash.
5. Margaret, M. (1971). *Introduction to cataloguing and classification of books*. 2nd ed. Chicago: ALA.
6. Mitchell, A. M. and Surratt, B.E. (2005). *Cataloguing and organizing digital resources: A how-to-do-it manual for librarians*. London: Library Association Publishing.
7. Needham, C.D. (1964). *Organizing knowledge in libraries: An introduction to classification and cataloguing*. London: Andre Deutsch.
8. Saiful Islam, K. M. (2008). *Essentials of cataloguing and classification*. Dhaka: New Progati Prokashani.
9. Sengupta, B. (1974). *Cataloguing: Its theory and practice*. 4th ed. Calcutta: World Press.

Semester-2

LIS-106	:	Libraries and Information in Societies	50 Marks	2 Credits
---------	---	--	----------	-----------

Unit-1: Fundamentals library and information

Basic concepts of library and information science; Types, scopes, functions of libraries; Concepts of information; Parameters of information; Right to information; Role of information in social, cultural, economic and political development.

Unit-2: Evolution of society and advancement of civilization

Evolution of human society; Origin and development of culture; Evolution and development of ancient civilizations.

Unit-3: Invention of writing, books and printing

Invention of writing methods; Origin and development of writing materials; Invention and gradual development of books and printing.

Unit-4: Libraries as a social institution

Library as a social, cultural and democratic institution; Library development and library movement in Bangladesh; UNESCO public library manifesto.

Unit-5: Information society

Information Society; Nature and dimensions of information society; Common features of Information Society; Framework and models of Information Society; Behavioral Research in Librarianship, Evolving a Theory of User Behavior in the society.

Unit-6: Communication and libraries

Communication in society; Nature, elements, types and importance of communication; Personal and organizational communication; Role of library and information centres in communication; organizational climate and job satisfaction, organizational changes, roles, functions and structures.

Unit-7 Library and public relations

Fundamentals of public relations; Library and public relations; Methods of library public relations; Common tools of library public relations; An Overview of Organizational Behavior, Definition, Objectives, Scope, Principles in general; Library Research: a Psychological Perspective.

Unit-8: Future of libraries and information in modern society

Changing role of libraries and library professionals in modern societies; Dynamics of information in society; Influence of ICT on libraries, Future of libraries and librarianship.

Reading list:

1. আহমেদ, নাসির উদ্দিন (১৯৯৮), *সমাজ, গ্রন্থাগার ও যোগাযোগ*, ঢাকা, বাংলাদেশ গ্রন্থাগার সমিতি।
2. গাউসুল হক, কাজী মোস্তাক (২০০৮), *বিবর্তনের ধারায় সমাজ, তথ্য ও গ্রন্থাগার*, ঢাকা, গণ উন্নয়ন গ্রন্থাগার।
3. শামসুল হক (১৯৭৮), *গ্রন্থাগারের ইতিহাস*, ঢাকা, মুক্তধারা।
4. শ্রীপাত্ত (১৯৭৮), *যখন ছাপাখানা এলো*, কলকাতা, সংস্কৃতি ও গবেষণা কেন্দ্র।
5. Baker, D. and Evans, W. (eds) (2011). *Libraries and society: role, responsibility and future in an age of change*. Oxford: Chandos Publishing.
6. Harris, M. H. (1999). *History of libraries in the western world*, 4th Ed. Lanham, Maryland: The Scarecrow Press.
7. Johnson, E. D. (1973). *Communication: an introduction to the history of writing, printing, books and libraries*. New Jersey: Scarecrow Press.
8. Ramiah, L. S. (eds) (1998). *Information and society*. New Delhi: Ess Ess Publications.
9. Sharma, P. S. K. (1992) *Library and society*, 2nd Ed. New Delhi: Ess Ess Publications.
10. Westfall, T. J. (1939), *The medieval library*. Chicago: University of Chicago Press.

LIS-107	:	Application of ICT in Libraries and Information Centres	100 Marks	4 Credits
---------	---	---	-----------	-----------

Unit-1: Basics of Information and Communication Technologies

Introduction to Information and Communication Technologies (ICTs), Basic components of a computer system: hardware and software; History and evolution of computers; Types of computers.

Unit-2: Introduction to computer hardware

Main hardware components: input unit, output unit, processor, storage devices and communication devices; Introduction to mobile devices; Hardware maintenance and troubleshooting.

Unit-3: Introduction to computer software

Computer software; System and Application software; Operating systems: types and functions; Major application software used in various fields.

Unit-4: Basics of computer networking

Basics of communication technologies; Types of computer networks; Internet and its services: World Wide Web, email, search engine, blogging, social networking, video conferencing, etc.

Unit-5: Application of ICT in libraries

Application of ICT in libraries and information centres; Historical perspectives; Basics of library automation and digitization; Digital library, concepts, necessity, functions, characteristics, major activities.

Unit-6: Automated library and information services

Use of ICT in reference, bibliographic, indexing and abstracting services; Online library services; Database and record format; Library automation standards: MARC21, Unicode, Z39.50.

Unit-7: Major library automation software

Types of library automation systems; Proprietary versus free and open source software; Major library automation software used in Bangladesh and around the world: CDS/ISIS, Koha, LibSys, Greenstone, etc.

Unit-8: Management of library automation

Managing library automation; Steps involved in library automation; Choosing hardware and software; Cost factors; Implementing library automation projects.

Reading list:

1. গাউসুল হক, কাজী মোস্তাক (২০০৭), তথ্যপ্রতিষ্ঠানের স্বয়ংক্রিয়করণ, ঢাকা, নলেজ রেইন।
2. প্রকৌশলী মুজিবুর রহমান, কম্পিউটার বিজ্ঞান।
3. লুৎফর রহমান, মোহাম্মদ ও হোসেন, মোহাম্মদ আলমগীর, কম্পিউটার বিজ্ঞান।
4. Aswal, R. S. (2008). *Library Automation for 21st Century*. New Delhi: Ess Ess Publications.
5. Haravu, L. J. *Library automation: design, principles and practice*. New Delhi, Allied Publishers, 2004.
6. Islam, M. S. (2008). *Basics of information science*. Dhaka: New Progoti Publication.
7. Nanda, M. (2006). *Library automation*. New Delhi: Anmol Publications.
8. Norton, P. *Introduction to computers*, 7th ed. New York, McGraw Hill, 2011.
9. Rowley, J. and Farrow, J. *Organizing knowledge: an introduction to managing access to information*. Hampshire, Gower Publishing, 2000.
10. Shelly, G. B., Freund, S. M. and Vermaat, M. E. (2010). *Introduction to computers*. Boston: Course Technology.

LIS-108	:	Documentation and Information Retrieval	100 Marks	4 Credits
---------	---	---	-----------	-----------

Unit-1: Conceptual Issues

Concepts of document, documentation and information retrieval; Growth and development; Aims, scope and functions of documentation; Types of documentation; Documentation centre; Linkage among documentation, Librarianship and information science.

Unit-2: Documentation Techniques

Techniques and procedures of documentation; Preparation of documentation lists; Document collection and scanning; Content analysis; File organization.

Unit-3: Documentation Services

Methods of providing documentation services; Documentation services available in leading national and global documentation and information centres with special reference to: BANSDOC, BIDS, ICCDDR,B, AIC, CIRDAP, FID, IFLA, INSDOC, etc.

Unit-4: Introduction to Information Retrieval (IR)

Meaning and significance of information storage and retrieval; Objectives, functions and components of an IR system; Processes and methods of IR.

Unit-5: Online Information Retrieval and Searching

Concepts, evolution and advantages of online IR system; Tools and techniques of online IR; Searching and browsing; Steps to online searching; Search logic; Search strategies and techniques.

Unit-6: Index and Indexing

Meaning of index and indexing; Functions and types of indexes; Book index vs. periodical index.

Unit-7: Methods and Techniques of Indexing

Automatic vs. human indexing; Pre coordinating indexing, post coordinating indexing, chain indexing, POPSI, PRECIS, KWIC, KWOC, etc.; Rules for arranging index entries.

Unit-8: Abstracting

Definition, purpose and types of abstract; Index vs. abstract; Parts of an abstract; Qualities of a good abstract; Standards and guidelines for abstracting; Writing abstracts for different types of documents; Indexing and abstracting services.

Reading list:

1. Borko, Harold and Bernier, Charles L. (2003). *Abstracting concepts and methods*. Academic Press.
2. Collision, R.L. (1973). *Indexes and indexing*. 3rd.ed.
3. Gerald J. K. and Mark T. M. (2000). *Information Storage and Retrieval*. Boston: Kluwer.
4. Guha, B. (1983). *Documentation and information*. 2nd ed. Calcutta: World Press.
5. Harter, S.P. *Online information retrieval: Concepts, principles and techniques*.
6. Knight, G.N. (1979). *Indexing, the art of: A guide to the indexing of books and periodicals*. London: George Allen & Unwin.
7. Korfhage, R. (1998). *Information storage and retrieval*. New York: Wiley.
8. Ranganathan, S.R. (1963). *Documentation and its facets*. Bombay: Asia Publishing.
9. Riaj, Mohammad. *Advanced indexing and abstracting practice*.
10. Rowley. J. and Turner, C.M.D. *The dissemination of information*.
11. Sengupta. B. and Chatterjee. M. *Documentation and information retrieval*.

LIS-109	:	Management of libraries and archival institutions	100 Marks	4 Credits
---------	---	---	-----------	-----------

Unit-1: Library Management

Libraries: types, objectives and functions; Library management: meaning, nature and scope; Five Laws of Library Science and their implications in library management; Trends of Library Management in Bangladesh.

Unit-2: Internal Organization of Library Operations

Internal organization of library operations and services; Patterns of organizational structure; Centralization and decentralization; Library rules and regulations.

Unit-3: Human Resource Management (HRM) in Library

HRM in Libraries, Factors for ideal HRM; Staff management; Job analysis, job description, job evaluation, training and development; Interpersonal relations; Work relationships; Sources of income and heads of expenditure, budgeting procedure.

Unit-4: Planning for Library and Information Centres

Meaning, scope and importance of planning; Strategic planning for library and information centres; Planning process, and factors; Library building planning; Library Committee: functions and responsibilities.

Unit-5: Record Management

Records and record management; Relationship among records, archives and library materials; record life cycle and continuum theory; Filing, classifying and indexing; Structure of record management programmes; Disposition; Managing electronic records.; Status of Records Management in Bangladesh.

Unit-6: Archives Management

Concepts of archives and archival institutions; Importance and control of archives; Nature, functions and principles of archival management; Archival classification, registry and filing systems; Rules for governing access to and use of archives; National archives: Bangladesh and around the world.

Unit-7: Preservation Practices

Preservation of library and archival materials; Nature of materials and their storage condition; Design of a preservation programme; Concepts and methods of digital archives; Trends in digital archiving and preservation.

Unit-8: Conservation Practices

Concepts and methods of conservation; Conservation of manuscripts and documents; Library conservation; Cooperative approach to conservation; Preservation and conservation practices in Bangladesh.

Reading list:

1. Bryson, J. O. (1990). *Effective library and information center management*. Aldershot: Gower.
2. Noragh J. and Peter, J. (1982). *Staff management in library and information work*. Aldershot: Gower.
3. Ranganathan, S. R. (1963). *The five laws of library science*. 2nd ed. Bombay: Asia Publishing.
4. Schelenberg. T. R. (1959). *Modern archives principles and techniques*. New York: Wilson.
5. Chopra, H. S.(1995). *Library conservation*. 1st ed. New Delhi: Commonwealth Publishers.
6. Cunha, G. D. M(1967). *Conservation of library materials*. 1st ed. N.J.: The scarecrow Press.
7. Cook. M. (1984). *The management of information from archives*. England: Gower.
8. Cowley, J. (1982). *Personnel management in libraries*. London: Bingley.
9. Gupta, M. (2008). *Archives and records management*. Global India Publications.
10. Kumar, K. (1987). *Library administration and management*. New Delhi: Vikash Publishing.
11. Millar, L. A. (2010). *Archives: Principles and practices*. Facet Publishing.
12. Mital, R. L. (1993). *Library administration: Theory and practice*. New Delhi: B.V. Gupta.
13. Mookherjee, S. K. and Sengupta, B. (1977). *Library organization and library administration*. Calcutta: World Press.
14. Mukherjee. B. (1985). *Preservation of library materials*. New Delhi: Vikash Publishing.

LIS-110	:	Organization of Knowledge (Classification Practical)	75 Marks	3 Credits
---------	---	--	----------	-----------

Unit-1: Practical introduction to DDC

Practical introduction to Dewey Decimal Classification Scheme; Number Building Process using Auxiliary Tables of DDC **23rd Edition**

Unit-2: Six tables of DDC

Table-1: Standard Subdivisions

Table-2: Geographic Areas, Historical Periods, Persons

Table-3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table-4: Subdivisions of Individual Languages and Language Families

Table-5: Ethnic and National Groups

Table-6: Languages

Unit-3: Number building in DDC

Number Building Process using DDC.

Unit-4: Number building in UDC

Number Building Process using Universal Decimal Classification (UDC); Common and Special Auxiliaries.

Unit-5: Number analysis in DDC

Number Analysis in DDC Scheme.

Unit-6: Number analysis in UDC

Number Analysis in UDC Scheme.

Reading list:

1. *Dewey Decimal Classification and Relative Index*. 23rd edition. Dublin: OCLC, 2012
2. Mortimer, M. (2007). *Learn Dewey Decimal Classification: edition 22*. Friendswood, Texas: Total Recall Publications.
3. Scott, M. L. (2005). *Dewey Decimal Classification: A Study Manual & Number Building Guide*, 22nd edition. Westport, Conn: Libraries Unlimited.
4. *Universal Decimal Classification*. 3rd revised edition.

LIS-111	:	Organization of Knowledge (Cataloguing Practical)	75 Marks	3 Credits
----------------	----------	--	-----------------	------------------

Unit-1: Analysis and Practical Application of Cataloguing Rules

AACR-2, The Sears List of Subject Headings (13th edition); Library of Congress Subject Headings; Call numbers; etc.

Unit-2: Main Entries

Works with single, double, triple, and more than three authors; Title as main entry; Dictionaries and encyclopedias; Edited, compiled and translated works; Corporate bodies; Shelf list entry.

Unit-4: Added Entries

Subject, Title, Joint authors, Series, Editor, Compiler, Translator, etc.

Unit-5: Indexing and Filing

Index entries; Filing in classified and dictionary catalogues.

Unit-6: Treatment of Non-book Materials and Oriental Names**Reading list:**

1. Cutter Sunborn three figures for book marks.
2. Maxwell, R. (2004). *Handbook for AACR-2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update*. Rev ed. Chicago: ALA.
3. Sears, M. E. *List of subject headings*/ed. By Joseph Miller, 19th ed. New York: H.W. Wilson.

LIS-112	:	Application of ICT in Libraries (Practical)	50 Marks	2 Credits
----------------	----------	--	-----------------	------------------

MSWORD 2007/XP/Creating Document and Table, Editing, formatting and printing

LIS-113	:	Viva Voce (Comprising all courses)	50 Marks	2 Credits
----------------	----------	---	-----------------	------------------