Unit-1 : Development of Libraries and their Role in Society

* Role of Library and Information Centers in Modern Society
* Laws of Library Science
* Development of Libraries in UK and USA
* Library Development in Modern India-Plans and Programmes

Unit-2 : Different Types of Libraries and Their Functions

* National Libraries: Their Function : A Descriptive Account of National Libraries of India, UK and USA
* Academic Libraries: University, College and School Libraries
* Public Libraries: Role and Functions
* Special Libraries and Information Centres

Unit-3 : Library Legislation

* Comparative Study of Library Legislation in Different States in India

Unit-4 : Resource Sharing and User Studies

* User Studies
* User Education
* Resource Sharing-Concept, Need, Form and Selected Case Studies

Unit-5 : Library Associations, Promotional Agencies and Systems

* Librarianship as a Profession and Professional Ethics
* Role of Professional Associations
* Organisations and Institutions Involved in Development of Library and Information Services

Books Recommended:

17. MANGLA (P B), SARDANA (J L) and MOHINDER SINGH, ed. : Fifty Years of Librarianship in India, Delhi, ILA, 1983.
25. RANGANATHAN (S R) : Preface to Library Science, Delhi, University of Delhi, 1948.
26. RANGANATHAN (S R) and NEELAMEGHAN (A) Ed. : Public Library System, Banglore, Sarada Ranganathan Endowment for Library Science, 1972.
32. VENKATAPPAIAH (V) : Library Legislation in India, 2 Volumes, 1990.
33. WALLACE (Sarah Leslie) : So you want to be Librarian, New Delhi, Harper & Raw, 1962.
34. WILSON (Louis) and TAUBER (Maurice F) : University Library, New York, Columbia University Press.
GUJARATI


2. SHUKLA (D N) : Granthalaya Sevaoni Sangathan and Ithias, Ahmedabad, Gujarat Pustakalaya Mandal, 1978.


HINDI

1. RANGANATHAN (S R) : Pustakalaya Vignan ke Multatva Panch Sutra, Jaipur, Rajasthan, Hindi Granth Academy, 1980.

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**Paper-2 : Library Management**

**Unit-1 : Principles of Library Management**

* Principles of Management and Their Application to Library Management
* Library Organisational Structure
* Management Information System (MIS)
* Physical Planning

**Unit-2 : Information Resources Development**

* Types of Information Resources, Selection Principles Including Communication Media
* Different Types of Selection Tools and Their Importance
* Acquisition Procedure: Books and Non-Print Material
* Acquisition of Periodicals and Serials
* Technical Processing

**Unit-3 : Use and Maintenance of the Library**

* Circulation Work
* Maintenance, Shelving and Stock Verification, etc.
* Elements of Binding and Preservation

**Unit-4 : Human Resources Development**

* Human Resource Development : Concept and Contours
* Personnel Planning
* Participatory Man agreement and Total Quality Management (TQM)

**Unit-5 : Library Finance & Budget**

* Library Finance
* Budgeting and Accounting
Books Recommended:

8. GUPTA (S R) : Stock Verification in Libraries : Problems and Solutions, Delhi, Ken Publication, 1990.
13. MOOKERJEE (Subodh Kumar) and SENGUPTA (Benoyendra) : Library Organisation and Library Administration, Calcutta, World Press, 1972.
15. PANWAR (B S) and VYAS (S D) : Library Management, Delhi, R. R. Publishing Corporation, 1986.
18. SINGH (M) : Library and Information Management, Theory and Practice, Delhi, IBT, 1983.
20. SMITH (D) : Systems Thinking in Library and Information Management, 1980.
22. WILSON (A) : The Planning Approach to Library Management.
GUJRATI

1. BARODIA (NAVIN) : Pustak Pasandgi, Gujarat Pustakalaya Mandal.
2. BAROT (C P) : Rang Nathi Vyavastha (Granthalaya Vyavastha), Gujarat Pustakalaya Mandal, 1965.
5. CHARAN (Shivdan) : Pustakalaya Kshetra Panch Sutronu Pradan, Granthalaya Vidhyabhavan, Sardar Patel University, 1991.

HINDI

1. BANERJEE (Prashant) : Pustakalaya Vyavasthapan, Madhya Pradesh Hindi Academy, 1972.
4. SHASTRI (D) : Pustakalaya Vigyan, Hindi Pracharak Pustakalaya, Varanasi.
7. TRIPATHI (S M) : Adhunik Granthalaya Vyavastha Avam Sanchalan ke Multatva

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Paper-3 : Library Classification (Theory)

Unit-1 : Elements of Library Classification:

* Classification Terminology
* Nature and Purpose of Classification
* Definition and Scope
* Knowledge Classification and Document Classification
* General Theory of Classification
* Formation, Structure and Development of Subjects

Unit-2 : Approaches to Library Classification:

* Normative Principles
* Canons, Postulates, Principles
* Fundamental Categories, Facet Analysis, Facet Sequences
* Phase Relations, Systems and Specials
* Common Isolates, Different Devices
* Principles of Helpful Sequence
Unit-3 : Notation:
* Need and Types
* Qualities of Good Notation
* Hospitality in Array and Chain
* Mnemonics

Unit-4 : Study of Selected Schemes of Classification:
* Species of Classification Scheme Enumerative, Faceted and Analytico Synthetic Schemes
* Dewey Decimal Classification
* Colon Classification

Unit-5 : Class Number:
* Book Number
* Collection Number
* Practical Classification

Books Recommended:
1. AGGARWAL (D S) : Lectures on Universe of Knowledge, Delhi, Academic, 1985.
2. BATTY (C D) : Introduction to Colon Classification, 1966.
4. BAVAKUTTY (M) : Cannons of Library Classification, 1981.
12. HUSAIN (Shabahat) : Library Classification, Facets and Analyses, 1993.
14. KHANNA (J K) and VOHRA (Ranjana) : Handbook of Library Classification Systems, 1996.
16. KAULA (P N) : Treatise on Colon Classification, Delhi, Sterling, 1985.
17. MILLS (J) : Modern Outline of Library Classification, Bombay, Asia, 1962.
18. OHDEDAR (A K) and SENGUPTA (B) : Library Classification, Calcutta, World Press, 1977.
20. PARKHI (R S) : Decimal Classification and Colon Classification in Perspective, Bombay, Asia, 1964.
21. PARKHI (R S) : Library Classification, Evolution of a Dynamic Theory (Sarada Ranganathan Lectures, 3), 1972.
22. PERREAULT (Jean M) : Introduction to UDC, 1969.
24. RANGANATHAN (S R) : Descriptive Account of Colon Classification, Bombay, Asia, 1967.
27. RANGANATHAN (S R) : Colon Classification, 6th ed. (with amendments), Bombay, Asia, 1963.
28. RAJU (A A N) : Decimal, Universal Decimal and Colon Classification.
30. SATIJA (M P) : A Primer on Ranganathan’s Book Numbers.
31. SACHDEVA (M S) : Colon Classification Theory and Practice, Delhi, Sterling, 1983.
GUJARATI:

5. BHAVSAR (K) : Dvibindu Vargikaran.
7. PATEL (C R) : Granthavargikaran na Multutvo Sanvardhit Ed. 4, 1994.
8. RANGANATHAN (S R) : Dvibindu Vargikaran.

HINDI:

1. SAYERS (W C) : Granthalaya Vargikaran ki Bhumika, 1984.
2. TRIPATHI (S M) : Adhunik Granthalaya Vargikaran, Saiddhantik Vivechna, 1937.
3. TRIPATHI (S M) and SHAUKIN (N S) : Granthalaya ke Vargikaran ke Multutva, 1998.

Paper-4 : Library Classification (Practice)

Unit-1 : Dewey Decimal Classification (19th Edition)

* Introduction, Structure and Organisation
* Definition, Notes and Instructions
* Introduction of Three Summaries and Steps in Classifying Documents
* Relative Index and its use
* Study of Tables and Schedules
* Auxiliary Tables and Devices
* Practical Classification

Unit-2 : Colon Classification (6th Edition)

* Study of Tables and Schedules
* Schedules and Techniques
* Steps in Classification
* Humanities and Social Sciences
* Biological Sciences
* Physical Sciences and Generalia
Books Recommended:


2. CUTTER (C A) : Cutter-Sanborn Three Figure Author Table.


6. KHANNA (J K) : Colon Classification, Enumerated and Expanded Schedules alongwith Theoretical Formulations, 1986.


9. NAVALANI (K) and GIDWANI (N N) : Practical Guide to Colon Classification, 1981.


11. RANGANATHAN (S R) : Colon Classification, Rev. Ed. 3, 1966.

12. SATIJA (M P) and COMAROMI (J P) : Beyond Classification : Book Number with Special Reference to Chronological Book Numbers, 1992.


14. SEHGAL (R L) : Handbook of Colon Classification, 1993.

15. SEHGAL (R L) : Classification : Theory and Practice, Rev. and Enlarged Ed. 2 (In Hindi Language), 1994.


18. SHARMA (P S K) : Colon Classification made easy, 2000.

19. UPPAL (O P) : Practical Procedure of Classification (Kaula Library Science Series 1), 1975.

GUJARATI:

HINDI:

1. BHARDWAJ (C) : Vargikaran, Siddhant Evam Vyavahar, 1984.
2. BHARGAV (G D) : Granthalaya Vargikaran, Sanskaran 8, 1984.
3. CHANPAVAT (G S) : Dvibindu Vargikaran, Prayogik Adhyayan, 1986.
7. SAKSENA (L S) and MISHRA (R K) : Sarvabhoumik Dashmalav Vargikaran Pranali : Siddhant Evam Vyavahar, 1998.
8. SOOD (S P) and RAVATANI (M R) : Kriyatmak Dew Dashmalav Vargikaran, 1987.

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**Paper-5 : Library Cataloguing & Subject Indexing (Theory)**

**Unit-1 : History, Purpose and Types of Library Catalogue**

* Library Catalogues : Objective, Purposes and Functions
* History and Development of Library Catalogue Codes
* Physical Form of Catalogues
* Types of Catalogues

**Unit-2 : Format of Catalogue Entries**

* Kinds of Entries
* Data Elements in Different Types of Entries
* Filing of Entries: Classified and Alphabetical
* Centralized Cataloguing, Cataloguing-in-Publication and Pre-Natal Cataloguing
* Machine Formats: MARC and CCF

**Unit-3 : Choice and Rendering of Headings**

* Personal Authors (Western and Indic Names)
* Corporate Authors
* Pseudonyms, Anonymous Work and Uniform Titles
* Cataloguing of Non-Print Media

**Unit-4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing**

* Subject, Cataloguing - Problems
* Vocabulary Control: Subject Heading Lists and Thesauri
* Subject Indexing Models
* Techniques for Subjects Indexing
* Recent Trends in Library Cataloguing
Paper-6 : Library Cataloguing & Subject Indexing (Practice)

Unit-1 : AACR - 2nd edition, 1988 Revision

* Preliminaries
* Single Personal Author
* Shared Responsibility and Editorial Directions
* Choice Among Different Names and References
* Series and Multivolumes
* Subject Headings
* Corporate Bodies
* Uniform Titles and Serials
* Cataloguing of Non-Print Material and User’s Guide to AACR-2R


* Preliminaries to Classified Catalogue Code
* Class Index Entry and Tracing
* Personal Authors
* Corporate Authors
* Analytical Entries and Composite Books
* Series
* Multi volumes Publication
* Periodical Publications

Books Recommended (For Theory and Practical)

12. DOLBY (J L) and other: Computerised Library Catalogues: Their Growth; Cast and Utility Cambridge; M.I.T. Press, 1969.


22. MANN (Margaret) Introduction to Cataloguing and Classification of Books 2nd ed. Chicago; ALA, 1943.


24. MOHAMMAD HAROON: Cataloguing of Indian Muslims Names, Delhi, Indian Bibliographies Bureau, 1984.


32. RANGANATHAN (S R): Cataloguing Practice. 2nd ed. Bombay; Asia, 1974.


GUJARATI:
1. BHAIYA (C) : Granthalaya Suchikaran, Maulik Prakashan, Ahmedabad, 1984.
3. GANDHI (R) : Granthalaya Suchikaran (Two Parts), Gujarat University, Ahmedabad, 1977.

HINDI:

Paper-7 : Reference and Information Sources and Services

Unit-1 : Study of Reference Sources:
* Study and Evaluation, Needs of Reference and Information Sources
* Categories : Primary, Secondary and Tertiary Information Sources.
* Book Selection Sources and Outline of Principles of Book Selection

Unit-2 : Categories of Reference Sources:
* Encyclopaedias
* Dictionaries
* Year Book, Hand Book, Manuals, Bibliography
* Biographical Sources
* Geographical Sources
Unit-3 : Information Services and Organization:

* Concept and Need for Reference and Information Services
* Structure of Information Services Including CAS & SDI
* Users of Information Services: An Overview

Unit-4 : Information Services and Organization:

* Organization of Information Services: An Overview
* Documentation Services
* Document Delivery Services
* Literature Search and Data Base Services

Books Recommended:

1. CHENEY (N F) : Fundamental of Reference Sources, Pub. ALA, Chicago.
3. GUHA (B) : Documentation and Information: Service, Techniques and Systems, Rev Ed. 2, Calcutta,
4. JAMES OLLE (G) : Guide to Sources Information in Library, Pub. Gower, USA.
6. ROWLEY (J E) and TURNER (C M D) : Dissemination of Information, Pub. Andre Deutsch.

GUJARATI:

1. PATEL (CHAMPAKLAL) : Mahiti Vigyan, Gujarat Granthalaya Seva Sangh, Ahmedabad.
2. THAKER (URMILA) : Sandarbh Grantho, Parshva Prakashan, Ahmedabad.

HINDI:

1. PAVAN (USHA) and GUPTA (PAVAN KUMAR) : Sandarbh Seva : Saiddhantik Evam Kriyatmak, RBSE Publishers, Jaipur.
2. SHARMA (CHANDRAKANT) : Granthalaya me Sandarbh – Seva.
Paper-8 : Information Technology : Application

Unit-1:
- Introduction to computers, developments and their application to library and information work. Need for computerisation. Computer systems : Hardware-input and output processing, storage components and their inter-relationship.

Unit-2:
- Planning and Implementation and Library Automation, Automation, In-house Operation Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management.

Unit-3:
- Fundamental of Telecommunication Technology; Media, Mode and Components, Network Media, UTP, Optical Fibre, Ethernet, Network Interface Card, Hubs, Routers, Modem.
- Network Types and Topologies, LAN, WAN, MAN.
- Bus, Star, Ring, Token, Ring etc.
- Local Area Network-Types and Topologies

Unit-4:
- INTERNET BASIC features and tools
- Network Based Information Services
- Connectivity; Dialup, Leased lines, ISDN, Digital Subscriber lines
- Email, SMTP, Wireless, Send mail, PoP3
- Protocols-FTP, HTTP
- Web Browser; Netscape Navigator, Internet Explorer
- Web Servers, Web tools, Search Engines
- Internet Security

Unit-5:
- Digital Libraries
- Genesis, Definition, Objectives, Scope of Digital Libraries
- Image Formats, Audio Formation
- Software and Hardware for Digital Libraries
- Input capture devices, Scanners, Digital Data Warehousing, Data Mining and Meta Data

Books Recommended:
Theory

Unit-1 : Information Technology
- Concept, Definition, Scope and Components
- Origins and Growth of Information Technology

Unit-2 : Computer Basics
- Historical Development: Abacus to Artificial Intelligence
- Introduction to Computers, Block Diagram of Computer
- Generations of Computers: First to Fifth Generation of Computers and Their Features
- Classification of Computers: Micros, Minis, Mainframe, and Super Computer
- Input Devices: Mouse, Joysticks, OCR, Scanners, Digital Cameras and Barcode Technology
- Output Devices: Monitors, Printers-Character, Line, Dot Matrix Inkjet & Laser Printer
- Storage Devices: Primary and Auxiliary

Unit-3 : Library Automation
- Planning & Implementation of Library Automation
- In-house Operation: Acquisition, Cataloguing, Circulation, Serial Control, OPAC
- Generations of Computers: First to Fifth Generation of Computers and Their Features

Unit-4 : Computer Software
- Purpose, Types of Software
- Operating Systems: MS-Office (Word, Excel, Power Point, Windows-Basic Features, Application Software)
- Programming Languages: Machine, Assembly, and Higher Languages

Unit-5 : Internet
- Basic Features and Tools
- Connectivity: Dial-Up, Leased Line, ISDN, Digital Subscribers Line
- Web Browser: Netscape, Internet Explorer
- Search Engines

Unit-6 : Digital Library
- Definition, Objective, Scope of Digital Library
- Data Warehousing
- Data Mining and Metadata

Unit-7 : DBMS Packages
- Concept, Features and Facilities

Practice

Special Note:
This paper needs extensive exposure in the operation of computers which can be acquired by providing adequate number of practical hours for hands-on experience. Students should be made familiar in using various application packages, DBMS and Library Packages, Internet Base Information Retrieval.
Selected Readings:

7. Sehgal R L, Handbook of Library Software Packages New Delhi, ESS ESS, 1999 : 81-7000-244-7