

IRDINANCE NO. 72

BACHELOR OF LIBRARY & INFORMATION SCIENCE

OBJECTIVES:

1. To acquaint the students with the organization and development of the Universe of Knowledge and the Research Organizations and Research Methodology.
2. To give students specialized knowledge in respect of the kind reading Methodology.
3. To make the students proficient in advanced Library techniques / Methodology of Documentation and advance Management of select type of Libraries.

DURATION OF THE COURSE:

The course shall be of one year's duration.

ELIGIBILITY FOR ADMISSION:

For admission to M. Lib. & Inf. Sc. Course the minimum requirements are:

- (i) Bachelor Degree followed by.
- (ii) Degree in Library & Information Science from a recognized University.
- (ii) Candidates intending to join the Master in Library & Information Science course shall submit application in the prescribed form along with requisite enclosures so as to reach the Director SRK University, Bhopal within the time limit and date fixed for the purpose.
- (iii) The candidate shall be granted admission according to rules. However, the Institute reserves the right to admit the applications of the candidates or reject it without assigning and giving any reason thereof.

SCHEME OF EXAMINATION:

The scope of studies in different papers shall be such as is prescribed in the prospectus by the Board of studies and Academic Council from time to time in due course.

PASS PERCENTAGE AND DIVISION:

Division shall be awarded to the successful candidates on the aggregate marks obtained by him in the accordance with the following scale viz.

First Division	:	60% and above
Second Division	:	48 % and above but less than 60%
Third Division	:	36 % and above but less than 48%

ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION:

- (i) Candidates securing less than 36% marks in individual papers will be treated as failed. They can reappear at the subsequent examination in the concerned.
- (ii) A candidate declared eligible for supplementary shall be required to clear the same in next two subsequent attempts. Any attempts unveiled of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- (iii) An ex-student candidate seeking permission for readmission to a subsequent examination shall submit his / her application on prescribed form to the director, Institute by the date fixed for the purpose together with such fees and documents as are required of him/her.
- (iv) The Registrar may if a candidate is failing at an examination or missing a division by one marks, condone deficiency of one mark where the deficiency is so condone, on mark shall no-where be added.

MODE OF INSTRUCTION:

- (i) The method of instruction is:
 - (a) Mailing lessons periodically to the students enrolled for each paper of study. A set of lesson shall be mailed to the students periodically. These lessons will guide the students for effective learning.
- (ii) Personal Contact Programme:

There is a provision for the personal Contact Programme. The programme is meant for class room lectures on important topics / media teaching though audio

and video cassettes, clearing the double of the students. Tentative duration for theory and practical is 100 hours.

- (iii) It will be in the interest of the students to attend the contact programme class which will help them to improve their performance in the examinations, at their own expense.
- (iv) In addition to contact programme students, who have no background of library Science which will be required to associate themselves with the library of repute in order gain practical knowledge.
- (v) Lesson will be in Hindi. However the question papers shall be in Hindi and English and the candidates may answer in English or Hindi.
- (vi) The whole course in each paper will be divided into five units, the lessons for which shall be supplied to the students in the intervening months.

CHANGE OF ADDRESS:

Lesson and all communication will be sent to the students to the address given in the application form. Any change in the address should be intimated to the Institute immediately with enrolment number. The students are advised to make arrangement in the post office for getting the lessons and other letters redirected to their new address since the Institution will take at least a month to incorporate the new address.

ENROLMENT NUMBER:

Enrolment number will be assigned to candidates to candidates on admission. In all communications this number should be stated.

MODE OF PAYMENT:

Fees will be paid by a Bank Draft in the name of Registrar, SRK University, Bhopal. The annual fee Rs. may be deposited as per date schedule declared by the Institute of SRK University, Bhopal.

CONTACT PROGRAMME AND PRACTICAL:

Contact programme shall be conducted at Bhopal. The prior information will be given to students facilitating them to attend the programmes. The venue / venues decided for conduct programme / programmes by the Director, Institute of SRK University, Bhopal.

CORRESPONDENCE:

All correspondence pertaining to Institute of must be addressed to the Director of the Institute.

DISPUTES:

In case of any dispute the action shall lie within the jurisdiction of the district court of Bhopal (M.P.).

MASTER OF LIBRARY & INFORMATION SCIENCE

Scheme of Examination

THEORY

PAPER	SUBJECT	Max Marks	Min-Pass Marks
I.	Knowledge Organisation and Information Processing	100	36
II.	Research Methodology	100	36
III.	Information Technology Application to Libraries and Information Centres	100	36
IV.	Information Systems & Programmes	100	36
V.	Organisation and Management of Academic Libraries	100	36
VI.	Information Storage and Retrieval	100	36
PRACTICAL			
VII.	Advanced Library Classification (Practical)	100	36
VIII.	Advanced Library Cataloguing (Practical)	100	36

Note: The practical examination in Paper-VII and Paper-VIII Advanced Library Classification (Practical) and Advanced Library Cataloguing (Practical) respectively shall be conducted jointly by the external and internal examiners.

Paper – I

KNOWLEDGE ORGANIZATION AND INFORMATION PROCESSING

Unit – I Information and Knowledge

- Information: Growth and Development.
- Information Communication, channels, barriers and communication models.
- Methods of acquiring knowledge.
- Models of thinking, Authority centered, Positivistic and Speculative.
- Factors responsible for growth of information and knowledge.

Unit – II Universe of Knowledge

- Definition, Structure and attributes, Role of classification in knowledge representation and discovery.
- Traditions and development in classification of subjects.
- Modes of formation of subjects.
- Subject and Isolates: Types and characteristics.

Unit – III Classification Elements and Language

- Concepts of categories: Comparative study.
- National systems: Principles, Notational capacities, Telescoping effect.
- Indicator Digits.

Unit – IV Subject Study: Knowledge and Classification Schemes

- UDC: Origin, Development, Notational System, Revision Policy.
- Depth Classification (Design Technology).
- Trends in Library Classification.

Unit – V Subject Analysis and Representation

- Normative Principles of Sayers, Bliss and Ranganathan.
- Comparative Study of CC and UDC.

Suggested Reading Book List:

1. Krishan Kumar, Theory of Classification, Delhi: Vikas, 1991.
2. Chakrabarti, B. Library Classification Theory, Calcutta: World Press 1994.
3. Hussain, Shabahat, Library Classification: Facets and Analysis, ed. 2, Delhi: B.R. Publishing Co., 2004.
4. Ranganathan, S.R., Prolegomena to Library Classification, ed. 3, Bangalore: Sarda Ranganathan Endowment for Lib. Sc., 1967.
5. Dhyani, P., Library Classification (Hindi), Agra: Y.K Publisher.
6. Sharma, U.C., Colon Classification (Hindi) Agra: Y.K Publisher.
7. Sinha, Suresh C., Prolegomena to Universe of Knowledge, Agra: Agra: Y.K Publisher.
8. Singh, Sonal, Universe of Knowledge (Hindi) Agra: Y.K Publisher.
9. Singh, Sonal, Universe of Knowledge (English) Jaipur: Raj Publishing House, 1998.
10. Sood, S.P., Universe of Subject and Universe of Knowledge (Hindi), Agra: Y.K. Publisher.
11. Prasher, R.G. Information and Communication, Ludhiana: Medallion Press, 2003.
12. Raju, A.A.N., Decimal, Universal Decimal and Colon Classification, New Delhi: Ajanta, 1985.
13. Sehgal, R.L., An Introduction to UDC, Agra: Y.K. Publisher.
14. Kumar, P.S.G., Knowledge Organization, Information Processing and Retrieval, New Delhi: B.R. Publishing.
15. Chaturvedi, Library Classification (Hindi), Agra: Y.K. Publisher.
16. Khanna, J.K., Fundamentals of Library Organization, Agra: Y.K. Publisher.
17. Sardana, J.L. and Sehgal, R.L., Universal Decimal Classification, New Delhi: Indian Bibliographic Centre.
18. Satyanarayana, V.V.V., UDC: A Practical Primer, New Delhi: Indian Bibliographic Centre.
19. Bose, H., UDC: Theory and Practice. New Delhi: Indian Bibliographic Centre,
20. Dhyani, P., Library Classification: Theory and Practice. New Delhi: Indian Bibliographic Centre.
21. Sharma, Pandey S.K., Universe of Knowledge & Research Methodology, Delhi: Ken Publishers, 1990.

22. Sharma, Pandey S.K., Universe of Knowledge & Knowledge. New Delhi: Ess Ess Publication, 1996.
23. Sharma, B.K., Universe of Knowledge: Its Structure and Development and Research Methodology (Hindi), Agra: Y.K. Publishers, 2004.
24. Khanna, J.K., Knowledge: Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.
25. Aggrawal, D.S., Lectures on Universe of Knowledge. New Delhi: Academic Publications, 1985.

Paper – II
RESEARCH METHODOLOGY

Unit – I Research Methodology

- Research: Concept, Meaning, Need and Purpose of Research.
- Types of Research: Pure, Applied, Individual and Collaborative Research Including inter Disciplinary and Multi-disciplinary Approach.
- Methods of Research: Descriptive, Comparative, Historical, Case Study, Experimental, Survey, Scientific, Spiral of Scientific Methods.

Unit – II Research Design

- Planning and Designing of Research: Types of Research Design.
- Identification and Formulation of Problems.
- Synopsis Writing: Its Concepts and Essential Components.
- Fundamentals of Hypothesis: Concepts, Importance, characteristics.
- Literature Search: Print Non-Print and Electronic Sources.

Unit – III Methods of Data Collection and Interpretation (Research Technology and tools)

- Sampling Technology.
- Methods of Data Collection: Questionnaire, Schedule, Interview, Observation and Check List.
- Library Records and Reports.
- Presentation of Data: Tables, Charts, Curves and Graphs.

Unit – IV Research Report Writing

- Report Writing: Structure, Style, Contents.
- Guideline for Research Reporting.
- Methods of Research Evaluation.

Unit – V Research Activities in India

- Organization of Research in India Development of fundamentals and Applied Research.
- Role of Research Organisation in the Research in India: ICHR, ICSSR, ICMR, CSIR.

Suggested Reading Books List:

1. Busha, Charles and Harter, Stephen, P., Research Methods in Librarianship: Techniques and Interpretation, Orlando: Academic Press, 1980.
2. Busha, Charles H., Research Methods. In Encyclopedia of Library and Inf. Sc. V. 25, P. 254-293.
3. Krishan Kumar, Research Methods in Library & Information Science. New Delhi: Vikas, 1992.
4. Youg, P.V. and Schmid, C.F., Scientific Social Surveys and Research. New Delhi: Prentice Hall, 1984.
5. Goode, William j. and Hatt, Paul, K. Methods in Social Research. New Delhi: McGraw Hill, 1986.
6. Sadhu, A.N. and Singh, A., Research Methodology in Social Research, 1990. Bombay: Himalaya Publishing House.
7. Venkateswarlu, T. Research Methodology and Librarianship. IASLIC BULL. 34, 3; 1989; 105-13.
8. Karande, A.G., Areas and Methods of Research in Library and Information Science. IASLIC Bull. 34, 1989; 115-20.
9. Kothari, C.R. Research Methodology: Methods and Technologies. Ed. 2, New Delhi: Wishwa Prakashan, 1990.
10. Pauline, V.Y. Scientific Social Survey and Research. New Delhi: Prentice Hall of India Pvt. Ltd., 1996.
11. Sharma, B.A.V., Research Methods in Science. New Delhi: Sterling, 1983.
12. Ghosh, B.N., Scientific Methods and Social Research. New Delhi: Sterling, 1982.
13. Kothari, C.R., Quantitative Techniques, ed. 2. New Delhi: Vikas, 1982.
14. Wilkinson, T.S. and Bhandarkar, P.L. Methodology and Techniques of Social Research Bombay: Himalaya Pub., 1979.
15. Ravichandraa Rao, I.K. Quantitative Methods for LIS. New Delhi: Wiley Eastern, 1985.

16. Sehgal, R.L., Statistical Techniques for Librarians. New Delhi: Indian Bibliographic Centre.
17. Sehgal, R.L., Applied Statistics for Research. 2 Vols. New Delhi: Indian Bibliographic Centre.
18. Sardana, J.L. and Sehgal, R.L., Statistical Methods for Librarians. New Delhi: Indian Bibliographic Centre.
19. Sinha, S.C. and Dhiman, A.K., Research Methodology. 2 Vols. New Delhi: Indian Bibliographic Centre.

Paper – III

INFORMATION TECHNOLOGY APPLICATION TO LIBRARY AND INFORMATION CENTRES

Unit – I Information Technology: Basic

- Information Technology: Definition Concepts, Need, Scope and Objectives.
- Facets of IT.
- Application of IT in Libraries.

Unit – II Database Management

- Database: Definition, Concepts and Components.
- Database Types: Distributed, Knowledge, Bibliographic, Factual and Full-text Database, Online Database and CD-ROM Database.

Unit – III Electronic Media and Digital Library

- Electronic Publishing: E-Book, E-Journals, E-Databases.
- Benefits and Shortcoming of electronic Publishing.
- Digital Library: Definition, Objectives and Scope.

Unit – IV Network Technology

- Types of Networks.
- Satellite and Cable Communication.
- Computer Communication Networks: Components, Links and other Features.
- Integrated Services Digital Network (ISDN), Open System Interconnection (OSI).

Unit – V Internet Basic Features and Tools

- Internet: Definition, Internet Resources and Services.
- Web Browsers, Server and Search Engines.
- Internet Security.

Suggested Reading Books List:

1. Kumar, P.S.G. Information Technology Basic. New Delhi: B.R. Publications.
2. Society for Information Science, Library Automation: Design, Principles and practice, New Delhi: SIS, 2002.
3. Kochar, R.S., Modern Library and Information Facilities. New Delhi: Indian Bibliographic Centre, 1998.
4. Dhawan, K.S. Multi-media Library. New Delhi: Indian Bibliographic Centre, 1997.
5. Faruqi, Khalid, K., Automation in Libraries. New Delhi: Indian Bibliographic Centre, 1997.
6. Dhiman, Anil K., Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi: Indian Bibliographic Centre, 2002.
7. Raman, R. Computer Application to Library and Information Services. New Delhi. Indian Bibliographic Centre.
8. Ahmed, Shamim, Computers in Library Management. New Delhi: Indian Bibliographic Centre, 1998.
9. Kumara, P.S.G. Computerization of Indian Libraries. New Delhi: Indian Bibliographic Centre.
10. Kasyap, M.M., Database Systems, Design and Development. New Delhi: Indian Bibliographic Centre, 1993.
11. Malavya, V.C. Electronic Libraries. New Delhi Indian Bibliographic Centre.
12. Sharma, Pandey, S.K., Fundamentals of Library Automation. New Delhi: Indian Bibliographic Centre.
13. Panigrahi, R.M., Impact of Information Technology on Libraries. New Delhi: Indian Bibliographic Centre.
14. Panda, K.C. and Gautam, J.N., Information Technology (IT) on the Cross Road: From Abacus to internet. New Delhi: Indian Bibliographic Centre, 1999.
15. Malavya, V.C., Library Automation. New Delhi: Indian Bibliographic Centre, 1999.

16. Kochar, R.S. and Sudarshan, K.N., Library Automation: Issues and Principles. New Delhi: Indian Bibliographic Centre, 1997.
17. Sahoo, K.C. ed. Information Management with IT Application. Ludhiana: Medallion Press, 2004.
18. Mahapatra, M. and Ramesh, D.B. Eds. IT Applications in Libraries: a Textbook for Beginners, Bhubaneswar: Reprint (P) Ltd., 2004.
19. Sharma, Pandey, S.K., Library Computerisation: Theory and Practice. New Delhi: Indian Bibliographic Centre, 1993.
20. Mudhol, Prasanna Kumar, Multimedia: It's Application in Library and Information Science. New Delhi: Indian Bibliographic Centre, 2002.
21. Thapa, Neelam, Slices of Library Automation Agra: Y.K. Publishers, 2006.
22. Vyas, S.P. Ed. Excellence in Information Technology: Dr. S.P. Festschrift. Jaipur: Raj Publishing, 2002.

Paper – IV

INFORMATION SYSTEMS AND PROGRAMMES

Unit – I Information System: Basic

- Information System: Basic Concept, Types, Characteristics and Components.
- Information Organisation as a System: Libraries, Documentation and Information Centre.
- Data Banks, Information Analysis Centres, Referral Centers, Translation Centers, Reprographic Centers.

Unit – II Information System Analysis & Design

- Planning and Designing of National Information System.
- National Documentation Centres in Indian: NISCAIR, DESIDOC, SENDOC, NASSDOC.
- International Information System: MEDLARS, AGRIS, INIS, INSPEC, DEVSIS, UNISIST.

Unit – III Library and Information Network

- Library Network.
- Concept, Objectives, Structure and Functions.
- National Network: INFLIBNET, DELNET, CALIBNET, NICET.

Unit – IV Information Policy and Transfer

- National Information Policy (NIP).
- Evaluation of nation and International Information System.
- Role of Information Systems and Networks in Technology Transfer and National Development.

Unit – V Information User and their Information Needs

- Categories of Information User.
- Information Needs: Definition and Models.
- Information seeking behavior.
- User Studies: Methods, Techniques and Evaluation.

Suggested Reading Books List:

1. Kawatra, P.S. 200: Library and Information Systems in 21st Century. New Delhi: Crest Publishing House.
2. Kashyap, M.M. Computer-based Library Information Systems: Designing Techniques. New Delhi.
3. Barua, B.P., National Policy on Library and Information System and Services for India: Perspectives and Strategies, New Delhi: Indian Bibliographic Centre.
4. Rao, P. Bhakara, Information Network and Resources Sharing. New Delhi: Indian Bibliographic Centre.
5. Bose, Kaushik, Information Networks in India: Problems and Prospects. New Delhi: Indian Bibliographic Centre.
6. Neelameghana, A and Prasad, K.N., Information Systems, Networks and Services in India: Development and Trends. 2 Vols. New Delhi: Indian Bibliographic Centre, 1998.
7. Sehgal, R.L., An Introduction to Library Network. New Delhi: Indian Bibliographic Centre, 1996.
8. Girija Kumar and Krishan Kumar, Philosophy of user Education. New Delhi: Vikas, 1983.
9. Library Trends, Summer 1980. Summer Issue of Current Library use Instructions.
10. Kaul, H.K. Ed., Library and Information Networking. New Delhi: Virgo Publications, 1999.
11. Kaul, H.K., Library Resource Sharing and Network. New Delhi: Virgo Publications, 1999.
12. Parida, Baman. Studies on Information Systems, Services and programmes New Delhi: Ajanta, 1993.
13. Kawatra, P.S., Library Users Studies. New Delhi: Jaico Books, 1992.
14. Sehgal, R.L., An Introduction to Library Network. New Delhi: Indian Bibliographic Centre, 1996.

Paper – V

ORGANISATION AND MANAGEMENT OF ACADEMIC LIBRARIES

Unit – I

- Role of Library in Academic Institutions.
- Role of U.G.C. Library Government (University and College).
- Library Authority.
- Library Committee.
- Librarian, his status and responsibilities.
- Library and faculty relationship.

Unit – II

- Administrative Organization of Library.
- Staff Manual, Library Surveys, Statistics, and Standards, their use and effectiveness, annual report.
- Developmental Library and Divisional Library.

Unit – III

- Library Finances.
- Budget and Accounting
- Personal Administration.
- Staff formula.
- Qualification, Selection, Professional Development of College and University Library Staff.
- Responsibilities and Duties of Supervisory Staff.

Unit – IV

- Library Building and equipment for collage and University library.
- Basic elements in the design of library building.
- Modern university library building.
- Policy and proceeding for selection and acquisition of books and non-book materials.

Unit – V

- Library Services.
- Information and reference service, documentation service, te3xt-book library.
- Library cooperation: Resource sharing.
- Need and role of IT in academic library.
- Cooperation and networking for library services in India.

Suggested Reading Books List:

1. Prasher, R.C. India's University Libraries. Ludhiana: Medallion, 2002.
2. Singh, Sonal. University Libraries: A current appraisal New Delhi: Indian Bibliographic Centre.
3. Prasher, R.C. University libraries in India: 1980's and beyond. New Delhi: Indian Bibliographic Centre.
4. Shukla, K.H. University libraries in India: Some observations and suggestions. New Delhi: Indian Bibliographic Centre 1994.
5. Gupta, Pawan K. University Library personnel in India: New Delhi: Indian Bibliographic Centre 1998.
6. Ramana Nair, R. College library development in India. New Delhi: Indian Bibliographic Centre 1996.
7. Usha Devi, S.P. University and Collage libraries. New Delhi: Indian Bibliographic Centre.
8. Chaturvedi, D.D. Academic libraries. New Delhi: Anmol, 1994.
9. Rajasekharan, K. Academic library development. New Delhi: Ess Ess, 1991.
10. Raju. P.S. Role of university library in support research. Visakapatnam: Andhra University Press, 1992.
11. Kaula, P.N. Library building, Delhi: Vikas, 1975.
12. Gupta, O.P. Higher Education in India since independence, New Delhi: Concept, 1992.
13. Bavakutty, M. Library in Higher Education. New Delhi: Ess Ess, 1988.
14. Dutta, N. Academic status for university and collage libraries in India. Delhi: Indian Bibliographic Bureau, 1985.
15. Despandey, K.S. University library system in India. New Delhi: Sterling, 1985.
16. Girja Kumar, Library development in India: Vikas, 1983.
17. Gupta, O.P. Development of university libraries after independence. New Delhi: Concepts, 1989.

18. Inamdar, N.B. & Ramaiah, L.S., National Policy for University Libraries in India. New Delhi: Concepts, 1989.
19. Nazar, Ahmad. University library practices in developing countries. London: KPI, 1984.
20. Seni, B.S. Library Organization for higher education Delhi: Ess Ess, 1976.
21. Shrivastava, A.P. Higher education and the library. Shimla: IIAS, 1992.
22. Shrivastava, S.N. and Verma, S.C. University libraries in India. New Delhi: Sterling, 1980.
23. Tejmurty, A Studies in Academic Librarianship, Jaipur: Printwell, 1987.
24. Sood, S.P. and Sharma, S.L., Eds. Outstanding studies in University Librarianship. Jaipur: RBSA, 1991.
25. Gelfand, M.A. University libraries for developing countries. UNESCO, 1968.
26. Lyle, G.R. Administration of collage libraries, ED3. New York: Wilson, 1961.
27. Metcalf, K.D. Planning academic and research library building. New York: McGraw Hill, 1965.
28. Sahoo, K.G. Information Management with IT Application. Ludhiana: Medallion Press, 2004.
29. Prasher, K.C. Managing university libraries New Delhi: Today & Tomorrow, 1991.
30. Ranganathan, S.R. School and collage libraries. Madras: madras Library Association, 1945.
31. UGC (India). Library Committee, 1957 Report: University and College Library. Delhi: UGC, 1957.
32. Raman Nair, R. Academic Library Automation, New Delhi: Indian New Delhi: Indian Bibliographic Centre.
33. Shrivastava, B.P. Library & information Science Education in Indian Universities. New Delhi: Commonwealth Publishers, 2002.

Paper – VI
INFORMATION STORAGE AND RETRIVAL

Unit – I Indexing Language and Controlled Vocabulary

- Conventional method of information storage and retrieval: Cataloguing.
- Contribution of Cutter, Kaiser, Ranganathan, Farradane and Coates.
- Definition and characteristics of indexing language.
- Vocabulary control.
- Thesaurus: Structure and Construction.
- Comparative study of CCC and AACR-2.

Unit – Bibliographic Description

- Overview of principles and practices in document description.
- Current trends in standardization in description and exchange: MARC, UNIMARC, ISO2709, CCF.
- Bibliographic description of the following items: Cartography materials, Manuscripts, Music, Sound Recording, Motion Pictures and Video Recording, Graphic Materials, Computer files, three dimensional artifacts and Microforms.

Unit – III Subject Indexing and Abstracting

- Study of Uniterm indexing and Citation Indexing.
- Trends in automatic indexing.
- Canons of Abstracting.
- Trends in Auto-Abstracting.

Unit – IV Information Storage and Retrieval System

- Definition, User-interface system, query processing system.
- Database: Concept.
- Information storage and elements of file organization.
- Artificial Intelligence: Expert systems and natural language processing.

Unit – V Information Searching, Retrieval and Evaluation of IR Systems

- Search techniques, Online searching techniques and retrieval.
- Evaluation of IR System.

Suggested Reading Books List:

1. Sharma, Pandey, S.K. Library Information Retrieval. Agra: Y.K. Publisher.
2. Khanna, J.K. Documentation and Information. Agra, Y.K. Publisher.
3. Sood, S.P. Documentation and Information Science. Agra: Y.K. Publisher.
4. Sood, S.P. Principles of Cataloguing Theory, Agra, Y.K. Publisher.
5. Seetharama, S. Information Consolidation and Repacking. Agra: Y.K. Publisher.
6. Krishan Kumar. Information to Library Cataloguing. New Delhi: Vikas, 1981
7. Girja Kumar and Krishan Kumar. Theory of Cataloguing. Ed. 5. New Delhi: Vikas, 1986.
8. Chakrabarti, A.R. and Chakrabarti, B. Indexing: Principles, Process and Products. Calcutta: World Press, 1983.
9. Chan, Lois Mai. Cataloguing and Classification: An Introduction. Ed. 2. New York: McGraw Hill, 1994.
10. Guha, B. Documentation and Information: Services, Techniques and systems, ed. 2. Calcutta: World Press, 1983.
11. Needhan, C.D. Organising Knowledge in libraries. Ed. 2. London: Andre Deutsch, 1971.
12. Rowley, J.E. Organising Knowledge. Aldershot: Grower, 1987.
13. Choudhury, G.G. Introduction to modern information retrieval. Ed. 2. Chennai: Allied Publishers, 2003.
14. Rajan, T.N. Indexing systems: Concepts, models and techniques. Calcutta: IASLIC, 1981.
15. Verma, A.K. Trend in Subject Indexing. Delhi: Mittal, 1984.
16. Parmeswaram, M. AACR-II and CCC (5): A Comparative study. New Delhi: Indian Bibliographic Centre, 1989.
17. Vishwanathan, C.G. Cataloguing: Theory and Practice. Ed. 6. New Delhi: Indian Bibliographic Centre.

18. Malavya, V.C. Multimedia Library and On-line Cataloguing, New Delhi: Indian Bibliographic Centre.
19. Dhawan, K.S. On-line Cataloguing Systems. New Delhi: Indian Bibliographic Centre, 1997.
20. Choudhury, G.G. Introduction to modern information retrieval system. Calcutta: IASLIC, 1993.
21. Rout, R.K. and Choudhury, B.K. Cataloguing of non-book materials: a practical manual, New Delhi: Reliance Publishing House, 1997.
22. Lancaster, F.W. Indexing and Abstracting in theory and practice. Ed. 3. Chennai: Allied.
23. Bajpai, S.K. Modern Information Retrieval. New Delhi: Indian Bibliographic Centre.
24. Fothergill, R. and Butchart, I. Non-book Materials in libraries: A practical guide, Ed. 3. London: Clive Bingley, 1990.
25. Prasher, R.G. Indexing and Indexing System. New Delhi: Medallion Press, 1989.
26. M.M. Database System: Design and Development. New Delhi: Indian Bibliographic Centre, 1993.

Paper – VII

ADVANCED LIBRARY CLASSIFICATION (PRACTICAL)

Steps in Classification, Classification of books, monographs and articles by Colon Classification and Universal Decimal Classification (Abridged English Edition).

Paper – VIII

ADVANCED LIBRARY CATALOGUING (PRACTICAL)

Practical Cataloguing of Complicated periodicals, complicated personal and corporate author headings and subject heading according to CCC 5th ed. (with amendments) and AACR-2 (Modified) along with LC list of subject headings for the later.