

MASTER OF LIBRARY SCIENCE
FIRST SEMESTER

Paper I	:	Universe of knowledge (सार्वभौमिक ज्ञान)	<u>80 + 20</u>
Paper II	:	Information Technology (सूचना तकनीकी)	<u>80 + 20</u>
Paper III	:	Organization of Knowledge-I (ज्ञान का संगठन-प्रथम): Depth Classification Theory (गहन वर्गीकरण)	<u>80 + 20</u>
Paper IV:	:	Organization of Knowledge-II (ज्ञान संगठन-द्वितीय): Advanced cataloguing, AACRC2-MARC21 (वृहत् पुस्तकालय सूचीकरण)	<u>80 + 20</u>
Paper V	:	Classification Practice (वर्गीकरण प्रयोगात्मक) Cataloguing Practice (सूचीकरण प्रयोगात्मक)	<u>M.M. 100</u> <u>(50+50)</u>

नोट :-प्रश्नपत्र सं० V को छोड़कर समस्त प्रश्नपत्रों में 20 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

SECOND SEMESTER

Paper I	:	Research Methodology & Basic Statistics. (शोध पद्धति और प्राईमरी सांख्यिकी)	<u>80 + 20</u>
Paper II	:	Information Sources in Different Disciplines (विभिन्न विषयों में सूचना स्रोत) Sanskrit Literature (संस्कृत साहित्य) (A) Information Sources in Social Science (सामाजिक विज्ञान में सूचना स्रोत) (B) Information Sources in natural Science (प्राकृतिक विज्ञान में सूचना स्रोत) (C) Information Sources in Humanities (मानविकी में सूचना स्रोत)	<u>80 + 20</u>
Paper III	:	Academic Libraries and Special Libraries (शैक्षणिक पुस्तकालय एवं विशिष्ट पुस्तकालय)	<u>80 + 20</u>
Paper IV	:	Information System & Services (सूचना प्रणाली एवं सेवाएँ)	<u>80 + 20</u>
Paper V	:	Dissertation (लघुशोध) and Viva-Voce (मौखिकी)	<u>M.M. 100</u> <u>(60+40)</u>
Paper VI	:	अनिवार्य पत्र ज्ञान	100 अंक

नोट :-प्रश्नपत्र सं० V को छोड़कर समस्त प्रश्नपत्रों में 20 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

Semester -I

Time : 3 Hours

Paper-I

Max Marks : 80 + 20

Universe of Knowledge

(सार्वभौमिक ज्ञान)

- 1- Objectives of the Study of Universe of knowledge: Library Science, Attributes of knowledge, Growth of knowledge and the Modes of Formation of Knowledge and Subjects, Various System of Organization of Knowledge.
- 2- Religion, Philosophy and Science: their Contribution to Knowledge.
- 3- Positivistic Speculative and Authority Centered Modes of Thinking.
- 4- Methods of Research in Natural Science, Social Sciences and the Humanities.
- 5- Application of Scientific Method to Social Sciences.
- 6- Development of Scholarship since the 17th century.
- 7- Knowledge and Society.
- 8- Agencies for the Dissemination of Knowledge and Information.

Recommended Books

- 1- Ayer (A.J.), Ed.: Problem of Knowledge, New York: Macmillan, 1958.
- 2- Bliss (HE): Organization of Knowledge and the System of Science, New York: Holt, 1949.
- 3- Dampier (WC): A Short History of Science, UK: Cambridge University Press, 1956.
- 4- Dhiman, (AK): Research Methodology. New Delhi: Avon Publications, 2015.
- 5- Duverger (Maurice): Introduction to the Social Science, London, Allen and Unwin, 1964.
- 6- Fowler (WS): Development of Scientific method New York, Pergamory 1963.
- 7- Good (CV) and Scates (DE) – Methods of Research New York, Appleton, 1954.
- 8- Goode (WJ) and Hatt (PK) Methods in Social Research. New York: McGraw Hill, 1952.
- 9- Langridge (Derek), Ed.: Universe of knowledge, School of Library and Information Science, University of Maryland, 1969.

- 10- Sarton (GA): History of Science. Cambridge, MA: Harvard University Press, 1959.
- 11- Sinha (SC) and Dhiman (AK): Prolegomena to Universe of Knowledge. New Delhi: Ess Ess Publications, 2002.
- 12- Singh (Sonal): Universe of Knowledge. Jaipur: Raj Publishing House, 1998.
- 13- Willson(FB) : Introduction to Scientific Research. New York, McGraw Hill, 1952.
- 14- Whitney (FL): Elements of Research, Ed.3, Englewood, prentice Hall 1950.

Time :3 Hours

Paper-II
Information Technology
(सूचना प्रौद्योगिकी)

Max Marks :80+ 20

- 1- Information Technology: Genesis and Development. Its impact on Libraries.
- 2- Telecommunication: Satellite Telex, Teleprinter, Teletext, Videotext, Teleconference/Facsimile.
- 3- Genesis and Development of Computers, Basic knowledge of Hardware and Software, Input Device, Functioning of Computer and its Limitations.
- 4- Computer Application of Library and Information work : Current Scenario with Reference to India.
- 5- National and International Networks: INDONET, NICNET, INFLIBNET, AGRIS MEDLARS, INIS.
- 6- Communications: Brief Introduction.

Recommended Books

- 1- Dhiman (AK): Basics of Information Technology for Librarians and Information Scientists. New Delhi: Ess Ess Publications, 2003.
- 2- Dhiman, (A.K) and Rani, (Yashoda): Resource Sharing, Networking and Library & Information Networks. New Delhi: Ess Ess Publications,. 2007.
- 3- Dhiman, (A.K) and Rani, (Yashoda): Manual of Digital Libraries. 2 Vols. New Delhi: Ess Ess Publications,. 2007.
- 4- Fosdick (H): Computer Basics for Librarians and Information Scientists Arlington: Information Resources Press, 1981.
- 5- Kaul (HK): Library Networks: An Indian Experience. New Delhi, Virgo 1992.
- 6- Kumar (PSG): Computerization of Indian Libraries. Delhi: B.R Publishers, 1987.
- 7- Hunt (Reger) and John (Shelly): Computer and Common Sense. New Delhi, Prentice Hall, 1982.
- 8- Kumar (PSG): Foundations of Library and Information Science. New Delhi: Manohar Publications, 2003.
- 9- Kumar, (PSG): Fundamentals of Information Science. New Delhi: S. Chand, 1997. Rowley (J.E): Computers for Libraries. 2nd Ed. London, Clive Bingley, 1985.
- 10- Satyanarayan (NR): A Manual of computerization in libraries, New Delhi: Wishwa Prakashan, 1995.
- 11- Tedd (L.A.): An Introduction to Computer Based Library System. 2nd Ed. London: Hyden, 1984.

Organization of Knowledge - I: Depth Classification

- 1- Normative Principles of Bliss, Brown, Richardson, Sayers and Ranganathan- Comparative Study.
- 2- Designing of Schemes for Classification. Depth Schedules- Ranganathan's Methodology.
- 3- Development of Theory of Library Classification; Role of Classification Research for Machine Search.
- 4- Canons for Work in the Idea Plane, Verbal Plane, Notational Plane.
- 5- Categories in Classification- Comparative Study of Special Isolates, Quasi isolates, Quasi Common Isolates, Principles for Facet Sequence, Telescoping of Array and Facets.
- 6- Classification Schemes- Historical Development, Types: Special, General. Broad System of Ordering (BSO), Formation of Isolates by Alphabetical, Chronological, Geographical and Subject Device, Decimal Fraction Device, Sector Device, Agglomeration Device, and Zone Analysis.
- 7- Genesis and Development of Notational Techniques in CC and UDC- A Comparative study.
- 8- Recent Development and Trends in Classification.

Recommended Books

- 1- Bliss (HE): A Bibliographic Classification. 1-4 Vols. New York: H. W. Wilson, 1950-1953.
- 2- Bliss (H.E.): Organization of Knowledge of the System of Sciences. New York: Holt, 1929.
- 3- Brown (J.D.): Subject Classification. 3rd Ed. London: Grafton, 1939.
- 4- Dewey (M): Dewey Decimal Classification. Ed. 21st. New York: Forest Press, 1996.
- 5- Dhyani (P): Library Classification: Theory and Principles. New Delhi: Wishwa Prakashan, 1998.
- 6- Foskett (A.C.): The Subject Approach to Information. 4th ed. London: Clive Bingley, 1982.
- 7- Ranganathan (SR): Colon Classification. 6th Revised Edition. Bombay: Asia Publishing House, 1963.

- 8- Ranganathan (S.R.): Prolegomena to Library Classification. 3rd ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1967.
- 9- Universal Decimal Classification Abridged English Edition. 3rd Revised Edition. London: BSI, 1961.
- 10- Vickery (B.C.): Classification and Indexing in Science. 3rd Ed. London: Butterworths, 1975.

Organization of Knowledge - II: Advanced Cataloging Theory

- 1- Detailed and Comparative Study of Classified Catalogue Code with Additional Rules for the Dictionary Catalogue Code and Anglo American Cataloguing Rules- II, Particularly Rules concerning with Corporate Author Headings, Composite and Multi- Volumes Books, Periodicals and Serial Publications.
- 2- Alphabetization and its Problems. Annotative Cataloguing Problems in Research and Technical Libraries.
- 3- Layout and Rules for the Entries of Abstracting and Indexing Periodicals including Layout for Catalogue Code.
- 4- Subject Cataloguing- Use of Standard Subject Heading Lists. Viz. Library of Congress Subject Heading List, Chain Procedure.
- 5- Selective Cataloguing, Centralized and Co-operative cataloguing (national and Regional), Union Catalogue. Current Practices in UK, U.S.A. and India.
- 6- Cataloguing of Special Materials such as Maps, Microfilms, Phonographs, Record, Films etc.
- 7- International Cataloguing Standards and Metadata, MARC-21, Dublin Core.

Recommended Books

- 1- Anglo-American Cataloguing Rules. Rev. Ed. 1998.
- 2- Bowman (JH): Essential Cataloguing. London: Facet, 2003.
- 3- Coats (EJ): Subject Cataloguing London, L.A. 1960.
- 4- Cutter (CA): Rules for A Dictionary Catalogue. Ed. 4th. Washington DC: Govt. Printing Press, 1904.
- 5- Girija Kumar and Krishan Kumar: Theory of Library Cataloguing. New Delhi: Vikas Publishing House,1983.
- 6- Lubetzky (S) : Cataloguing Rules and Principles. Washington Library of Congress, 1953.
- 7- Miller (J.)(Ed.): Sear's List of Subject Headings. Edition 15th. New York: Wilson, 1994.
- 8- Norries (DM): A History of Cataloguing and Cataloguing Methods. London, Grafton & Co., 1939.

- 9- Pettee (J): Subject Heading: the History and Theory of the Alphabetical Subject Approach to Books. New York: The H.W. Wilson Company, 1946.
- 10- Ranganathan (SR) : Classified Catalogue Code with Additional Rules for Dictionary Catalogue. Ed.5th. Bombay, Asia Publishing House, 1964.
- 11- Sayers (WCB) : First Steps of Annotation in Catalogue. 2nd Rev. Ed. London: Association of Assistant Librarians, 1932.
- 12- Sharp (Henry A): Cataloguing : A Text book for Use in Libraries. 4th Ed. London : Grafton, 1948.
- 13- Shera (JH) and Egan (ME) : The Classified catalogue : Basic Principles and Practices. Chicago, ALA, 1956.
- 14- Spiteri (Louise F.) (Ed.) Managing Metadata in Web-scale Discovery Systems. London: Facet Publishing, 2016.
- 15- Warner (William): Practical Handbook of Modern Library Cataloging. Wentworth Press, 2016.
- 16- Vishwanathan (CG): Cataloguing : Theory and practice. 5th Ed. Lucknow : Print House, 1983.

Time : 3 Hours

Paper-V

Max Marks : 50

(A) : Classification Practice

Classification of books, monographs and other reading materials by Colon Classification (6th Rev. Ed.) and Universal Decimal Classification 3rd Abridged Edition.

Note: The pattern and structure of paper IV (A) will be as following:

- Total 48 Marks:
- 5 titles (3+2) out of 8 titles to be classified according to Colon Classification and UDC system.
- 2 Marks for overall evaluation.

(B) : Cataloguing (Practice)

Max Marks :50

Practical cataloguing is to be done using the Classified Catalogue Code (latest ed.) with amendments and AACR-II (1978) along with the Sears List of Subject Headings for the later.

Note: The setting and evaluation of these papers will be done on the same pattern as that of theory papers. The pattern and structure of paper IV (b) will be as follows:

5 titles to be catalogued as per following details:

- First 2 titles according to CCC (Ed.6th with amendments)
- Next 2 titles according to AACR-II (1978)
- Last 5th titles to be catalogued either by CCC or AACR-2.

SECOND SEMESTER

Time : 3 Hours

Paper-I

Max Marks : 80 +20

Research Methodology & Basic Statistics

Research	:	Definition, Need, Purpose, Types and Characteristics of Research and its Importance.
Research Design	:	Definition and Types of Research Design.
Research methods	:	Historical, Experimental, Survey, Observation, Case Study, Tools for Data Collection: Questionnaire, Interview, Schedule, Checklist, Rating Scales.
Statistical techniques	:	Nature and Scope of Statistics, its Limitations; Primary / Secondary: Mean, Median, Mode.
Presentation of data	:	Tabular, Graphic, Bar Diagram, Pie Chart etc; Bibliographic Standards, Report Writing.
Bibliometrics	:	Origin of Bibliometrics, Bibliometric Laws: Bradford, Lotka and Zipf, Informetrics, Scientometrics.
Scholarly Communication:	:	How to write a Good Paper, Different Style of Referencing, Plagiarism.

Recommended Books

- 1- Bailey (Kenneth D): Methods of Social Research. Ed. 4th. New York: Free Press, 1994.
- 2- Busha (Charles H) and Harter (Stephen P): Research Methods in Librarianship: Techniques and Interpretations. New York: Academic Press, 1980.
- 3- Dhiman (AK): Bibliometric Studies in Ethobotany. New Delhi: SSDN Publishers & Distributors, 2015.
- 4- Dhiman (AK): Research Methodology. New Delhi: Avon Publications, 2015.
- 5- Dhiman (AK) Basics of Research Methodology. New Delhi: S K Book Agency, 2018.

- 6- Festinger (Leon) and Katz (Daniel). Research Methods in Social Sciences. New Delhi: Amerind, 1970.
- 7- Frankfort (Chava) and Nachmias (David). Research Methods in Social Sciences. Ed. 6th. New York: Worth Publisher, 1999.
- 8- Garret (H): Statistics in Psychology and Education. 5th Edition. New York: Longmans, Green and Co., 1958.
- 9- Ghosh (B N). Scientific Methods and Social Research. New Delhi: Sterling, 1982.
- 10- Good (Carter V) and SCATES (Douglas E). Methods of Research. New York: Appleton-Century -Crofts, 1954.
- 11- Goode (William J) and HATT (Paul K).Methods in Social Research. New York: McGraw- Hill, 1952.
- 12- Mukherjee (RN): Samajik Shodh and Sakhyanki. New Delhi: Vivek Prakashan, 1992.
- 13- Ravichander Rao (I.K.): Quantitative Methods for Library and Information Science. New Delhi : Wiley Eastern, 1983.
- 14- Selltiz (Claire), Jahoda (Marie), Deutsch (Morton) and Cook (Stuart W.): Research Methods in Social Relations. New York: Holt, Rinehart and Winston, Inc., 1964.
- 15- Young (P.V): Scientific Social Survey & Research. New Delhi: Prentice Hall, 1982.

Time :3 Hours

**Paper-II Max Marks : 20+60 = 80
80+20**

Information Sources in Different Disciplines

Section - A (Compulsory)

Sanskrit Literature (संस्कृत साहित्य)

1. Introduction to Sanskrit Literature: Ancient, Medieval and Modern Times.
2. Types of Sanskrit Literature: Vedas, Brahamans, Aaranayak, Purans, Upnishads, and Samhitas etc.
3. Brief Contribution made by Ancient Philosophers/Scientists: Aryabhata, Bhaskaracharaya, Varahamira and Nagarjuna.

Recommended Books

- 1- Chaudhary (RB): Sanskrit Sahitya ka Samalochnatmak Itihas. New Delhi: Motilal Banarsidass, 1998.
- 2- Devedi (PN): Vedic Sahitay ka Itihas. Delhi: Chaukhambha Surbharati Prakashan, 2012.
- 2- MacDonell (Arthur A): A History of Sanskrit Literature. London: William Heinemann, 1899.

Section - B

(निम्न तीनों में से किसी एक विकल्प का चयन करें)

(I) Natural Science

(II) Social Science

(II) Humanities

I: Information Sources in Natural Science

1. Scope of the Subject. Brief Survey of the Contributions made by the following Natural Scientists:
Galicia Galileo, Archimedes. William Harvey, Sir Isaac Newton, Charles Darwin, Louis Pasteur, George, John Mendel, Michael Faraday, Madam M. Curie, J.J. Thomoson, Albert Einstein, Alexander Flemming, V. Raman, J.C. Bose, H.J. Bhabha, Hargobind Khurana.
2. Developments, Problems and Research Trends in Major Disciplines in the Natural Sciences, Physical and Biological Sciences.

3. Role of Different Types of Primary Documents in the Growth and Development of Natural Sciences as Discipline.
4. Evaluation of the following Secondary Sources of Information.
 - Biological Abstracts
 - Chemical Abstracts
 - Indian Science Abstracts
 - Excerpta Medica
 - ANIS Atom Index
 - Dissertation Abstracts International
 - Zoological Records
 - McGraw Hill Encyclopedia of Science and Technology
 - McGraw Hill Dictionary of Science and Technology
 - McGraw Hill Year Book of Science and Technology
5. Brief Survey of the Activities of the following Research Institutions and Professional Organizations of India in the Growth and Development of Natural Science Discipline.
 - Council of Scientific and Industrial Research (CSIR) Delhi.
 - Indian Association for Cultivation of Science (IACS). Calcutta.
 - National Chemical Laboratory (NCL), Pune.
 - National Physical Laboratory of Indian (NPL), Delhi.
 - Defence Research and Development Organization (DRDO) Delhi.
 - Indian National Science Academy (INSA), Delhi.
 - Botanical Survey of India (BSI).
 - Zoological Survey of India (ZSI).
 - National Institute of Science Communication and Information Resources (NISCAIR).
 - All India Institutes of Medical Science (AIIMS).

Recommended Books

- 1- American Chemical Society: Searching the Chemical Literature. Washington American chemical Society, 1961.
- 2- Auger (Pierre): Current Trends in Scientific Research. Paris, Unesco, 1961.
- 3- Bernal (JD): Social Function of Science. Cambridge Massachusetts: MIT Press, 1964.
- 4- Brown (CH): Scientific Serials. Chicago: Association of College and Research Libraries, 1956.

- 5- Dampier (William Cecil): History of Science and its Relations with Philosophy and Religion. London: Cambridge University Press, 1961.
- 6- Grogan (Denis): Science and Technology: Introduction to Science. New York: New American Library World Literature, 1964.
- 7- Hall (A Rupert) and Hall (Marie B). Brief History of Science. New York : New American Library word Literature, 1964.
- 8- Jeans (James): Growth of Physical Sciences, New York, Fawcett World Library, 1951.

II- Information Sources in Social Science

1. Scope of the Subject. Brief Survey of the Contribution made by the following Social Scientists:
Kautilya, Adam Smith, Alfred Marshal, J.M. Keynes, Plato, Aristotle Thomas Acacias, Machiavelli, M. K. Gandhi, Max Weber, Emile Durkheim, August Compote , Karl Marx. Thomas Robert, Malthus Herodotus, Max Muller.
2. Development, Problems and Research Trends in Major Disciplines in the Social Sciences. Economics, History, Political Science and Sociology.
3. Role of Different Types of Primary Documents in the Growth and Development of Social Sciences as discipline.
4. Evaluation of the following Secondary Sources of Information:
 - International Encyclopedia of Social Science.
 - Social Sciences Index, New York.
 - International Bibliography of Social and Cultural Anthropology, London.
 - International of Political Science, London,
 - International Bibliography of Economics, London.
 - Bulletin of the Public Affairs Information Service (PAIS), New York.
 - Economic Abstracts. The Hague.
 - International Political Science Abstracts London.
 - Sociological Abstracts, Oxford.
 - Dissertation Abstract International.
 - The Times Atlas of World History.
 - World Handbook of Social and Political Indicators.
5. Brief Survey of the Activities of the following Research Institutions and Professional Organizations of India in the Growth and Development of Social Science discipline-
 - Indian Council of social Science Research, (ISSSR), Delhi.

- Indian Council of World Affairs (ICWA), Delhi.
- National Council of Historical Research (ICHR), Delhi.
- National Council of Educational Research and Training (NCERT), Delhi.
- Institute of Constitutional and Parliamentary Studies, Delhi.
- Indian Institute of Public Administration, (IIPA), Delhi.
- G.B. Pant Social Science Institute, Allahabad.
- Indian Council of Cultural Relations, (ICCR), Delhi.
- Gokhale Institute of Politics and Economics, Pune.
- Tata Institute of Social Sciences, Bombay.
- Socio- Economic Research Institute, Calcutta.
- Delhi School of Economics, Delhi.
- Central Arid Zone Research Institute (CAZRI) Jodhpur.

Recommended Books

1. Hoselitz (Bert F): A Reader's Guide to the Social Sciences. Rev. Ed. Glencoe: Free Press, 1972.
2. Mackenzie (N) (Ed.): Guide of Social sciences, London: Weidenfeld and Nicolson, 1966.
3. Mackenzie (WJM): The Study of Political Science Today. London: Macmillan, 1970.
4. Madam (GR): Economic Thinking in India. Ed. 2. Delhi: S. Chand, 1981.
5. Majumdar (RC): Historiography in Modern India. Bombay: Asia Publishing House, 1970.
6. Mann (Peter H): Methods of Sociological Enquiry. New York: Schocken Book, 1968.
7. Norton (Mary Beth) and Gerardi (Pamela): The American Historical Association's Guide to Historical Literature. New York: Oxford University Press, 1995.
8. Raison (Timothy) (Ed): The Founding Fathers of Social Science. London: Penguin Books Limited, 1976.
9. Rex (John): Discovering Sociology: Studies in Sociological Theory and Method. London: Routledge and Kegan Paul, 1973,
10. Seligman (Ben B): Main Trends in Modern Economics, New York: Free Press, 1962.
11. Sharma (HD): Indian Reference Sources: An Annotated Guide to Indian Reference Material. Varanasi: Indian Bibliographic Centre, 1988-1989.
12. Havet (J) (ED.): Main Trends of Research in the Social and Human Sciences. The Hague: Mouton Publisher/Unesco, 1970.

13. Unnithan (TKN) et al (Eds.): Sociology for India. New Delhi: Prentice Hall of India, 1967.
14. White (CM) et al.: Sources of Information in the Social Sciences. 2nd Ed. Tolowa, N.J: Bedminster Press, 1973.

III- Information Sources in Humanities

1. Scope of Subject. Brief Survey of the Contributions made by Significant Workers in Various Disciplines of Humanities.
2. Development, Problems and Research Trends in Various Major Disciplines in Humanities: Religion, Philosophy, Fine Arts and Literature.
3. Role of Different Types of Primary Documents in the Growth Development of the Humanities as Discipline.
4. Evaluation of Secondary Sources of Information.
5. Brief Survey of the Activities of Research Institutions and Professional Organizations in the growth and development of the humanities as discipline, with Particular Reference to India, UK and USA.

Recommended Books

1. Asheim (Lester) et al: Humanities and the Library: Problem in the Interpretation, Evaluation and Use of Library Materials. Chicago: ALA, 1970.
2. Balay (Robert) (Ed): Guide to Reference Books. Ed.11th. Chicago: ALA, 1996.
3. Chandler (G): How to find out about Literature, Rev. Ed. 5th. Oxford: Pergamon Press, 1982.
4. Crane (RS): Idea of the Humanities. V. I. Chicago: University of Chicago Press, 1967.
5. Joness (WT): Sciences and the Humanities: Conflict and Reconciliation. Berkeley: University of California Press, 1965.

Time: 3 Hours

Paper-III

Max Mark : 80+20

Section - A : Academic Libraries

40

1. Growth and Development of Academic Libraries in India.
2. Role of U.G.C. in Development of University and College Libraries.
3. Libraries Government: Authority, Library Committee and Relation of Librarian with the Authority.
4. Library Finance: Sources of Income, Budgetary Procedure.
5. Library Administration: Principle of Administration, Duties of Administrative Heads. Departmental or Divisional organization and Staff Manual.
6. Library Personnel: Nature and Size of Staff, Qualification, Selection and Professional Development of Staff. Method of Measurement of Staff Effectiveness, Salary and Status of Library Staff.
7. Building Library Collection. Selection, Acquisition and Organization of Reading Material: Books, Periodicals and Non Book Material.
8. Manuscripts: Types, Sources, Preservation and Conservation Techniques, Role of Manuscripts in Research.
9. Library Services, Promotion of Reading, Reference and Information Services, Circulation and Photocopying Service, Compilation of Bibliography.
10. Library Building: Basic Elements in the Design of Library Building, Planning Team, Role of Librarian in Planning the Building.
11. Resources Sharing: Objectives, Organization Implications of INFLIBNET.

Recommended Books

1. Baker (David) (Ed): Resource Management in Academic Libraries. London: Library Association, 1977.
2. Brophy (Peter): The Academic Library. London: Library Association, 2000.
3. Budd (J M): The Academic Library: the Context, its Purpose and its Operation. 1988. London: Libraries Unlimited, 1988.
4. Chapman (Liz). Managing Acquisitions in Library and Information Services. London: Library Association, 2001.
5. Dhiman (AK) and Sinha (SC): Academic Libraries. New Delhi: Ess Ess Publications, 2002.

6. Dowler (L) (Ed): Gateways to Knowledge: the Role of Academic Libraries in Teaching, Learning and Research. London: The MIT Press, 1998.
7. Jordon (Peter): The Academic Library and its Users. London: Gower Publishing Limited, 1998.
8. Line (Maurice B) (Ed): Academic Library Management. London: Library Association, 1990.
9. Ranganathan (S R): School and College Libraries. Madras: Madras Library Association, 1942.
10. Webb (Sylvia P): Personal Development in Information Work. Ed 2nd. London: Aslib, 1991.
11. White (Carl M): Survey of University of Delhi. Delhi: University of Delhi, 1965.

Section B- Special Libraries

40

1. Role of Scientific and Technical Libraries, Its relationship with Parent Organizations.
2. Types and Functions of Special Libraries: Government, Research, Industrial and Commercial libraries.
3. Evolution of Scientific and Technical Libraries in India, U. K. & U. S.A. Library Standards: their Use and Effectiveness.
4. Library Personnel: Nature, Size, Qualification, Selection. Professional Development, Responsibilities and Duties of Staff.
5. Building Library Collection : Book Selection, Acquisition Policy and Procedures of Non- Books and Other Documents.
6. Library Services Bulletins etc. Utilization of International, National and Local Sources of Information.
7. Library Building: Planning, Basic Elements in the Design of Library Building, Furniture and Fittings.
8. Study of Grey Literature, Research Reports, Standards and Patents, etc.

Recommended Books

1. Ashworth (Wilfred): Special Librarianship. London: Clive Bingley, 1979.
2. Auger (C P): Information Sources in Grey Literature. Ed. 3rd. London: Bowker: London, 1994.
3. Batten (N. E.) (Ed): Hand Book of Special Librarianship and Information Work. Ed. 4th. London, Aslib, 1976.

4. Burkert (J) (Ed.): Special Library and Information Services with United Kingdom. Ed. 2nd. London: Library Association, 1965.
5. Burkett (J) and Morean (TS) (Eds.): Special Materials in the Library. London: Aslib, 1957.
6. Carter (F) et al. (Eds.): National Document Handling System for Science and Technology. New York: John Wiley & Sons, 1967.
7. Chapman (Liz): Managing Acquisitions in Library and Information Services. London: Library Associations, 2001.
8. Collison (RL): Treatment of Special Material in the Library. London: Aslib, 1957.
9. Dhiman (AK): Handbook of Special Libraries and Librarianship. New Delhi: Ess Ess Publications, 2008.
10. Grenfell (D): Periodicals and Serials: their Treatment in Special Libraries. Ed. 2nd. London: Aslib, 1965.
11. Prank (O) (Ed.): Modern Documentation and Information Practice The Hague: FID, 1961.
12. SAHA (J): Special Libraries and Information Services in India and the USA. New York: Scarecrow, 1969.
13. Scammell (A W) (Ed.): Handbook of Special Librarianship and Information Work. Rev. Ed. 7th. London: Aslib, 1997.
14. SINGH (SP). Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005.
15. Strauss (L J). Scientific and Technical Libraries: their Organization and Administration. Ed. 2nd. New York: Beckey and Hayes, 1972.

Time : 3 Hours

Paper-IV

Max Mark : 80 + 20

Information System & Services

(सूचना प्रणाली और सेवायें)

- 1- National and International Systems, Programmes and Agencies: VINITI, INSDOC, FID, UNESCO, DESIDOC, NASSDOC, UNISIST, NISSAT, Asilb.
- 2- Indexing Services - Co-ordinate Indexing PRECIS, POPSI, Citation Indexes: Science Citation Index, Social Science Citation Index.
- 3- Abstracting Services- Principles, Types, Personnel, Use of Author Synopsis Abstract with Slant, National International Abstracting Agencies, Co-ordination of Abstracting Services, Progress in Machine Abstracting.
- 4- Information Services- CAS, SDI, Problems in Compilation of Documentation Lists, Problems of Seepage and Scatter of Documents and their Solution.
- 5- Thesaurus - Need and Method of Construction.
- 6- Marketing of Information- Concept, Marketing Strategies, Techniques and Products.

Recommended Books

- 1- Dhiman, (A.K) and Rani (Yashoda): Learn-Information and Reference Sources and Service. New Delhi: Ess Ess Publications, 2005.
- 2- Frank (O) (Ed.): Modern Documentation and information Practices. The Hague, FID, 1961.
- 3- Gordon (Valerie S) and Higginbottom (Patricia C.): Marketing for Special and Academic Libraries: A Planning and Best Practices Sourcebook. Lanham, Md.: Rowman & Littlefield, 2016.
- 4- Guha (B): Documentation & Information Services Techniques & Systems. Kolkata: The World Press, 1983.
- 5- Kelsey, (P) and Kelsey (S) (Eds.): Outreach Services in Academic and Special Libraries. Binghamton, NY: The Haworth Information Press, 2004.
- 6- Perry (J.W.) and Kent, (A.): Documentation and Information Retrieval. Cleveland: Western Reserve University, 1957.

- 7- Ranganthan (SR): Documentation and its Facets. Bombay: Asia Publishing House, 1963.
- 8- Shera (JA), Kent (A) and Perry (JW) (Eds.): Documentation in Action. New York: Reinhold Publishing Corporation, 1956.
- 9- Singh, (G): Information Sources, Services and Systems. New Delhi: PHI, 2013.
- 10- Vickery (BC): Facted Classification: A Guide to the Construction and Use of Special Schemes. London, Asib, 1960.
- 11- Vickery (BC): Techniques of Information Retrieval. London: Butterworths, 1970.
- 12- Vickery (B.C.): On Retrieval System Theory. 2nd Ed. London: Butterworths, 1965.
- 13- Wallace (Linda K): Libraries, Mission and Marketing : Writing Mission Statements that Work. Chicago, IL, United States: American Library Association, 2003.

Paper-V

Max Marks :100

DISSERTATION

Dissertation	-	60 M.M.
Viva-Voce	-	40 M.M.