

Department of Library and Information Science

PROSPECTUS 2008-2009

- Bachelor of Library and Information Science (B.L.I.Sc.)
- Master of Library and Information Science (M.L.I.Sc.)
- Master of Philosophy (M.Phil.)
- Doctor of Philosophy (Ph.D.)



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Price : Rs.100/-

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE UNIVERSITY OF DELHI

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2. Vacant

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Library Attendants : 1. Mr Madan Mohan
2. Vacant

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Incharge : Mrs. Nirmal Singh
Stenographer : Vacant
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Office Attendant : Vacant

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1. LIBRARIANSHIP AS A CAREER

Libraries are now universally recognized as important social institutions. No community is considered complete without a library. The gradual spread of the concept of democracy, the extension of education, the intensification of research activities, and the rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A public library is an important element in the life of a community; an academic library is an essential part of an educational institution, school, college or university; a business or special library is indispensable in government departments and large business and industrial organizations.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualifications. Proficiency in one of the natural sciences, social sciences or the humanities is helpful in the professional development of a librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the necessary academic qualifications and the sense of vocation that would enable them to work successfully as librarians.

Librarianship as a profession provides a variety of employment opportunities. In fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record and high qualifications can achieve high positions. The salaries in college and university libraries are comparable to those of teachers. Indeed, the salaries of special librarians are high.

2. INFORMATION ABOUT THE DEPARTMENT

The Department of Library and Information Science instituted in 1946, is organized in the Faculty of Arts. The (late) Dr S.R. Ranganathan and (late) Professor S. Das Gupta, renowned librarians and teachers in Library Science took the initiative for establishing this Department, and it was for the first time in the country that a Library Science Department was constituted at par with other teaching departments in this University. The Department

completed its Golden Jubilee in 1996-97 by organizing a national seminar, which was attended by eminent Library and Information Science professionals.

The Department has also been recognized as an Associated Project of UNESCO. It is housed in the Tutorial Building, adjacent to the University Central Library.

For a long time, this was the only Department in the country which, in addition to the B.L.I.Sc. degree was providing education and research facilities at higher levels leading to the M.L.I.Sc., M.Phil. and Ph.D. degrees.

The Department during the past 61 years of its existence has played a significant role in Library Science education in the country as whole. Already about 3126 students have taken their Library Science degree from this Department. Out of whom about 2069 students obtained Postgraduate Diploma in Library Science/ Bachelor's degree in Library Science; 976 Master's degree in Library Science / Master's Degree in Library and Information Science; and 81 M. Phil. Degree in Library and Information Science. Old students are occupying senior professional positions not only in India but also outside the country.

3. INFORMATION TECHNOLOGY FACILITIES

The Department two air-conditioned Computer Laboratories equipped with various IT gadgets and facilities.

A. Research Laboratory

The Research Laboratory is meant for faculty members and research scholars (i.e. M.Phil and Ph.D. scholars). The Research Laboratory is equipped with 8 Computers, 2 Printers, 1 Scanner and 1 Photocopier. All the computers in the lab are connected with the University through Internet (dedicated).

B. Computer Laboratory

The Computer laboratory is meant for B.L.I.Sc. and M. L. I. Sc. students. This Lab has 16 Computers, 1 Laser printer and 1 heavy duty network printer. The Department has Local Area Network (LAN) on 16 port HUB having twelve Computers connectivity in the Department. All these computers are connected with the University through Internet (dedicated).

C. Department Library

The Department has its own Library of professional books and periodicals. Students will also have an access to the reference works and periodicals available in Delhi University Library System.

The Departmental library is having a total collection of 18,500 documents which is under process of computerization. The departmental library has 2 Computers and 1 Printer. The Department has created a database of Text books, Theses, Dissertations and Project Works with contents and abstracts. These are now available for on-line access. Barcode system for circulation is being implemented.

D. Faculty Rooms

All the faculty rooms have been equipped with desktop computer, laser printer and Internet connection.

E. Office of the Department

The Office of the Department has 2 Computers, 2 Printers, 1 Fax machine and Internet connection.

4. JOURNAL OF LIBRARY AND INFORMATION SCIENCE

The Department brings out a research journal entitled '*Journal of Library and Information Science*'. The Journal was started in June 1976. Its frequency is half yearly and 32 volumes have already been published.

5. LIBRARY AND INFORMATION SCIENCE COURSES

The Department provides facilities for the following programmes:

A. A one-year full-time course leading to the degree of **Bachelor of Library and Information Science (B.L.I.Sc.)**. The objectives of the course are:

- (a) to educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics;
- (b) to train the students in the skills of information knowledge processing, organization and retrieval;

- (c) to train the students in the management of Library and Information Centres;
- (d) to enable the students to understand and appreciate the functions and purpose of Library and Information Centres in the changing social, cultural, technological and economic environment;
- (e) to provide the basic knowledge of computer and its application in library and information activities; and
- (f) to give the students an understanding of the basics of Information Science;

B. A one-year full-time course after the Bachelor of Library and Information Science leading to the degree of **Master of Library and Information Science (M.L.I.Sc.)**. The objectives of the course are:

- (a) to impart the students a thorough understanding of patterns of knowledge development and its organization;
- (b) to train the students in the advanced skills of information/knowledge, gathering, processing, organization and retrieval;
- (c) to train the students in information/ knowledge analysis, repackaging and marketing;
- (d) to provide the students thorough understanding of I T applications in information environment including networks and communication systems;
- (e) to train the students in the analysis, planning and management of the systems of library and information centers; and
- (f) to provide an understanding of research methods and activities of research organizations;

C. A one-year full-time course after the Master's degree in Library and Information Science leading to the **Master of Philosophy (M.Phil) in Library and Information Science**. The main objectives of the M.Phil. Course are:

- (a) to make the student proficient in methods and techniques of research and their application to the problems in Library and Information Science;

- (b) to give the students specialised knowledge in respect of selected areas in Library and Information Science; and
- (c) to prepare the students for further research leading to Ph.D. or other research degree;

D. Research in Library problems leading to the **Ph.D.** degree.

6. BACHELOR OF LIBRARY AND INFORMATION SCIENCE

A. Duration

The Bachelor of Library and Information Science (B.L.I.Sc.) course will be a full time course of one academic year of two semesters.

B. Intake

40 seats (including candidates belonging to Scheduled Castes and Scheduled Tribes). However, intake of the foreign students (Maximum 5) will be in addition to the prescribed intake of 40 seats.

“In view of the proposed 27% OBC reservation the total number of seats for various categories including OBC/SC/ST. & PH etc. would be known only after the relevant sanctions are received from the University.”

C. Eligibility Conditions

Candidates seeking admission to the course shall satisfy the following conditions:

- (a) Candidates must have passed at least a Bachelor’s Degree examination under (10+2+3) pattern of education with a minimum of 50% marks, or a Bachelor’s Degree examination under the (11+3) or (10+2+2) pattern of education with a minimum of 55% marks from the University of Delhi or from any other recognised University.
- (b) They must fulfill other conditions of knowledge of languages, age, etc. as may be laid down by the *Library Science Courses Admission Committee* from time to time.

D. Age Requirements

Candidates seeking admission to this course must be at least 20 years of age before the first day of October in the year in which admission is sought. The maximum age on the first day of October in which the admission is sought shall be 26 years i.e. for the academic session 2008-2009. Only candidates who are under 26 years i.e. born on 1st October, 1982 or later will be eligible for admission. However, in the case of persons working in libraries as Semi-Professional Assistants or Senior Library Assistants for a minimum period of three years, the maximum age limit will be 35 years on the first day of October, in which the admission is sought.

E. Deputed Candidates

A maximum of 2 seats will be set apart for deputed candidates out of which one will be for candidate deputed by Delhi University Library System and one for candidate deputed by the college/institutions maintained by or affiliated to the University of Delhi. Candidates to be considered under this category must fulfill the minimum admission requirements.

In addition they should be: (i) working as Semi-Professional Assistants/Senior Library Assistants for at least 3 years, and (ii) granted study leave with full emoluments, or deputation allowances for the duration of the course of the study. The criteria for selection in this category will also be in order of merit as laid down for other candidates.

F. Seats for Foreign Students and Procedure of their Admission

Applications of foreign students will be considered by the Admission Committee on individual merit and maximum of 5 seats will be offered to the foreign students. These seats will be in addition to the prescribed intake of 40 seats.

Foreign students, seeking admission to B.L.I.Sc. Course in the Department of Library and Information Science are required to apply direct to the Foreign Students’ Advisor, Foreign Students’ Registry, Faculty of Management Studies, University of Delhi, Delhi-110007 who will arrange for their admission in the Department. Foreign Students who are stationed in India and have passed last examination

from Board/University in India may seek admission on basis of merit alongwith other students after obtaining *No Objection Certificate* from the Foreign Students' Advisor.

G. Reservations

The under mentioned categories carry the reservation to their admission: -

(a) **Scheduled Castes/Scheduled Tribes**

15% for Scheduled Castes and 7 ½ % for Scheduled Tribes of the total seats.

No seats be reserved for Scheduled Castes in post-graduate course where the number of seats is less than 7. Where number of seats is 7 or more but less than 15, fifteen percent of the seats be reserved for Scheduled Caste candidates (if no Scheduled Caste candidate is available the seat would go to a Scheduled Tribe candidate, if available). Where the number of seats are 15 or more, reservation of 15% and 7 ½ % for Scheduled Castes and Scheduled Tribes candidates (interchangeable) will be made respectively.

(b) **Physically Handicapped Candidates**

The admission of the Physically Handicapped candidates (3%) shall be subject to their medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi. The recommendation of the Board shall be final for all practical purposes. They should annex Medical Certificate from competent medical authorities alongwith their application form for admission.

(c) **Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty**

5% seats in all the courses for Children/Widows of personnel of Armed Forces including Para-Military

Forces killed/disabled in action during the hostilities and who died on duty.

(d) **Other Backward Classes (OBC)**

“The 27% reservation for the students belonging to Other Backward Classes (OBC) is subject to the receipt of relevant communication from the University in this regard.

The OBC status of the candidates will be determined on the basis of the Central list of OBCs notified by the Ministry of Social Justice & Empowerment on the recommendations of the National Commission for Backward Classes available at the website of the Commission” (<http://ncbc.nic.in/backwardclasses/index.html>).

N.B: - In case sufficient number of eligible candidates mentioned at (a) and (c) above are not available then the seats will be treated as unreserved in the respective categories.

H. Relaxation in the Minimum Eligibility Conditions for Reserved Categories

Candidates belonging to the following categories shall be allowed concession in the minimum eligibility requirements as detailed below:

(a) **Scheduled Castes/Scheduled Tribe Candidates**

Candidate belonging to Scheduled Caste/ Scheduled Tribe shall be allowed concession of 5% marks in minimum eligibility requirements;

(b) **Physically Handicapped Candidates**

Candidates belonging to Physically Handicapped category shall be allowed concession of 5% marks in the minimum eligibility requirement subject to his/her medical examination and appropriate recommendation of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi, Delhi - 110007;

- (c) **Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty**

Candidates under this category shall be allowed concession of 5% marks in the minimum eligibility requirement. His/Her provisional candidature is subject to production of *Entitlement Card* from the competent authority in this regard.

N.B. Admission under the above categories (a), (b), (c) is open to Indian Nationals only.

I. Certificate required from Reserved Category Candidates

- (a) **Scheduled Castes/ Scheduled Tribes**

For admission to a seat reserved for Scheduled Castes/Scheduled Tribes, a certificate in original from an approved district authority stating the Scheduled Caste/Tribe, to which the candidate belongs is required. A list of approved authorities is given below:

- (i) District Magistrate/Additional District Magistrate/Dy. Commissioner/Collector/Additional Dy. Commissioner/ Deputy Collector/I Class Stipendiary Magistrate/ City Magistrate (not below the rank of Ist Class Stipendiary Magistrate, Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Assistant Commissioner.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.

- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administration/ Development Officer (Locadive & Minicoy Islands).

- (b) **Physically Handicapped Candidates**

- (i) The Physically Handicapped candidates should annex Medical Certificate from competent medical authorities alongwith their application form for admission.
- (ii) The admission of the Physically Handicapped candidates shall be subject to his/her medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi, Delhi - 110007

- (c) **Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel killed or disabled during hostilities and who died on duty**

For admission of Wards/Children/Widows of Personnel of Armed/Para Military Forces of Delhi killed/disabled in action during hostilities, *Entitlement Card* in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of armed personnel or from the Home Ministry in case of Para-Military Forces is required.

The Children/widows of the Officers and men of the Armed Forces including Para-Military personnel who died on duty must submit a Certificate to that effect from the following authorities:

- (i) Secretary, Kendriya Sainik Board, Delhi.
- (ii) Secretary, Rajya/Zila Sainik Board.
- (iii) Officer-in-Charge, Record Office.
- (iv) Class I Stipendiary Magistrate.

Note : *Candidates belonging to any of the above mentioned reserved category will note that a column has been provided in the Application Form for the purpose. They are required to disclose this fact and indicate the same and are also required to enclose two photostat copies of the Scheduled Caste/Tribe Certificate/ Entitlement Card/Medical Certificate, as the case may be.*

J. Merit Categories

In addition to the eligibility conditions mentioned above, the admission to the B.L.I.Sc. Course will be strictly according to the merit categories (in the order of priority) given below:

Category	Qualifications
I	Master's Degree II Division with 50% and above from the University of Delhi.
II	Master's Degree II Division with 50% and above from other Universities.
III	Bachelor's Degree (Hons.) (10+2+3) with 50% and above or Bachelor's Degree (Hons.) (11+3) with 55% and above from University of Delhi.
IV	Bachelor's Degree (Hons.) (10+2+3) with 50% and above or Bachelor's Degree (Hons.) (10+2+2) or (11+3) with 55% and above from other Universities.
V	Bachelor's Degree (10+2+3) with 50% and above or Bachelor's Degree (10+2+2) or (11+3) with 55% and above from the University of Delhi.

- VI** Bachelor's Degree (10+2+3) with 50% and above or Bachelor's Degree (10+2+2) or (11+3) with 55% and above from other Universities.

For the purpose of classification of I, II and III Division, the following will be the criteria:

First Division	-	60 per cent and above
Second Division	-	50 per cent and above
Third Division	-	40 per cent and above

Note :- (i) *Seats for the above merit categories will be allotted equally to candidates in the Humanities, Social Sciences and Sciences (pure and applied). The criteria for selection within each of these areas will again be in the order of merit as given above.*

(ii) *In case sufficient number of candidates are not available to fill the seats allotted for any areas viz. the Humanities, Social Sciences and Sciences (pure and applied), these seats will be allotted to other areas.*

(iii) *Special consideration will be given to eligible candidates from the field of Medicine, Engineering, Technology, and Computer Science.*

K. Procedure for Admission

Candidate seeking admission to B.L.I.Sc. Course will have to apply for admission on the prescribed Application Form "Marked A" in this Bulletin alongwith photostat copies of Degrees/Certificates, detailed marksheet, Matriculate/ Secondary School Certificate bearing date of birth. Application duly completed in all respect should reach the Office of **The Head Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi – 110007** in person or reach by post on or before 27.06.2008 (Friday) upto 5.00 p.m.

L. List of Selected Candidates

(a) First list of General Category Candidates

List of General Category Candidates will be displayed on the notice board of the Department of Library and Information Science on 02.07.2008 (Wednesday) at 2.30 p.m.

(b) Second list of General Category Candidates

List of General Category Candidates will be displayed on the notice board of the Department of Library and Information Science on 09.07.2008 (Wednesday) at 2.30 p.m.

(c) Combined list of SC/ST/PH etc.

Combined list of SC/ST/PH etc. candidates will be displayed on the notice board of the Department of Library and Information Science on 09.07.2008 (Wednesday) at 2.30 p.m. **No personal communication will be sent to the concerned candidates**

7. MASTER OF LIBRARY AND INFORMATION SCIENCE

A. Duration

The Master of Library and Information Science (M.L.I.Sc.) course will be full time course of one academic year of two semesters.

B. Intake

30 seats (Including candidates belonging to Scheduled Castes and Schedules Tribes) are divided equally under Category I and Category II. Admission to Category I is on the basis of Entrance Exam and Category II on Merit Basis. However, the intake of the Foreign Students (Maximum 4) will be in addition to the prescribe intake of 30 seats.

Break-up of seats for General, Scheduled Caste and Scheduled Tribe in each category shall be as under: -

(a) **Total seats available for Category I : 15**

General	:	12
Scheduled Castes	:	02
Scheduled Tribe	:	01

(b) **Total Seats available for Category II : 15**

General	:	12
Scheduled Castes	:	02
Scheduled Tribes	:	01

NB : "In view of the proposed OBC reservation the total number of seats for various categories including OBC/SC/ST. & PH etc. would be known only after the relevant sanctions are received from the University."

C. Eligibility Conditions

Category I Direct Admission i.e. Minimum Marks Requirement without Entrance Test

- 1.1 B.L.I.Sc. or B.Lib.Sc. from University of Delhi only; and 60% or above marks in aggregate;
- 1.2 Bachelor's Degree examination under (10+2+3) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; 50% or above marks in aggregate;

or

- Bachelor's Degree examination under the (11+3) or (10+2+2) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; 55% or above marks in aggregate;

- 1.3 Fulfills other conditions of eligibility for admission to B.L.I.Sc.

Category II Admission through Entrance Test

- 2.1. Bachelor's Degree examination under (10+2+3) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; 50% or above marks in aggregate;

Or

- Bachelor's Degree examination under the (11+3) or (10+2+2) pattern of education from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; 55% or above marks in aggregate;
- 2.2 B.L.I.Sc. or B.Lib.Sc. Course from University of Delhi or any other University whose examination is recognized as equivalent to University of Delhi; and 50% or above marks in aggregate
- 2.3 Fulfills other conditions of eligibility for admission to B.L.I.Sc.

- Note:** (i) *In the event of any short fall of admission under Category I, being reserved for candidates who had done B.L.I.Sc. or B.Lib.Sc from University of Delhi only, the remaining seats will be offered to the candidates of Category II who have qualified the entrance exam and are in the waiting list in order of merit or vice-versa;*
- (ii) *Candidates having passed their B.L.I.Sc. or B.Lib.Sc. from University of Delhi, are advised to apply for admission to M.L.I.Sc. through Entrance Exam also;*
- (iii) *However, in the event of his/her selection in both the categories, he/she will not be considered for admission to M.L.I.Sc. under Category II: Entrance Exam based Merit.*

D. Age Requirement

Applicant must be 21 years of age on the 1st October of the year in which he/she seeks admission to the course.

E. Seats for Foreign Students and Procedure of their Admission

Application of foreign students will be considered by the *Admission Committee* on individual merit and maximum 4 seats will be offered to the foreign students and these will be in addition to the prescribed intake of 30 seats.

Foreign students, seeking admission to M.L.I.Sc. Course of the Department of Library and Information Science are required to apply direct to the Foreign Students' Advisor, Foreign Students' Registry, Faculty of Management Studies, University of Delhi, Delhi-110007 who will arrange for their admission in the Department. Foreign Students who are stationed in India and have passed last examination from Board/University in India may seek admission on the basis of merit alongwith other students after obtaining ***No Objection Certificate*** from the Foreign Students' Advisor.

Foreign national having qualifying degree from foreign University are exempted from the Entrance Test for admission in M.L.I.Sc. Course.

F. Reservations

The under mentioned categories carry the reservation to their admission:-

(a) Scheduled Castes/Scheduled Tribes

15% for Scheduled Castes and 7 ½ % for Scheduled Tribes of the total seats.

No seats be reserved for Scheduled Castes in post-graduate course where the number of seats is less than 7. Where number of seats is 7 or more but less than 15, fifteen percent of the seats be reserved for Scheduled Castes candidates (if no Scheduled Castes candidate is available, the seat would go to a Scheduled Tribe candidate, if available). Where the number of seats are 15 or more, reservation of 15% and 7 ½ % for Scheduled Castes and

Scheduled Tribes candidates (interchangeable) will be made respectively.

(b) Physically Handicapped Candidates

The admission of the Physically Handicapped candidates (3%) shall be subject to their medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi.

The recommendation of the Board shall be final for all practical purposes. They should annex Medical Certificate from competent medical authorities alongwith their application form for admission.

(c) Children/Widows of the Officers and Men of the Armed Forces including Para-Military Personnel killed or disabled during hostilities and who died on duty

5% seats in all the courses for Children/Widows of personnel of Armed Forces including Para-Military Forces killed/disabled in action during the hostilities and who died on duty;

(d) Other Backward Classes (OBC)

“The 27% reservation for the students belonging to Other Backward Classes (OBC) is subject to the receipt of relevant communication from the University in this regard.

The OBC status of the candidates will be determined on the basis of the Central list of OBCs notified by the Ministry of Social Justice & Empowerment on the recommendations of the National Commission for Backward Classes available at the website of the Commission” (<http://ncbc.nic.in/backwardclasses/index.html>).

N.B: - *In case sufficient number of eligible candidates mentioned at (a) and (c) above are not available, then the seats will be treated as unreserved in the respective categories.*

G. Relaxation in the Minimum Eligibility Conditions for Reserved Categories

Candidates belonging to the following categories shall be allowed concession in the minimum eligibility requirements as detailed below:

(a) Scheduled Castes/Scheduled Tribe Candidates

Candidate belonging to Scheduled Caste/Scheduled Tribe shall be allowed concession of 5% marks in minimum eligibility requirements;

(b) Physically Handicapped Candidates

Candidates belonging to Physically Handicapped Category shall be allowed concession of 5% marks in the minimum eligibility requirement subject to their medical examination and appropriate recommendation of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi;

(c) Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty

Candidates under this category shall be allowed concession of 5% marks in the minimum eligibility requirement. Their provisional candidature is subject to production of *Entitlement Card* from the competent authority in this regard.

Note : *Admission under the above categories (a), (b), (c) is open to Indian Nationals only.*

H. Certificate Required from Reserved Category Candidates

(a) Scheduled Castes/ Scheduled Tribes

For admission to a seat reserved for Scheduled Castes/ Scheduled Tribes, a certificate in original from an approved district authority stating the Scheduled Caste/Tribe, to which the candidate belongs. A list of approved authorities is given below:

- (i) District Magistrate/Additional District Magistrate/ Deputy Commissioner/ Collector/ Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/City Magistrate (not below the rank of Ist Class Stipendiary Magistrate, Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/ Assistant Commissioner.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administration/ Development Officer (Locadive & Minicoy Islands).

(b) **Physically Handicapped Candidates**

- (i) The Physically Handicapped candidates should annex Medical Certificate from competent medical authorities alongwith their application form for admission.
- (ii) The admission of the Physically Handicapped candidates shall be subject to his/her medical examination and appropriate recommendations of the Chief Medical Officer, WUS Health Centre (Main Campus), University of Delhi, Delhi - 110007.

(c) **Children/Widows of the Officers and Men of the Armed Forces including Para-Military personnel killed or disabled during hostilities and who died on duty**

For admission for Wards/Children/Widows of Personnel of Armed/Para Military Forces of Delhi killed/disabled in action during hostilities, *Entitlement Card* in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of armed personnel or from the Home Ministry in case of Para-Military Forces.

The Children/widows of the Officers and men of the Armed Forces including Para-Military personnel who died on duty must submit a Certificate to that effect from the following authorities:

- (i) Secretary, Kendriya Sainik Board, Delhi.
- (ii) Secretary, Rajya/Zila Sainik Board.
- (iii) Officer-in-Charge, Record Office.
- (iv) I Class Stipendiary Magistrate.

Note : *Candidates belonging to any of the above mentioned reserved category will note that a column has been provided in the Application Form for the purpose. They are required to disclose this fact and indicate the same and are also required to enclose two photostat copies of the Scheduled Caste/Tribe Certificate/ Entitlement Card/Medical Certificate, as the case may be.*

I. Procedure for Admission

(a) **Category I : Direct Admission without Entrance Test**

Candidates seeking admission on the basis of merit, obtained in the B.L.I.Sc./B.Lib.Sc. exam of **University of Delhi Only**, will have to apply for admission on the prescribed Application Form “Marked A” in this Bulletin together with photostat copies each of the detailed marksheet of B.L.I.Sc./B.Lib.Sc. Exam., degree Exams, Matriculation/Secondary School Certificate bearing date of birth. Application duly completed in all respect should reach the Office of **Head, Department of Library and Information Science, Second Floor, Tutorial Building, University Of Delhi, Delhi-110007** in person or reach by post on or before 27.06.2008 (Friday) upto 5.00 p.m.

(b) **Category II : Through Entrance Examination**

Candidates seeking admission through Entrance Exam will have to apply for admission on the prescribed Application Form “Marked B” alongwith Form “Marked A” available in this Bulletin. The complete Application Forms together with photostat copies of each of the detailed marksheet of B.L.I.Sc./

B.Lib.Sc. Exam., Degree Exams., Matriculation/ Secondary School Certificate bearing the date of birth, Bank Draft on Account of Exam. Fee for Rs. 350/- (Rs 100/- for SC/ST Category) **in Favour of Registrar, University of Delhi, Delhi Payable at State Bank of India, Service Branch, New Delhi (Code No. 7687)** shall be submitted to the **Head, Department of Library And Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi-110007** in person or reach by post on or before 27.06.2008 (Friday) upto 5.00 p.m. (for other enclosures refer to **Check List**).

(c) **Other Conditions**

- (i) Candidates appeared or having appeared at the B.L.I.Sc./ B.Lib.Sc. examination (as the case may be) held in April/ May, 2008 shall also be considered to the entrance examination provisionally. However, such of candidates must submit their statement of marks issued by University of having secured minimum prescribed eligibility requirements before taking the admission slip, failing which they will forfeit their right of admission, in any case. No application either complete or incomplete will be entertained after the last date of receipt of application, in any case.
- (ii) Erasing, cutting and omission or supplying the false information may lead to cancellation of candidature. For any lapse on this account, the entire responsibility is of the candidates.
- (iii) No change will be permitted after the submission of completed application form in the Office.
- (iv) Incomplete application form will be rejected and the Entrance Examination Fee sent alongwith the Application Form will be forfeited. Examination fee will also be forfeited in case the applicant is not found eligible to appear in the Entrance Examination.

J. Conduct of Entrance Examination

The Entrance Examination will be conducted on **7th July 2008 (Monday)**.

- (i) The Entrance Examination will be conducted by the Head, Department of Library and Information Science, University of Delhi, Delhi-110007. Candidates are required to reach the examination center by 9.30 a.m.
- (ii) Entry in any of the Admission Test Paper shall not be allowed after the commencement of the Exam.
- (iii) The Entrance Examination would be based on the topics listed in the syllabus of B.Lib.Sc./B.L.I.Sc. University of Delhi which shall include the basics of subject areas, namely, classification, cataloguing, reference sources, reference service, library and society, library management, information science and computer applications in library and information science. The test would comprise of two Papers:

Paper I - *Classification, Cataloguing, Reference Sources, and Reference Service.*

Max. Marks = 100, Time Allowed = 1 Hour

Paper II - *Library and Society, Library Management, Information Science and Computer Applications.*

Max. Marks = 100, Time Allowed = 1 Hour.

(a) **Conditions for Entrance Examination**

- (i) The exam shall begin at 10.00 a.m. The Duration of the Entrance Exam would be of total **Two hours** with **Total Maximum Marks 200**. No candidate shall be allowed to appear for the exam after 10.00 a.m. under any circumstance.
- (ii) The Question Papers shall consist of objective and/or short answer questions.

- (iii) The instructions to the candidates with regard to the conduct of Examination has been mentioned on the back of the Admission Ticket.
- (iv) The medium of Examination shall be English and the standard of the Examination will be as per Syllabus of B.L.I.Sc./B.Lib.Sc. of the subject concern prescribed by the University of Delhi.
- (v) **Centre For The Entrance Examination:**
Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi will be the Sole Centre of Examination.
- (vi) Duplicate Admission Ticket will be issued to the eligible candidates in person before the commencement of Entrance Exam on **07.07.2008**. For this candidate must bring documentary evidence of having sent the Application Form for admission alongwith a photograph identical to the one pasted on his/her Application Form. **No Correspondence in this regard will be entertained.**
- (vii) The marksheet of the Entrance Examination will not be supplied to the candidates.

K. List of Selected Candidates

(a) First List of Category I

List of candidates selected on Merit Basis (General & Reserve Categories) will be displayed on the Notice Board of the Department of Library and Information Science on 02.07.2008 (Wednesday) at 2.30 p.m.

(b) Second List of Category II

List of candidates selected through Entrance Exam (General and Reserved Categories) will be displayed, on the Notice Board of the Department of Library and Information Science on 09.07.2008 (Wednesday) at 2.30 p.m. **No personal Communication will be sent to the concerned candidates.**

8. MASTER OF PHILOSOPHY (M.Phil.)*

M. Phil. is a full time course of one full year duration. Candidates seeking admission to the course shall satisfy the following conditions:

- (a) They must possess a Master's degree in Library and Information Science with a minimum of 55% marks from the University of Delhi or from any other University recognized as equivalent thereto. However, the above condition of minimum marks shall not apply in the case of the teachers of the University of Delhi.
- (b) They must fulfill other conditions as may be laid down by the M.Phil. Committee from time to time with regard to age, knowledge of language (s), admission test, etc.
- (c) Any Candidate, other than the teachers of the University of Delhi, who is employed, shall not be admitted to this course unless he produces a valid certificate of leave from the employer.
- (d) In all cases of admission the decision of the M.Phil. Committee of the Department shall be final.

9. DOCTOR OF PHILOSOPHY (Ph.D.)

Information regarding admission will be supplied on application.

10. GENERAL INFORMATION FOR ADMISSION AND COURSES

A. Application Form for Admission

The *Bulletin of Information* with the Application Form will be available from the Office of the **Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi-110007** on cash payment of Rs. 100/- between 10.30 a.m. to 3.30 p.m. on all working days.

B. Application Form by Post

The prospectus with the Application Form can also be obtained by post on remitting a crossed bank draft of Rs. 100/- for each course in

* Admission to M.Phil course are subject to approval and directions from the University.

favour of Registrar, University of Delhi, payable at State Bank of India, Service Branch, New Delhi (Code No.7687). A self-addressed envelope of size (25cms x 17 cms) with postage stamp worth Rs. 30/- affixed should also be enclosed with the request. Draft must be purchased only from the branches of State Bank of India. **Draft of other banks will not be accepted.** The request for the prospectus should be addressed to **Head, Department of Library and Information Science, Second Floor, Tutorial Building, University of Delhi, Delhi-110007.**

C. Last Date for Submission of Application Forms

The last date* for submission of Application Forms for the B.L.I.Sc. Course is 27th June, 2008 (Friday) and M.L.I.Sc. Course is 27th June, 2008 (Friday) upto 5.00 p.m. In case of those candidates whose result is not declared before the last date of submission of application, should apply in time and intimate the result not later than 9th July 2008 (Wednesday) 12.00 noon.

D. Admission Committee

Admission to B.L.I.Sc. and M.L.I. Sc. Courses are made by the Library Science Courses Admission Committee. Admission to M. Phil. Course is made by the M.Phil. Committee. **The decision of the respective Admission Committees will be final in all cases.**

E. Documents Required with Application Form

Application must be accompanied by self-attested copies of:

- (a) Matriculation or higher secondary or senior secondary certificate as a proof of age, and
- (b) The University degree or degrees along with mark-sheets.

Incomplete application in any respect will not be considered for admission.

F. Submission of Documents

Candidates who are admitted to B.L.I.Sc.; M.L.I Sc. and M. Phil. Course will be required to submit:

- (i) Original of their credentials,
- (ii) Photo of passport size, and
- (iii) Necessary fees by the date mentioned in the letter of admission.

G. Submission of Leave Certificate

Persons working in Libraries, Documentation/Information Centres and admitted to the B.L.I. Sc. or M.L.I.Sc. or the M. Phil. Course will be required to submit the certificate of their being on leave for the academic session from their employer, latest by **9th July, 2008 (Wednesday).**

H. Simultaneous Courses

- (a) No student should be allowed to pursue two degree courses simultaneously, in conformity to the Academic Council Resolution No. 49 dated 14.05.1975.
- (b) In case a student seeks migration before completing the degree course in which he is already admitted, for doing some other degree course at some other University/Instt., an undertaking should be submitted by him stating that he forfeits the credit for part examination if any, passed by him previously in case he rejoins this University.

I. Admission Dispute

Dispute, if any arising out of or relating to any matter whatsoever, concerning the process of admission shall be subject to exclusive jurisdiction of the competent court in Delhi only.

J. Teaching Arrangements

The teaching and the laboratory work will be done by the teachers of the Department.

K. Attendance

Attendance at lectures and practicals shall be compulsory for B.L.I.Sc., M.L.I.Sc. and M.Phil. Courses and the students shall be required to put in minimum 75% of the total number of lectures and practicals held for each University Examination. Students shall be required to

* The Change in date if any for submission of forms for these courses would be notified in the leading newspapers and on the Notice Board of the Department

put in 2/3rd attendance of the total number of tutorial, seminar etc. held in each year as per regulations contained in Appendix-II, p. 192 of the University Calendar-Vol. II.

L. Admission Lists

Admission lists of all the Courses of General and Reserved Candidates will be displayed on the **Notice Board of the Department after 2.30 p.m on the dates mentioned at the end of the prospectus. No personal communication would be sent by mail to anyone.**

M. Classes

A student has to pursue a regular course of study as prescribed by the University for Theory/Practicals/Tutorials/Seminars in the Department.

11. MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY

ORDINANCE XV-B

- (i) All powers relating to discipline and disciplinary action are vested with the Vice-Chancellor.
- (ii) The Vice-Chancellor may delegate all or such powers as he/ she deems proper to the proctor and to such other persons as he/she specifies in this behalf.
- (iii) Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount the acts of gross indiscipline:
 - (a) Physical assault, or threat to use physical force against any member of teaching and non-teaching staff of any institution/ Department and against any student within the University of Delhi;
 - (b) carrying of, use of or threat to use of any weapons;
 - (c) any violation of the provisions of the Civil Rights Protection Act, 1976;

- (d) violation of the status, dignity and honour of students belonging to scheduled castes and tribes;
 - (e) any practice whether verbal or otherwise derogatory of woman;
 - (f) any attempt at bribing or corruption in any manner;
 - (g) willful destruction of institutional property;
 - (h) creating ill-will or intolerance on religious of communal grounds;
 - (i) causing disruption in any manner of the academic functioning of the University system;
 - (j) ragging as per Ordinance XV-C.
- (iv) Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students.
- (a) be expelled; or
 - (b) be, for a stated period rusticated; or
 - (c) be not for a stated period, admitted to a course or courses of study in a college, department or institution of the University; or
 - (d) be fined with a sum of rupees that may be specified; or
 - (e) be debarred from taking a university or college or departmental examination or examinations for one or more years; or
 - (f) that the result of the student or students concerned in the examination or examinations in which he/she or they have appeared be cancelled.
- (v) The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of teaching Departments in the University, the Principal, School of Correspondence Courses and continuing

Education and Librarian shall have the authority to exercise at such disciplinary powers over students in their respective Colleges, Institutions, Faculties and teaching Departments, in the University as may be necessary for the proper conduct of the institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their colleges, institutions or departments as they may specify for these purposes.

- (vi) Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.
- (vii) At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authority to exercise disciplinary jurisdiction of the Vice-chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed there under by the University.

12. PROHIBITION OF AND PUNISHMENT FOR RAGGING

ORDINANCE XV-C

- (i) Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on public transport.
- (ii) Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- (iii) Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or

students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:

- (a) involve physical assault or threat, use of physical force;
 - (b) violate the status, dignity and honour of women students;
 - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (d) expose students to ridicule and contempt and effect their self esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behavior.
- (iv) The Principal of a College, the Head of the Department of an Institution, the authorities of College, or University Hostel or Hall of Residence shall take immediate action on any information of the occurrence of ragging.
 - (v) No withstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
 - (vi) The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
 - (vii) If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
 - (viii) When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
 - (ix) On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c); the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

- (x) The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the result of the student or students concerned in the examination or examinations in which they appeared be cancelled.
- (xi) In case of students who have obtained degrees of Delhi University are found guilty under this Ordinance an appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
- (xii) For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
- (xiii) All institutions within the Delhi University System, shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

13. HOSTEL ACCOMMODATION

The University maintains 6 halls/hostels of residence for post-graduate students viz., Jubilee-Hall, Gwyer Hall, University Hostel for Women, Meghdoot Hostel for Women, P.G. Men's Hostel, and Mansarowar Hostel.

Application for admission to the University Halls/Hostel should be made in anticipation of the admission, on the prescribed form obtainable from the respective Halls/Hostels. The Application should reach the Halls/Hostel normally before the first week of July. The Halls/Hostel seats, however, are limited and the University does not guarantee that a seat will be available to a student applying for it. In view of this, the Department cannot entertain requests for reservation of accommodation in advance. Application must be submitted to the Hall's/Hostel's authorities through the Department of Library and Information Science in the prescribed application form available from the Halls/Hostels. Candidates are also advised that they must be in Delhi on the opening day of the session.

14. ACADEMIC YEAR, 2008-2009

The Academic year consists of two semesters. The duration of each semester and important dates is given last pages of the Bulletin of Information.

15. ESTIMATES OF EXPENSES*

A. Annual Charges

i. Admission fee	Rs. 15.00
ii. Enrolment fees.	Rs. 50.00 (if enrolled in DU) Rs. 100.00 (If not enrolled in DU)
iii. Special Annual fee	Rs. 5.00
iv. Library fee	Rs. 3.00
v. Athletic Association fee	Rs. 5.00
vi. University Students' Union fee	Rs. 5.00
vii. WUS Membership fee	Rs. 5.00
viii. Identity Card fee	Rs. 5.00
ix. Cultural fee	Rs. 5.00
x. Laboratory-cum-library fee for B.L.I.Sc., M.L.I.Sc. and M. Phil.	Rs. 100.00
xi. Library Security (refundable) for Ph.D., M. Phil., M.L.I.Sc. and B.L.I.Sc. Students (Vide AC Res. No. 362 dt. 30-3-1977 and EC Res. No. II dt. 14-4-77 Ordinance VI partially amended by EC dated 7-12-1976 and EC Res. No. 152 (3) dt. 5-2-1989	Rs. 500.00
xii. Annual subscription for Ph.D and M. Phil. students (As per above stated AC and EC resolution.	Rs. 20.00

* Likely to be revised

xiii University Dev. Fund Fee	Rs. 300.00
xiv. Deptt. Development Fee	Rs. 120.00
xv. University Library Development Fund Fee	Rs. 200.00
xvi. DULSA (Delhi University Library Science Students' Association) Membership fee	Rs. 400.00
xvii. Computer Laboratory Fee:	Amount to be decided later on
xviii. Special fee from foreign students	US \$100 per year in addition to the foreign student Registration Fees
xix. NSS Funds Fee	Rs. 20.00

(Vide Circular No. NSS/ DU/ 15/ 2001-2002 /205 dated 19-4-2001)

- Note:** (i) Library Security deposit is refundable on claim within two years of the expiry of membership and after the period of two years, deposit money lapses to the University.
- (ii) The membership of DULSA is optional. However, it is desired that every student in the Department should be a member of this Association.

B. Tuition Fee

- | | | | |
|-----------------|---------------|-----------|-----------------|
| (i) B. L.I.Sc. | Rs. 20/- p.m. | Rs. 180/- | for the session |
| (ii) M.L.I. Sc. | Rs. 24/- p.m. | Rs. 216/- | for the session |

C. Examination Fee

- | | |
|----------------|--|
| (i) B.L.I.Sc. | Rs. 100/- for each paper + Rs 35 for each semester |
| (ii) M.L.I.Sc. | Rs. 100/- for each paper + Rs 35/- for each semester |

D. Other Expenses

Textbooks and stationery, participation in library tours, etc. Rs. 2000/-

Note:- Admission fee, tuition fee, examination fee etc. for the M.Phil. course shall be paid by the student as per rules of the University.

16. HALLS OF RESIDENCE/HOSTEL EXPENSES*

Monthly expenses in various hostels of the University vary between Rs. 1100/- to Rs. 1500/- (approx). In addition, hostel admission fee (ranging between Rs. 5000/- to Rs. 8000/- approx) has to be paid at the time of admission to the hostel as per their fee structure.

17. FREESHIP

There is provision of a few free studentships for needy students with good academic record. Application for freeship should be made to Head of the Department on the prescribed form after admission.

18. POST MATRIC SCHOLARSHIP

There is also provision for post matric scholarship to scheduled caste/ scheduled tribe students awarded by respective state governments. Prescribed application forms may be had from the Office of the Department.

19. MEDICAL FACILITIES

The University provides limited medical services for all outside students and full medical services for resident students.

20. STUDENTS ASSOCIATION

Delhi University Library Science Students' Association (D.U.L.S.A.) established in 1959, is a forum for professional and cultural activities of the students. It also organizes special lectures and field trips from time to time during the session.

21. GOLD MEDALS

- The 'Gopal Krishan Medal' in Library Science is awarded to the student of the B.L.I.Sc. Course securing the highest marks with a first division.
- The 'S. Das Gupta Memorial Gold Medal' is awarded to the student of the M.L.I.Sc. Course securing the highest marks with a first division.

* Likely to be revised

22. JLIS SCHOLARSHIP IN B.L.I.Sc.

- (i) There shall be a scholarship known as 'JLIS Scholarship in Bachelor of Library Science (B.L.I.Sc.)' of the value of Rs. 260 p.m. approx to be awarded every year from July-April out of the annual income accruing from the Endowment fund of Rs. 20,000/- created by the Department of Library and Information Science, University of Delhi.
- (ii) The scholarship shall be awarded for the duration of the Course retrospectively to a student of B.L.I.Sc. who has passed securing the highest marks with at least 60% in the 1st semester examination of B.L.I.Sc. Course.
- (iii) No student shall be eligible for the award of this scholarship if he/she is in receipt of any other scholarship/financial assistance other than freeship from any University/State Government/Central Government or any private body.
- (iv) In case a scholar accepts any other scholarship or financial assistance from any other source as mentioned under clause 3 above the total amount received from this Endowment Fund shall be refunded by him/her to the University from the date he/she accepts any other scholarship or financial assistance.
- (v) If it should appear to the Department that a scholar has failed to make satisfactory progress or is found guilty of gross misconduct or is irregular in attendance or discontinues his/her study in the course, his/her scholarship may be suspended or withdrawn on the specific recommendation of the Head of the Department of Library and Information Science. In such a case the scholarship shall be offered to the next student in the order of merit subject to his/ her fulfilling the other conditions stipulated in this Ordinance.
- (vi) The payment of the scholarship amount will be made to the scholar through the Head of the Department from July to April each year on presentation of a bill with the certificate to the effect that the scholar was not in receipt of any other scholarship or financial assistance from any other source during the period and the scholar is making satisfactory progress in studies.
- (vii) Any amount accruing from interest from the endowment and not spent in any year shall be added to the fund.

23. S.S. SAITH MEMORIAL SCHOLARSHIP

The Scholarship of the value of Rs. 600.00 per month shall be awarded to a student who secured first class first position in the B.L.I.Sc. Examination of the University of Delhi and joins the M.L.I.Sc. Course. In case the first student does not join, the scholarship may be awarded to the next eligible student strictly in order of merit.

24. BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.L.I. Sc.) COURSE

Examination and Scheme of Papers

- (i) The duration of the course for the degree of Bachelor of Library Science shall be one academic year.
- (ii) The course shall be divided into two semesters and there shall be an examination at the end of each semester as given below:

Scheme of Papers

<i>Paper No. & Subject</i>	<i>Internal Assessment Marks</i>	<i>Examination Marks</i>	<i>Duration</i>	<i>Total Marks</i>
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First Semester

I	Library, Information and Society	25	75	3 hours	100
II	Information Science	25	75	3 hours	100
III	Library Classification (Theory)	12	38	2 hours	50
IV	Library Classification (Practical)	12	38	2 hours	50
V	Library Cataloguing (Theory)	12	38	2 hours	50
VI	Library Cataloguing (Practical)	12	38	2 hours	50

VII	Basics of Computer Application (Theory)	12	38	2 hours	50
VIII	Basics of Computer Application (Practical)	12	38	2 hours	50

Total Marks= 500

Second Semester

IX	Library and Information Centre Management	25	75	3 hours	100
X	Computer Application in LIS (Theory)	12	38	2 hours	50
XI	Computer Application in LIS (Practical)	12	38	2 hours	50
XII	Library Classification (Practical)	12	38	2 hours	50
XIII	Library Cataloguing (Practical)	12	38	2 hours	50
XIV	Information Sources, Products and Services	25	75	3 hours	100
XV.	Practical Records				
A.	(Classification, Cataloguing, Library and Information Centre Management, Information Sources and Services, Report on Internship and Library Tour)		60	}	100
B.	Viva-Voce (will be based on practical records)		40		

Total Marks = 500

Grand Total =1000

Note :- Each student shall have to undergo an internship programme at a Library selected by the Department for a period of one month immediately after the second semester examination. Successful completion of the programme is a must for their final results.

(iii) The teachers in the Department will assign marks on Account of 'Internal Assessment'. The Head of the Department will send the 'Internal Assessment' marks to the University at the end of each semester.

(iv) Medium of instruction and examination will be English.

(v) "Subject to provision of Ordinance VII, no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 50 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined."

A candidate who does not fulfill the attendance requirement as above at the end of the I semester, shall not be allowed to appear in the II semester examination. Such a candidate will have to rejoin the course in II semester in the year immediately following, if otherwise eligible in the following year, provided requisite attendance is put in by such a candidate in the II semester and the aggregate of his attendance in the I semester in the previous year and II Semester of the current year will determine his eligibility to appear at the examination of II semester of current year.

(vi) The pass marks required for each paper will be 40 percent. Marks secured by the candidates in the internal assessment will be included in total marks of each paper.

(vii) The total of marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows :

Minimum marks to secure a place in the first division will be 60 percent, in the second division 50 percent, and in the third division and a pass 40 percent.

(viii) Library Tour

Every year the Department organises visits to Libraries/ Documentation centres in Delhi and outside Delhi in which

participation by B.L.I.Sc. students shall be compulsory. An estimated expense to be incurred by the students is approximately Rs. 2000/-.

(ix) Failed Candidates

- (i) A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.
- (ii) A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

25. MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.) COURSE

Examination and Scheme of Papers

- (i) The duration of the Course for the degree of Master of Library and Information Science shall be one academic year.
- (ii) The course is divided into two semesters and there shall be an examination at the end of each semester as given below:

Scheme of Papers

<i>Paper No. & Subject</i>	<i>Internal Assessment Marks</i>	<i>Examination Marks</i>	<i>Duration</i>	<i>Total Marks</i>
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First Semester

I	Information Systems and Programmes	25	75	3 hours	100
II	Knowledge Organization :				
	(a) Depth Classification (Practical) Knowledge Organization;	12	38	2 hours	50

	(b) Advanced Library Cataloguing: Non-Book Material, etc. (Practical)	12	38	2 hours	50
III.	Advanced Computer Application in LIS (Theory)	12	38	2 hours	50
IV.	Advanced Computer Application in LIS (Practical)	12	38	2 hours	50
V.	Basics of Research & Statistical Methods	25	75	3 hours	100
VI.	Marketing of Library and Services, Products and Management Consultancy	25	75	3 hours	100

Total Marks = 500

Second Semester

VII.	Information and Communication Technology (Theory)	12	38	2 hours	50
VIII.	Information and Communication Technology (Practical)	12	38	2 hours	50
IX.	Information Storage and Retrieval System	25	75	3 hours	100
X.	Elective Papers :				
	(a) Public Library & Information System;	25	75	3 hours	100

(b) Academic Library & Information System	25	75	3 hours	100
(c) Research and Technical Library & Information System	25	75	3 hours	100
(d) Health Science Library & Information System	25	75	3 hours	100
(e) Agricultural Sciences Library and Information System	25	75	3 hours	100
(f) Engineering and Technological Library & Information System	25	75	3 hours	100

XI. Information Sources and Literature in:

(a) Humanities	25	75	3 hours	100
(b) Natural Sciences	25	75	3 hours	100
(c) Social Sciences	25	75	3 hours	100

XII. Project Report & Viva-voce examination

(a) Project Report	60	}		100
(b) Viva Voce Examination	40			

(The work for paper XII shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department.)

Total Marks = 500
Grand Total = 1000

(iii) The teachers in the Department will assign marks on account of Internal Assessment. The Head of the Department will send the Internal Assessment marks to the University at the end of each semester.

(iv) Medium of instruction and examination shall be English.

(v) "Subject to provision of Ordinance VII; no candidate shall be deemed to have pursued a regular course of study for the academic year unless he/she has attended not less than 50 percent of the lectures, tutorials and discussion classes, taken together, held in each semester and not less than two third of the aggregate of the lectures, tutorials and discussion classes taken together for the two semesters combined.

A candidate who does not fulfill attendance requirements as above at the end of the I semester, shall not be allowed to appear at the I semester examination and shall be required to discontinue the course forthwith. Such a candidate may seek fresh admission in the following years in accordance with the eligibility conditions applicable at that time.

In case a candidate has put in the requisite attendance at the end of I semester, but has not been able to put in the requisite attendance in the II semester and/or in the aggregate of the two semesters, he/she shall not be permitted to appear at the II semester examination. Such a candidate will have to rejoin the course in the II semester in the year immediately following, if otherwise eligible. In the following year, requisite attendance put in by such a candidate in the II semester and the aggregate of his attendance in the I semester in the previous year and II semester of the current year will determine his eligibility to appear at the examination of II semesters of the current year.

(vi) The pass marks required for each paper will be 50 percent.

- (vii) The total of marks obtained in the first and second semester examination will determine the classification of results, which will be as follows:

Minimum marks to secure a place in the first division will be 60 %, and for the second division 50 per cent of the total marks.

(viii) Library Tour

Every year the Department organises visits to Libraries/ Documentation Centres in Delhi and outside Delhi in which students participation is generally expected.

(ix) Failed Candidates

- (i) A candidate who fails in one or more papers in the first semester examination or the second semester examination will be allowed to reappear in four succeeding semesters.
- (ii) A candidate who has secured 50 per cent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.
- (iii) A candidate who fails to secure 50 per cent marks in Paper XII of II semester examination shall be required to submit a fresh Project Report on a subject to be assigned to him/her by the Department, and for this purpose he/she shall be required to attend the Department occasionally for supervision of his/her project work.

26. MASTER OF PHILOSOPHY (M.Phil.)*

Examination and Scheme of Papers

- (i) The duration of the course for the degree of Master of Philosophy shall be one calendar year.
- (ii) The course shall be divided into two semesters and there shall be an examination at the end of each semester as given below:

Scheme of Papers

<i>Paper No. & Subject</i>	<i>Internal Assessment Marks</i>	<i>Examination Marks</i>	<i>Duration</i>	<i>Total Marks</i>
First Semester				
Part I				
I. Research Methods	25	75	3 hours	100
II. Library Planning and Management	25	75	3 hours	100
III. Any one of the following options:				
(a) University and College Library System	25	75	3 hours	100
(b) Research and Technical Library System	25	75	3 hours	100
(c) Public Library System	25	75	3 hours	100
(d) Information Processing and Organisation	25	75	3 hours	100
(e) Information Transfer and Dissemination	25	75	3 hours	100
(f) Comparative Librarianship	25	75	3 hours	100
(g) Education for Library and Information Science	25	75	3 hours	100

* Admission to M.Phil course are subject to approval and directions from the University.

Second Semester

Part II 200

Dissertation* Out of which 50 marks will be for viva-voce

*Note:-

- (a) The topic and the other details of the Dissertation for each candidate shall be finalized by the M.Phil. Committee. Other rules in this regard shall be as given in Ordinance VI with regard to the M.Phil. programme.
- (b) The dissertation shall be submitted only when the supervisor concerned is/are satisfied that the dissertation is worthy of consideration in part fulfillment of the M.Phil. degree, provided that the application for submission of dissertation shall also be countersigned by the Head of the Department concerned. The dissertation may include results of original research, a fresh interpretation of existing facts and data, or a review article of critical nature, or may take such other form as may be determined by the M.Phil. Committee.

(iii) Time Schedule*

Semester First

August 16, 2008 (tentative)	:	Classes begin
February, 2009	:	Examination for Semester I

Semester Second

February, 2009	:	Semester begins
August, 2009	:	Submission of dissertation and viva- voce.

*Subject to Approval from the University.

Note: Any change in the above time schedule will be notified accordingly.

(iv) Students shall be required to work on full-time basis for both the semesters. However, this condition shall not be applicable in the case of teachers of Library Science working in this University.

(v) Marks on account of Internal Assessment will be assigned by the teacher(s) concerned in the Department on the basis of participation by the student in the seminars, colloquia, assignments., etc.

(vi) Medium of instruction and examination shall be English.

(vii) No candidate shall be deemed to have pursued a regular course of study unless it is certified by the Head of the Department of Library and information Science that the candidate has attended not less than three-fourth of the lectures, seminars, colloquia, and delivered/organised during the course of each semester.

(viii) Final Result

(a) Pass: 50% marks separately in the aggregate of written papers, aggregate of practical papers and in the project report/dissertation including viva-voice.

(b) First Division 60% marks in the aggregate.

(c) First Division with Distinction: 75% marks in the aggregate.

(ix) Failed Candidates

(a) Provided that a student who clears at least two courses in the Part-I examination may be allowed to proceed with his/her dissertation work. Such a student shall be permitted to submit his/her dissertation when he/she has passed the examination in all the courses as prescribed in Part-I. In the case of students who have not cleared all the courses at the examination as prescribed in Part-I, the M.Phil. Committee of the Department will arrange special examinations in the remaining courses at a suitable stage of the programme.

- (b) A Candidate who fails in one or more Courses in the first semester examination will be allowed to reappear in the following Semester.
- (c) A candidate who has secured 50% or above in any Course shall not be permitted to reappear in that paper at a subsequent Examination.
- (d) A candidate who fails to secure 50% in dissertation shall be required to submit a fresh dissertation on a subject to be assigned to him/her by the M.Phil. Committee and for this purpose he/she shall be required to meet his/her Supervisor regularly.

27. COURSES* OF STUDY FOR BACHELOR OF LIBRARY SCIENCE EXAMINATION

First Semester

Paper I - LIBRARY, INFORMATION AND SOCIETY

Concept of library, information and society

Library as a social institution

Library movement

Laws of library science

Types of libraries: Objectives, functions and services

National libraries and state libraries

Information: Its nature and role in modern society

Freedom of access to information: Intellectual property rights and law, censorship

Information society: Its evolution and implications

Library legislation in India

*This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.

Library and information profession

Professional associations

Professional ethics

UNESCO and libraries

Recommended Books

1. **BENGE (Ronald)**. Libraries and cultural change. 1970. Clive Bingley, London.
2. **CHAPMAN (E A) and LYNDEN (F C)**. Advances in Librarianship. 24V. 2000. Academic Press, San Diego.
3. **HESSEL (A)**. History of libraries. Tr. by Reuben Peiss.1955. Scarecrow Press, New York.
4. **INDIA, LIBRARIES** (Advisory Committee for): Report. 1955. Manager of Publications, Delhi.
5. **KRISHAN KUMAR**. Library Organisation. 1993. Vikas, New Delhi.
6. **McCOLVIN (L R)**. Public library extension. 1951. UNESCO, Paris.
7. **MURISON (W J)**. Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. **PEDLEY (P)**. Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. **RADDON (R), Ed.** Information dynamics. 1996. Gower, London
10. **RANGANATHAN (S R)**. Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. **RANGANATHAN (S R), Ed.** Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. **RANGANATHAN (S R)**. Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.

13. **RUBIN (Richard E).** Foundation of Library and Information Science. Ed 2.2004. Neal-Schuman, New York.
14. **TOTTERDELL (A), HARNSEY (A) and PULLEN (L).** The library and information work primer. Ed. 2. 2001. Library Association, London.
15. **UNESCO.** National libraries : Their problems and prospects. 1960. Unesco, Paris.
16. **WHITE (Carl M), Ed.** Bases of modern librarianship. 1964. Pergamon Press, New York.

Paper II - INFORMATION SCIENCE

Information science, library science and documentation

Data, information and knowledge

Information generation

Information transfer process

Nature, characteristics and scope of information

Use of information

Role of information: Aids to planning, decision making, socio-economic development, R&D, and technology transfer

Communication of information: Modes, media, means of communication (agencies)

Barriers to communication and access to information

Economics and marketing of information

Social implications of information

Information policies: National and International

Information systems

Information networks

Information theory

Recommended Books

1. **BANSE (G), et al.** Towards the information society. 2000. Springer, New York.
2. **DUFF (Alistair S).** Information society studies. 2001. Routledge, New York.
3. **FEATHER (John).** Information society. Ed 2. 1998. Library Association, London.
4. **GIRJA KUMAR.** Sociology of information management.1998. Har-Anand Publications, New Delhi.
5. **KUMAR (P S G).** Fundamentals of information science. 1998. B.R. Publishers, Delhi.
6. **MARTIN (W 5).** The global information society. 1995. Aslib, Hampshire.
7. **NEILL (S D).** Dilemmas in the study of information : Exploring the boundaries of information science. 1992. Greenwood Press, New York.
8. **OUMA-ONYANGO (R).** Information resources and technology transfer management in developing countries. 1997. Routledge, London.
9. **PRYTHERCH (R), Ed.** Gower handbook of Library and Information management. 1998. Gower, London.
10. **RADDON (R), Ed.** Information dynamics. 1996. Gower, London.
11. **RUBIN (R E).** Foundation of library and information science. 2000. Neal-Schuman, New York.
12. **TARGOWSKI (Andrew S).** Global information infrastructure: The birth, vision and architecture. 1998. Idea Group Publishing, Harrisburg.

Paper III - LIBRARY CLASSIFICATION (Theory)

Concept of classification of documents and knowledge

Modes of formation of subjects

Classification terminology

Normative principles

Notational systems

Call Number, book number and collection number

Advances in library classification

Introduction to major systems of library classification

Recommended Books

1. **KRISHAN KUMAR.** Theory of Classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret).** Introduction to cataloguing and the classification of books. Ed 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R).** Descriptive account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R).** Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B).** Manual of classification for librarians. Rev by Arthur Maltby. Ed 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B).** Introduction to library classification. Rev by Arthur Maltby. Ed 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S).** Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

Paper IV - LIBRARY CLASSIFICATION (Practical)

Classification of documents by Dewey Decimal Classification (Latest Edition) and Colon Classification (Edition 6th) in the following graded steps:

Classification of documents having “Basic subjects”

Classification of documents having “Compound subjects”

Recommended Books

1. **DEWEY (Melvil).** Dewey Decimal Classification. (DDC 21)
2. **RANGANATHAN (S R).** Colon Classification. (6th Ed)

Paper V - LIBRARY CATALOGUING (Theory)

Library catalogues: Types, purposes functions and their physical forms

Different kinds of entries and their data elements

Filing of entries based on Classified Catalogue Code (CCC) and ALA rules for Dictionary Catalogue

Choice and rendering of headings

Centralized cataloguing

Normative principles and their application in cataloguing

Chain procedure and Sears List of Subject Headings (latest edition)

Recent trends in cataloguing

Recommended Books

1. **GIRJA KUMAR and KRISHAN KUMAR.** Theory of cataloguing Ed. 5. 1986. Vikas, Delhi.
2. **KRISHAN KUMAR.** An introduction to AACR-II. Ed 3. 1995. Vikas, New Delhi.
3. **KRISHAN KUMAR.** Cataloguing. Ed 3. 1997. Vikas, New Delhi.
4. **MANN (Margaret).** Introduction to cataloguing and the classification of books. Ed 2. 1943. ALA, Chicago.

5. **RANGANATHAN (S R)**. Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

Paper VI - LIBRARY CATALOGUING (Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR -II (Revised) along with Sears List of Subject Headings. The students will handle problems pertaining to:

Single personal authors works with shared responsibilities and editorial publications, serials and multivolumes

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**, etc. Anglo-American Cataloguing Rules. Rev. Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph)**, *Ed.* Sears List of Subject Headings. Ed 15. 1994. Wilson, New York.
3. **RANGANATHAN (S R)**. Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore

Paper VII – BASICS OF COMPUTER APPLICATION (Theory)

Components of computer system

Generation and types of computers

Hardware and software

Data units

Data storage media

Memory of a computer system; working of a computer system

Operating system and their types

DOS and Windows

File creation

Application software

Recommended Books

1. **BROPHY (Rowley)**. The basics of information systems. 1996. Library Association, London.
2. **FERRIS (Jeffrey A)**. WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
3. **HUNTER (Eric J)**. Classification made simple. 2002. Grover, USA. PAP

Paper VIII – BASICS OF COMPUTER APPLICATION (Practical)

Connectivity of computer system

Common commands of DOS and Windows

File creation

Editing

Application of MS -Word, presentation in Power Point

Recommended Books

1. **Mini-Micro CDS/ISIS**: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. **CDS/ISIS for windows** : Reference Manual (Ver. 1.5). 2004. UNESCO, Paris.
3. **Discovering Microsoft Office 2000**: Premium and professional. 1999. Microsoft Corporation, U.S.A.
4. **Getting Started Microsoft Windows 98**. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
5. **MINASI (Mark)**. Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.

SECOND SEMESTER

Paper IX - LIBRARY AND INFORMATION CENTRE MANAGEMENT

General principles and theories of management and their application to library administration

Library organization: Structure, charts, human relations

Planning patterns of organization

Governance of libraries and information centres

Departmentalization and routines of departmental work

Acquisition of library material: Printed and non-printed

Organization of library material: Technical processing

Maintenance work, shelving, stock verification, weeding, etc.

Preservation and conservation

Periodical work

Reference work

Human resource management

Resource sharing and networking

Library finance: Budgeting and budgetary control

Library standards, library statistics, reporting

Library building: Planning and space management

Recommended Books

1. **AI-ABDUL-GADER (Abdullah H).** Managing computer based information systems in developing countries : A cultural perspective. 1999. Idea, Hershey PA.
2. **COOPER (Michael D).** Design of Library automation systems: File structures, data structures and tools. 1996. John Wiley, New York.

3. **GALLIMORE (Alec).** Developing an IT strategy for your library. 1997. Library Association, London.
4. **KREIZMAN (Karen).** Establishing an information centre: A practical guide. 1999. Bowker – Saur, London.
5. **KRISHAN KUMAR. Library administration and management. 1993.** Vikas, New Delhi.
6. **LANCASTER (F W) and SANDORE (Beth).** Technology and management in library and information services.1997. Library Association, London.
7. **LASS (Andrew) and QUANDT (Richard E), Ed.** Library automation in transitional societies : Lessons from eastern Europe. 2000. Oxford University, Oxford.
8. **LOCK (R N).** Library administration. Ed. 3. 1973. Philosophical Library, New York.
9. **LAWES (Ann), Ed.** Management skills for the information manager. 1993. Ashgate Pub. U.K.
10. **Mc CABE (Gerald B).** Planning for new generation of public library buildings. 2000. Greenwood, London.
11. **METCALF (K D).** Planning academic and research library building. Rev. ed. 1986. ALA Chicago.
12. **RANGANATHAN (S R).** Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
13. **SHARMA (H D).** Library building and furniture: A handbook for librarians. 1996. Indian Bibliographic Centre, Varanasi.
14. **SPILLER (David).** Providing materials for library users. 6th Ed. 2000. Library Association, London.
15. **SWISS (Thomas), Ed.** Unspun: Key concepts for understanding the World Wide Web. 2000. New York University press, New York.
16. **THOMPSON (James).** Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London

17. **URWICK (L)**. Elements of administration. Ed. 2. 1947. Pitman, London.
18. **WITHERS (F N)**. Standards for library service: An international survey. 1974. Unesco, Paris.

Paper X - COMPUTER APPLICATION IN LIS (Theory)

System analysis related to database design

Library application software and CDS/ ISIS

Software database design

Data input

Information retrieval

Sorting and printing

Barcode technology

Library automation : Planning, designing and development

Telecommunication basics

Computer networking

Library and information networks

Internet applications

Recommended Books

1. **BROPHY (Rowley)**. The basics of information systems. 1996. Library Association, London.
2. **BROPHY (Peter)**. Library in the twenty first century: New services for the information age. 2000. Library Association, London.
3. **CHOWDHURY (G G) and CHOWDHURY (S)**. Searching CD-ROM and online information sources. 2001. Library Association, London.
4. **FERRIS (Jeffrey A)**. WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.

5. **HUNTER(Eric T)**. Classification made simple. 2002. Ashgati Pub. N.Y., USA.
6. **ROWLEY (Jennifer)**. The basics of information system. 1996. Library Association, London.

Paper XI - COMPUTER APPLICATION IN LIS (Practical)

CDS/ ISIS/WINISIS installation

Database design

Data input

Information retrieval

Sorting and printing

Library application software

Internet searching

Recommended Books

1. **Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual**. 1989. UNESCO, Paris.
2. **CDS/ISIS for windows : Reference Manual (Ver. 1.5)**. 2004. UNESCO, Paris.
3. **Getting started Microsoft Windows 98**. 2nd Ed. 1999. Microsoft Corporation, U.S.A.

Paper XII - LIBRARY CLASSIFICATION (Practical)

Classification of documents by Dewey Decimal Classification (DDC) (Latest Edition) and Colon Classification (CC) (Edition 6th) in the following graded steps:

Classification of documents requiring use of the common sub. divisions and other auxiliaries

Classification of documents having complex subjects

Classification of documents having complexities of mixed nature

Recommended Books

1. **DEWEY (Melvil)**. Dewey Decimal Classification. (DDC 21)
2. **RANGANATHAN (S R)**. Colon Classification. (6th Ed)

Paper XIII- LIBRARY CATALOGUING (Practical)

Practical cataloguing of under mentioned types of documents for a classified catalogue and a dictionary catalogue using Classified Catalogue Code (CCC) for the former (latest edition) and Anglo-American Cataloguing Rules (AACR) (latest edition) along with Sears List of Subject Headings for the latter

Books involving cases of corporate authorship and conflict of authorship.
Periodical publications. Composite books

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**, etc. Anglo-American Cataloguing Rules. Rev Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph)**, *Ed.* Sears List of Subject Headings. Ed 15. 1994. Wilson, New York.
3. **RANGANATHAN (S R)**. Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper XIV - INFORMATION SOURCES, PRODUCTS AND SERVICES

- Information Sources : Definition, kind and types (including electronic sources)
- Primary Sources : General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)
- Secondary Sources : Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and manuals

Tertiary Sources : Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues

Non-Document Sources : Human, Institution, Electronic sources and criteria for their Evaluation

Reference and Information Service :

Need, type (Long Range Reference Service/Ready Reference Service) and its purpose in different types of libraries; CAS and SDI (manual and computerized)

Newspaper Clipping Service;

Indexing and abstracting: Definition, use, types, qualities and guidelines for indexing and abstracting; Bibliographical service compilation; literature search (CD-ROM/ On line)

Translation, Reprography, Document Delivery

Recent trends and impact of IT on information services,

Networking and databases

Recommended Books

1. **BAKEWELL (K G)**, *Ed.* Library and information services for management: Short course for information workers. 1968. Clive Bingley, London.
2. **BIDDISCOMBE (Richard)**, *Ed.* The end– user revolution. 1996. Library Association, London
3. **CHENEY (FN) and WILLIAMS (W J)**. Fundamental reference sources. Ed 3. 2000. ALA, Chicago.
4. **CRAWFORD (John)**. Evaluation of library and information services. 2000. ASLIB, London.
5. **FOSKETT (D J)**. Information service in libraries. Ed. 2.1967. Archon Book Hamden, Connecticut.
6. **GATES (Jean Key)**. Guide to the use of libraries and information sources. Ed 6. 1988. Mc-Graw Hill Books, New York.

7. **KATZ (William A).** Introduction to reference work : Reference service and reference processe. 2V. Ed. 5. 1987. McGraw Hill, New York .
8. **KRISHAN KUMAR.** Reference service. Ed 3. 1996. Vikas, New Delhi.
9. **LIBRARY ASSOCIATION.** Guidelines for reference and information service in public libraries. 1999. Library Association, London.
10. **PENFOLD (Sharon).** Change management for information service. 1999. Bowker-Saur, London.
11. **RANGANATHAN (S R).** Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
12. **ROBINSON (Amiewin).** Systematic bibliography. Ed. 4. 1979. Clive Bingley, London.
13. **WALFORD (A J).** Guide to reference books. Ed 4. 3V. 1980. Library Association, London.
14. **WILSON (T D) and STEPHENSON (J).** Dissemination of Information. Ed 2. 1979. Clive Bingley, London.
15. **WOODSWORTH (Anne) and WILLIAMS (James F).** Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

Paper XV - PRACTICAL RECORDS

- (a) Classification
Cataloguing
Library and information centre management
Information sources and services
Report on internship and library tour.
- (b) Viva Voce will be based on practical records.

Note: - Each student shall have to undergo an internship programme at a library, selected by the Department for a period of one month, immediately after the Second Semester examination.

28. COURSES* OF STUDY FOR MASTER OF LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER

Paper I - INFORMATION SYSTEMS AND PROGRAMMES

Information System: Policy, basic concept, types, characteristics and components

Libraries, documentation and information centers, data banks, information analysis centres, referral centres, clearing houses, translation pools, archives

Planning and designing of national, international information systems

National documentation centres in science and technology, social sciences and humanities in India. NISCAIR, DESIDOC, SENDOC, NASSDOC, etc.

Information Systems: National and international, NISSAT, MEDLARS, AGRIS, INIS, INSPEC and DEVSIS

Global information systems and programmes and activities IFLA, FID, and UNESCO, PGI. Role of information system in technology transfer and national development

Information system and programmes: Manpower development, training and research

Information products and service, concept, definition, types with example, products and services

Resource sharing and networking, consortia

Recommended Books

1. **BELL (Simon).** Learning with information systems: Learning cycles in information systems development. 1996. Routledge, London.
2. **FALKENBERG (Eckhard D), et al., Ed.** Information system concepts: Towards a consolidation of views. 1995. Chapman and Hall, London.

*This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.

3. **GOPINATH (MA)** and **RAMA REDDY (E)**. Information access through networks. 1996. Booklinks Corporations, Hyderabad.
4. **GREMBERGEN (Wim Van)**. Information technology evaluation methods and management. 2001. Idea Group Publishing, London.
5. **KAKABADIE (Nada K)** and **KAKABADSE (Andrew K)**. Creating future: Leading change through information systems. 2000. USA, Ashgate.
6. **ROWLEY (J)**. The basics of information system. *Ed2*. 1996. Library Association, London.

Paper II - KNOWLEDGE ORGANIZATION
II (a): Depth Classification (Practical)

Classification of documents by Universal Decimal Classification (UDC) (Latest Edition)

Recommended Books

1. Universal Decimal Classification (Latest Edition)

**Paper II (b): Advanced Library Cataloguing :
Non-Book Material, etc (Practical)**

Cataloguing of non-book materials according to AACR 2R (1998)

Cartographic materials

Sound recordings

Motion pictures and video recordings

Graphic materials

Computer files

Microforms

Recommended Books

1. **ROUT (R K)** and **CHOWDHURY (B K)**. Cataloguing of non-book materials. 1994. Reliance Publishing House, Delhi.
2. **WILKIE (Chris)**. Managing film and video collections. 1999. ASLIB, London.
3. Library of Congress Subject Heading (Latest Edition)

Paper III - ADVANCED COMPUTER APPLICATION IN LIS
(Theory)

Multimedia

Hypermedia and hypertext

Windows

MS Office

Information Storage and Retrieval System (ISAR) - operations and design

Data formats

Compatibility of ISAR System

Management of data base

CDS/ ISIS - formatting language

Search language

Export and import of data

Digital library

Electronic library

Library automation software packages- software modules

Recommended Books

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library association, London.
2. **COOPER (Michael D)**. Design of library automation systems: File structures, data structures and tools. 1996. John Wiley, New York.
3. **DICKSON (Garg W)** and **DESANCTIS (Gerardine)**. Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
4. **FERRIS (Jeffrey A)**. Windows 2000: Development and desktop management. 2000. Indiana, New Riders.
5. **FLETCHER (Patricia Diamond)** and **BERTOT (John Carlo)**. World libraries on the information superhighway: Preparing for the challenges of the new millennium.

6. **FORRESTER (William H) and ROWLANDS (JANE L).** The online searcher's companion. 1999. Library Association, London.
7. **GALLIMORE (Alec).** Developing on IT strategy for your library. 1997. Library Association, London.
8. **JANCZEWSKI (Lech).** Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
9. **KATZ (WILLIAM), Ed.** New technologies and reference service. 2000. The Haworth Information Press, New York.
10. **LANCASTER (F W) and SANDORE (Beth).** Technology and management in library and information services. 1997. University of Illinois, London.
11. **LESK (Michael).** Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufmann, San Francisco.
12. **MANN (Chris) and STEWART (Fiona).** Internet communication and qualitative research: A handbook of researching online. 2000. Sage, London.
13. **ORMES (Sorah) and DEMPSEY (Lorcan), Ed.** The internet, networking and the public library, 1997. Library Association, London.
14. **POULTER (Alan), etc.** The Library and information professional's guide to the internet. Ed. 3. 2000. Library Association, London.
15. **RODRIGUEZ (M V R) and FERRANTE (A J).** Information technology in the 21st century: Managing the change. 1996. WIT Press U.K.
16. **TARGOWSKI (Andrew S).** Global information infrastructure: The Birth vision and Architecture. 1998. Idea Group Publishing, London.
17. **TERPLAN (Kornel).** Intranet performance management. 1999. CRC Press, London.
18. **WINSHIP (Ian) and McNAB (Alison).** The student's guide to the Internet. 2000. Library Association, London.
19. **WISE (Richard).** Multimedia: A critical introduction. 2000. Routledge, London.

Paper IV - ADVANCED COMPUTER APPLICATION IN LIS (Practical)

Creation of hypertext

CDS/ ISIS for Windows-main texts, indexes

Export and import of data

Application of library software package - housekeeping operations

User services: Internet and CD-ROM searching

Recommended Books

1. **Mini-Micro CDS/ISIS:** Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. **CDS/ISIS for windows :** Reference Manual (Ver. 1.5). 2004. UNESCO, Paris.
3. **Discovering Microsoft Office 2000:** Premium and professional 1999. Microsoft Corporation, U.S.A.
4. **Getting Started Microsoft Windows 98.** 2nd Ed. 1999. Microsoft Corporation, U.S.A.
5. **MINASI (Mark).** Mastering in Windows NT Server 4. Sybex Inc. USA

Paper V – BASICS OF RESEARCH AND STATISTICAL METHODS

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 data; Measures and data analysis of central tendency (mean, median, mode)
Presentation of data	: Tabular, graphic, bar diagram, pie chart etc; Bibliographic standards Report Writing
Bibliometrics	: Origin, bibliometric distribution laws (Zipf, Lotka, Bradford), introduction to bibliometrics, informetrics, scientometrics

Recommended Books

1. **ADAMS (Gerald R) and Schvaneveldt (Jay D).** Understanding research methods. Ed 2. 1991. Longman, New York.
2. **BABBIE (Earl).** Practice of social research. 2003. Wadsworth Publishing, Belmont, California.
3. **BABBIE (Earl).** Survey research methods. Ed 2. 1990. Belmont, California, Wadsworth.
4. **BAILEY(Kenneth D).** Methods of social research. Ed 4.1994. Free Press, New York.
5. **BACKSTROM (Charles H) and HURSH (Gerald D).** Survey research. Ed 2. 1981. John Wiley and Sons, New York.
6. **BUSHA (Charles H) and HARTER (Stephen P).** Research methods in librarianship: Techniques and interpretations. 1980. Academic Press, New York.
7. **FESTINGER (Leon) and KATZ (Daniel).** Research methods in social sciences.1970. Amerind, New Delhi.
8. **FOWLER (Floyd J. Jr.).** Survey research methods. Ed 3. 2001. Sage , California.
9. **FRANKFORT (Chava) and NACHMIAS (David).** Research methods in social sciences. Ed 6. 1999. Worth Publisher, New York.
10. **GHOSH (B N).** Scientific methods and social research.1982. Sterling, New Delhi.

11. **GOODE (William J) and HATT(Paul K.).** Methods in Social research. 1952. McGraw-Hill, New York.
12. **GOODS (Carter V) and SCATES (Douglas E).** Methods of research .1954. Appleton-Century-Crofts, New York.
13. **GRAY (George) and GUPPY (Neil).** Successful surveys: Research methods and practice. Ed 2. 1999. Harcourt Brace, Toronto.
14. **KERLINGER (Frederick N).** Foundation of behavioral research. Ed 2.1973. Holt, Rinehart and Winston, New York.
15. **KRISHAN KUMAR.** Research methods in library and information science. Rev Ed. 1999. Har-Anand Publications, New Delhi.
16. **KRISHNASWAMI (O R).** Methodology of research in social sciences. 1993. Himalaya, Bombay.
17. **LI (Peter S).** Social research methods.1981. Butterworths, Toronto.
18. **MOULY (George J).** Science of educational research. 1964. Eurasia Publishing House, New Delhi.
19. **PHILLIPS (D L).** Knowledge from what : Theories and methods in social research. 1971. Rand McNally, Chicago.
20. **POWELL (Ronald R.).** Basic research methods for librarians. 1985. Ablex, greenwood, New Jersey.
21. **REDDY (T Subbi) and RAO (P Bappa).** Research methodology and statistical measures. 1995. Reliance Publishing House, New Delhi.
22. **SARANTAKOS (Sotirios).** Social research. Ed3. 2005. Macmillan, London.
23. **SELLTIZ (Claire), et al.** Research methods and social relations. Ed3. 1976. Holt, Rinehart and Winston, New York.
24. **WILKINSON (T S) and BHANDARKER (P L).** Methodology and technique of social research. 1984. Himalaya Publishing House, Bombay.
25. **YOUNG (P V).** Scientific social survey and research. 1982. Prentice Hall, New Delhi.

Paper VI- MARKETING OF LIBRARY AND INFORMATION SERVICES, PRODUCTS AND MANAGEMENT CONSULTANCY

Marketing of Library and Information Services and Products

Marketing management, philosophies, challenges, social marketing

Strategic planning and the marketing process, marketing environment

Marketing research and marketing information system

Knowledge, information, LIS service and product as commodity

Consumer, buyer behavior

Market segmentation, marketing mix

Pricing, distribution channels, communication strategy

Advertising, sales promotion, public relations

Marketing services, organizations, persons, places and ideas

Marketing ethics, marketing management and librarianship: Past, present and future

Management Consultancy

Consultancy, professional consultancy: concept and evolution

Voluntary versus authenticated consultancy

Areas of application

Need, pre-requisites, provisions

Impact on librarianship and libraries

Institute of Chartered Librarians; Role of library associations and schools of LIS

Maturity of profession, impediments and way out, futuristic view

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION.** Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
2. **BAKEWELL (KG).** Managing User-Centred libraries and information services. Ed. 2. 1997. Maxwell, London.

3. **BAKEWELL (KG), Ed.** Library and information services for management: Short course for information workers. 1968. Clive Bingley, London.
4. **BUTCHER (Helen).** Meeting managers information needs. 1998. ASLIB, London.
5. **COOTE (Helen) and BATCHELOR (Bridget).** How to market your library services effectively. Ed. 2. 1997. Aslib, London
6. **CRAWFORD (John).** Evaluation of library and information services. 2000. Aslib, London.
7. **CARPENTER (J) and DAVIES(R).** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science (LIS) and information management. British Library. Research and Development 1992;
8. **CLOW (D V).** Consultancy roles in library development. *International Library Review.* 16,1; 1984; 5-20.
9. **GUPTA (S R).** Institution of Chartered Librarians: A conceptual framework. *Journal of Library and Information Science.* 17,2; 1992; 143-57.
10. **JAIN (Abhinandan K), et al.** Marketing information products and services: A primer for libraries and information professionals. 1999. Tata Mc Graw-Hill, New Delhi.
11. **KOTLER (Philip) and ARMSTRONG (Gary).** Principle of marketing. Ed. 7. 1996. Prentice- Hall of India, New Delhi.
12. **KREIZMAN (Karen).** Establishing an information centre: A practical guide. 1999. Bowker-Saur, London.
13. **McGRATH (B).** How will my work change yours? Personal reflections on consultancy in Ireland. *Assniation.* 13,2; 1996; 9-22.
14. **MOORE (D).** Consultancy: A career option for professional librarians. *Argus.* 24,3; 1995; 31-5.
15. **PANTRY (Sheila) and GRIFFITHS.** Developing a successful serviceman. 2000. Library Association, London.

16. **PRYTHERCH (Ray), Ed.** Gower handbook of information management. 1998. Gower; England.
17. **ROWLEY (Jenifer).** Information Marketing. 2001. Ashgate, Aldershot.
18. **THOMPSON (G).** The role of the library building consultant in a national library project: A personal perspective. *Alexandria*. 9,1; 1997; 81-90.
19. **TOMLINSON (Daphne) and CORDINER (Daphne).** Design and implementation of an online private information retrieval system for a technology-based consultancy. *Online Review* 10,6; 1986; 339-351.
20. **WOODSWORTH (Anne) and WILLIAMS (James F).** Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

SECOND SEMESTER

Paper VII - INFORMATION AND COMMUNICATION TECHNOLOGY (Theory)

Network operating system
 Network classification and architecture
 Design and management of library networks
 Internet and Intranet
 Virtual reality
 Teleconferencing
 Data compaction
 CD-ROM and electronic library
 Information repackaging

Recommended Books

1. **BATT (Chris).** Information technology in public libraries. Ed. 6. 1998. Library Association, London.
2. **LANCASTER (F W) and SANDORE (Beth).** Technology and management in library and information services. 1997. Library Association, London.

3. **LESK (Michael).** Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufmann, San Francisco.
4. **MANN (Chris) and STEWART (Fiona).** Internet communication and qualitative research: A handbook of researching online. 2000. Sage, London.
5. **MARTIN (William).** The global information society. 1995. Aslib, Hampshire.
6. **PANTRY (Sheila), Ed.** Building community information networks: Strategies and experiences. 1999. Library Association, London.
7. **PEDLEY (Paul).** Intranet and push technology: Creating an information-sharing environment. 1999. Library Association, London.
8. **RAITT (David), Ed.** Libraries for the new millennium. 1997. Library Association, London.
9. **SCHWARTZ (Divifini) (M), etc.** Internet-based organizational memory and knowledge management. 2000. Idea Group Publishing, London.
10. **SWISS (T), Ed.** Unspun: Key concepts for understanding the world wide web. 2001. University, New York.
11. **TARGOWSKI (Andrew).** Global information infrastructure. 1998. Idea Group Publishing, London.
12. **TERPLAN (Kornel).** Intranet performance management. 2000. CRC Press, London.
13. **WINSHIP (Ian) and McNAB (Alison).** The student's guide to the Internet 1999. 1999. Library Association, London.

Paper VIII - INFORMATION AND COMMUNICATION TECHNOLOGY (Practical)

Internet and Intranet searches
 Literature searches on latest IT
 Introduction to computer facilities and information technologies in automated libraries

Recommended Books

1. **Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual.** 1989. UNESCO, Paris.
2. **CDS/ISIS for windows : Reference Manual (Ver. 1.5).** 2004. UNESCO, Paris.
3. **Discovering Microsoft Office 2000:** Premium and Professional.1999. Microsoft Corporation, U.S.A.
4. **Getting Started Microsoft Windows 98.** 2nd Ed. 1999. Microsoft Corporation, U.S.A.
5. **MINASI (Mark).** Mastering in Windows NT Server. BPB, New Delhi, India

Paper IX - INFORMATION STORAGE AND RETRIEVAL SYSTEM

Overview of information storage and retrieval (ISAR) system

Concept, objectives, components, compatibility of ISAR system

- Formats : Standards for bibliographic records, ISBD, ISSN, CCF UNIMARC, USMARC, ISO –2709.
- Indexing systems : Concept, theory and methods, types of indexing systems, pre-coordinate indexing system, post-coordinate indexing system, keyword indexing, (KWIC, KWAC, KWOC etc.), POPSI, PRECIS, chain indexing, citation indexing, relational indexing system and automated indexing.

Evaluation of indexing systems :

- Thesaurus : Structure, function, construction and use.

- Indexing tools : Classification schedules, subject headings, design and construction, design and development of depth schedules and abstracting systems techniques.

- Information Retrieval Systems : Tools and techniques for retrieval, search process, Boolean search, SQL search, query formation, search strategy and retrieval models, profile construction and SDI service, search software and data mining.

- Expert systems assignment : The students are required to design computerized IRS systems in a specific subject in putting at least 50 records. The students will prepare a report, covering and evaluation (using the standard parameters 10 search queries) of the system.

Recommended Books

1. **ATCHISON (J) and GILCHRIST (A).** Thesaurus construction: a practical manual. *Ed 2.* 1987. ASLIB, London.
2. **BRADLEY (Phil).** Going Online: CD-ROM and Internet. *Ed 10.* 1997. ASLIB, London.
3. **CHOWDHURY (G G).** Introduction to modern information retrieval 1999. Library Association, London.
4. **CHOWDHURY (G G).** Text retrieval system in information management. 1996. New Age international, New Delhi.
5. **CLEVELAND (Donald B) and CLEVELAND (Ana D).** Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado, USA.
6. **DOGAC (Asuman), etc.** Current trends in data management technology .1999. Idea Group Publishing, Hershey, USA.

7. **FOSKETT (AC)**. Subject Approach to Information. Ed 5. 1996. Library Association, London.
8. **GOSH (SN) and SATPATHI (JN)**. Subject indexing system: Concepts, methods and techniques. 1998. IASLIC, Calcutta, India.
9. **JAKOBS (Kai)**. Information technology standards and standardization: A global perspective. 2000. Idea Group Publishing, London.
10. **KAWALSKI (Gerald J) and MAYBUNY (Mank T)**. Information storage and retrieval systems. Ed 2. 2000. Kluwer, Boston, London.
11. **KORFHAGE (RR)**. Information storage and retrieval. 1997. John Wiley, New York, USA.
12. **LANCASTER (F Wilfred)**. Information retrieval system: Characteristic, testing and evaluation. 1968. Wiley, New York).
13. **LANCASTER (F Wilfred)**. Vocabulary control for information retrieval. Ed 2. 1985. Information Resource Press, Arlington, USA.
14. **LANCASTER (F Wilfred)**. Indexing and Abstracting in Theory and Practice. Ed 2. 1998. Library Association, London.
15. **RANGANATHAN (S R)**, etc., *Ed.* Documentation and its facets. 1964. Bombay, Asia.
16. **ROWLEY (J)**. The basics of information system. Ed 2. 1996. Library Association, London.
17. **ROWLEY (J)**. Organizing Knowledge: An Introduction to Information Retrieval. Ed 2. 1992. Gower, London.
18. **SOERGEL (D)**. Indexing languages and thesauri: Construction and maintenance. 1974. John Wiley & Sons., New York.
19. **VICKERY (B C)**. On retrieval system theory. Ed. 2. 1972. Butterworths, London.
20. **VICKERY (B C)**. Techniques of information retrieval. 1978. Butterworths, London.
21. **WALKER (G) and JANES (J)**. Online Retrieval: A Dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

Paper X - (a) PUBLIC LIBRARY & INFORMATION SYSTEM

Library system in relation to mass education: Political, industrial, economic life, cultural advance and occupation of leisure

History of library movement in India and U.K.

Library legislation: History of library legislation in India and U.K.

Comparative Study of the library systems of India and U.K. the Model Acts. The national and the state library system of India and U.K.

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE.** Guidelines for Library Planners. 1960. ALA, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION.** Minimum standards for public library systems. 1966. ALA, Chicago.
3. **EATON (T), Ed.** Contribution to American Library History. 1961. Union Book Store, Champaign.
4. **ESDAILE (A).** National Libraries of the world. Ed. 2. 1957. Library Association, London.
5. **JOECKEL (CB).** Government of the American Public Library. 1935. University Press, Chicago.
6. **McCOLVIN (LR).** Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
7. **PRYTHERCH (Ray), Ed.** Handbook of library and information management. 1998. Gower Publishing, England.
8. **RANGANATHAN (SR).** Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
9. **WHITE (Carl M), Ed.** Bases of modern librarianship. 1964. Pergamon Press, New York.

Paper X - (b) ACADEMIC LIBRARY & INFORMATION SYSTEM

Landmarks in Education since 19th century in India

Academic Library as a support system in formal and informal system of education

Growth and development of college and university libraries in UK, USA and India. UGC and its role in the development of academic libraries: (College and University Libraries)

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS.** Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. **AMERICAN LIBRARY ASSOCIATION.** Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.

3. **BAKER (David)**, Ed. Resource management in academic libraries. 1997. Library Associations, London.
4. **BIDDISCOMBE (Richard)**, Ed. The end –user revolution. 1996. Library Associations, London.
5. **BROPHY (Peter)**. The academic library. 2000. Library Association, London.
6. **CHAPMAN (Liz)**. Managing acquisitions in library and information services 2001. Library Association, London.
7. **GELFAND (MA)**. University libraries for developing countries. 1968. UNESCO, Paris.
8. **JORDON (Peter)**. The academic library and its users.1998. Gower, London.
9. **LINE (Maurice B), Ed.** Academic Library Management. 1990. Library Association, London.
10. **LYLE (G R)**. Administration of the college library. Ed. 4. 1974. Wilson, New York.
11. **METCALF (K D)**. Planning academic and research library building. 1965. McGraw Hill, New York.
12. **MITCHEL (Eleanor) and WALTERS (Sheila A)**. Document delivery services: Issues and answers. 1995. Learned Information Inc., Medford, NJ.
13. **RANGANATHAN (S R)**. School and College libraries. 1942. Madras Library Association, Madras.
14. **UNIVERSITY GRANTS COMMISSION (India), LIBRARY (Committee) (1957)**. Report: University and College libraries. 1967. UGC, New Delhi.
15. **UNIVERSITY GRANTS COMMITTEE (Great Britain), LIBRARIES (Committee) (1963)**. Report. 1967. HMSO, London.
16. **WEBB (Sylvia P)**. Personal development in information work. Ed 2. 1991. Aslib, London.

17. **WHITE (Carl M)**. Survey of University of Delhi. 1965. Planning Unit, University of Delhi.
18. **WILSON (L R) and TAUBER (M F)**. University Library. Ed. 2. 1956. Columbia University Press, New York.

Paper X - (c) RESEARCH AND TECHNICAL LIBRARY & INFORMATION SYSTEM

Role of special libraries, relationship with parent organization

Types and functions of special libraries

History and development of special Libraries in UK, USA and India in the twentieth century

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **AUGER (C P)** Information sources in Grey literature. Ed. 3. 1994. Bowker, London.
2. **BURKETT (J)** and **MORGAN (T S)**, *Ed.* Special materials in the Library. 1963. Aslib, London.
3. **CHAPMAN (Liz)**. Managing acquisitions in library and information services. 2001. Library Associations; London.
4. **CLAPP (V W)**. Feature of the research library. 1964. University of Illinois, Urbana.
5. **GRENFELL (D)**. Periodicals and serials; their treatment in special libraries. Ed. 2. 1965. Aslib , London.
6. **GROGAN (N)**. Science and technology: An introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
7. **HERNON (Peter) and WHITMAN (John R)**. Delivering satisfaction and service quality: A customer-based approach for libraries. 2001. American Library Association, Chicago.
8. **HOUGHTON (Bernard)**. Technical information sources. Ed. 2. 1972. Bingley, London.
9. **LEWIS (C M)**, *Ed.* Special libraries. 1963. Special Libraries Association, USA .
10. **LOWES (Ann)**, *Ed.* Management skills for the information manager. 1993.
11. **RAITT (David)**, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
12. **RANGANATHAN (S R)**. Documentation and its facets. 1963.
13. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.

14. **SCAMMELL (A) (W)**, *Ed.* Handbook of special librarianship and information work. Rev. ed. 7. 1997. Aslib, London.
15. **STRAUSS (LJ)**, : their organization and administration. Scientific and technical libraries. Ed. 2. 1972. Beckey & Hayes, New York.
16. **WILKIE (Chris)**. Managing film and video collections. 1999. Aslib, London.

Paper X - (d) HEALTH SCIENCE LIBRARY & INFORMATION SYSTEM

Growth and development of medical education and research in India with particular reference to 19th and 20th centuries (a brief survey)

Role of Medical Libraries

Information policies in Health of Family Welfare

Recent growth and development of Medical Libraries in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases.

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness.

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties.

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note : Reading list to be provided by the teacher.

Paper X - (e) - AGRICULTURAL SCIENCES LIBRARY & INFORMATION SYSTEM

Agricultural Sciences: Scope and the disciplines covered

Growth and Development of education and research in Agricultural Sciences

Growth and development of libraries in Agricultural Sciences in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note: Reading list to be provided by the teacher.

Paper X - (f) ENGINEERING AND TECHNOLOGICAL LIBRARY & INFORMATION SYSTEM

Growth and development of Engineering and Technology in India with particular reference to 19th and 20th centuries (a brief survey)

Role of Engineering and Technological libraries

Recent growth and development of Engineering and Technological libraries in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note: Reading list to be provided by the concerned teacher.

Paper XI - (a) INFORMATION SOURCES AND LITERATURE IN THE HUMANITIES

The Humanities – Conceptual meaning; the disciplines that constitute the Humanities.

Thinkers and their contributions in various disciplines, such as, religion, philosophy, fine Arts, literature.

Development and trends in research in the Humanities.

Primary, secondary and tertiary sources.

Research institutions and professional organizations.

Information needs of the workers in the Humanities.

Developments, problems and research trends in major disciplines in Humanities.

Role of the different types of primary documents in the growth and development of Humanities as a discipline.

Evaluation of secondary sources of information available in print and electronic form.

Brief survey of activities of research institutions and professional organizations in the growth and development of Humanities disciplines, with particular reference to India, UK and USA.

Recommended Books

1. **ASHEIM (Lester)**, etc. Humanities and the library: Problem in the interpretation, evaluation and use of library materials. 1970. ALA, Chicago.
2. **BALAY (Robert)**, *Ed.* Guide to reference books. Ed.11. 1996. ALA, Chicago.
3. **CHANDLER (G)**. How to find out about literature. Rev. Ed. 5. 1982. Pergamon Press, Oxford.
4. **CRANE (RS)**. Idea of the Humanities. V. I. 1967. University of Chicago Press, Chicago.
5. **JONES (W T)**. Sciences and the Humanities: Conflict and reconciliation. 1965. University of California Press, Berkeley.
6. **KENNA (Stephanie)** and **Ross (Seamus)**, *Ed.* Networking in the humanities: Proceeding. 1995. Bowker-Saur, London.

Paper XI - (b) INFORMATION SOURCES AND LITERATURE IN NATURAL SCIENCES

Scope of the subject.

Brief survey of the contributions made by prominent natural scientists.

Development and trends in research in the Natural Sciences.

Primary, secondary and tertiary sources.

Research Institutions and Professional organizations.

Information needs of the workers in the Natural Sciences.

Developments, problems and research trends in major disciplines in the natural, physical and biological sciences.

Role of the different types of primary documents in the growth and development of natural sciences as a discipline.

Evaluation of secondary sources of information available in print and electronic form.

Brief survey of activities of research institutions and professional organizations in the growth and development of natural science disciplines, with particular reference to India, UK and USA.

Recommended Books

1. **AMERICAN CHEMICAL SOCIETY**. Searching the chemical literature. American Chemical Society, Washington.
2. **BERNAL (J D)**. Social function of science. 1964. MIT Press, Cambridge.
3. **BROWN (C H)**. Scientific serials. 1956. Association of College and Research Libraries, Chicago.
4. **DAMPIER (William Cecil)**. History of science and its relations with philosophy and religion. 1961. Cambridge University Press, London.
5. **GROGAN (Denis)**. Science and technology: Introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
6. **MOSER (Diane K) and SPANGENBUR (G)**. The history of science. 1994. University Press, New Delhi.
7. **PRICE (Derek J De Solla)**. Little science, big science. 1963. Columbia University, New York.
8. **SPANGENBURG (R) and MOSER (D K)**. The History of science in the 19th century. 1994. University Press, Hyderabad.

Paper XI - (c) INFORMATION SOURCES AND LITERATURE IN SOCIAL SCIENCES

Scope of the Subject

Contributions made by prominent social scientists

Development and trends in research in the Social Sciences

Primary, secondary and tertiary sources

Research institutions and professional organizations

Information needs of the workers in the Social Sciences

Developments, problems and research trends in major disciplines in the Social Sciences

Role of the different types of primary documents in the growth and development of Social Sciences as a discipline

Evaluation of secondary sources of information available in print and electronic form

Brief survey of activities of research institutions and professional organizations in the growth and development of Social Science disciplines, with particular reference to India, UK and USA

Recommended Books

1. **DEUTCHER (C G)**, etc. Guide to historical literature. 1951. Macmillan, New York.
2. **HOSELITZ (Bert F)**. Reader's guide to the social sciences. Rev. Ed. 1972. Free Press, Glencoe.
3. **MAJUMDAR (R C)**. Historiography in modern India. 1970. Bombay, Asia.
4. **MANN (Peter H)**. Methods of sociological enquiry. 1968. Schocken Books, New York.
5. **McKENZIE (W J M)**, *Ed.* Guide to the social sciences. 1966. Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N)**, *Ed.* Sociology for India. 1967. Prentice Hall, New Delhi.
7. **WHITE (C M)**, etc. Sources of information in the social sciences. Ed. 2. 1973. Bedminster Press, Tolowa, N.J.

Paper XII - PROJECT REPORT AND VIVA VOCE EXAMINATION

The work for paper XII shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department.

29. COURSES*OF STUDY FOR MASTER OF PHILOSOPHY EXAMINATION

Part I

COURSE I: RESEARCH METHODS

Nature and role of research in library and information science.

Design of a scientific research study. Research methods and their application to library and information science.

Collection and analysis of data: Statistical methods. Survey method.

Experimental method. Analysis and interpretation of data. Writing of report including presentation of data.

Case study of research methodology used in survey reports and other studies of libraries/documentation centres/information centres, etc.

COURSE II: LIBRARY PLANNING AND MANAGEMENT

Planning methodology.

Comparative analysis of recent managerial philosophies and practice with a special reference to attitudes, motivation, problem solving, decision making, organization theory, human relations, personnel management, etc.

Organization structures; Library system.

Government of the library.

Personnel management; Human relations in management, staffing, staff development.

Applications of system study techniques to library organizations and library situations.

Evaluation of library procedures and services. Time and motion studies

Performance testing.

Cost benefit analysis.

Financial management.

COURSE III (a): UNIVERSITY AND COLLEGE LIBRARY SYSTEM

Changing perspective in higher education and their implication for development of libraries.

Types of Universities (including Open University) and their impact on library services.

Current state of university and college libraries in selected developed and developing countries.

Library government: Constitution and powers.

Changing patterns in library organizations: Library system structure and provision of services.

Library Personnel.

Library Finance : Cost benefit studies and analysis.

Library collections : Use and evaluation

University and college : Their relationship with other at
library networks national library networks
and international levels.

Library services : Their evaluation and
effectiveness.

Use of computers and other mechanical devices.

Planning for future development Plans.

Course III (b): Research and Technical Library System

Changing perspectives in R & D and their implication for the development of libraries

Current state of research and technical libraries in selected developed and developing countries. NISSAT

Library government : Constitution and power

Changing patterns in library organization : Library systems, Structure
and provision of service

Library Personnel	
Library Finance	: Cost benefit studies and analysis
Library Collection	: Use and Evaluation
Research and technical library networks	: Their relationship with other library networks at national and international levels
Library service	: Their evaluation and effectiveness

Use of computers and other mechanical devices.

Planning for future development: Preparation of development plans, case studies of selected research and technical libraries.

COURSE III (c) : PUBLIC LIBRARY SYSTEM

Changing perspective in education and society and their implications for the development of Public Libraries

Current state of public libraries in selected development and developing countries

Library government	: Constitution and powers
Changing patterns in-library organization	: Library systems, structure and provision of service
Library Personnel	
Library Finance	: Cost benefit studies and analysis
Library Collection	: Use and evaluation
Public Library Networks	: Their relationship with other library networks at national and international levels

Library services	: Their evaluation and effectiveness
Use of computers and other mechanical devices	
Planning for future development	: Preparation of development plans

COURSE III (d): INFORMATION PROCESSING AND ORGANIZATION

Classification	: Recent development and trends for the future
Subject indexing	: Critical study of the different lists of subject headings

Thesaurus and the sauro facets methodology for developing a thesaurus.

Pre-coordinate and post-coordinate systems of subject indexing: PRECIS, POPSI.

Standards for bibliographical description: National and international.

Evaluation of information systems.

COURSE III (e): INFORMATION TRANSFER AND DISSEMINATION

Role of information in planning, decision making, management etc.

Information communication media and methods.

Trends in communication of information.

Barriers to communication.

Information marketing.

Information gathering habits of the users.

Information services CAS, SDI, abstracting services, digests, technical notes, state-of the art and trend reports, etc. and their evaluation.

Search strategy.

Document delivery systems; translation; reprography.

COURSE III (f): COMPARATIVE LIBRARIANSHIP

Definition and scope of comparative librarianship. Librarianship in ancient, medieval and modern times. Comparative study of library development of different library systems.

Merits and demerits of library systems.

Issues in modern librarianship.

COURSE III (g): EDUCATION FOR LIBRARY AND INFORMATION SCIENCE

Sociology of library and information science education.

Trends in library and information science education: National and international levels.

Level of courses in education for librarianship and their objectives.

Curriculum design: Methodology.

Teaching techniques and evaluation of student performance.

Faculty development.

Development of research programme in library and information science.

Manpower planning and its impact on library and information education programme.

30. UNIVERSITY ACADEMIC CALENDAR* 2008-2009

Semester-I : 21st July to 4th December 2008

(16 weeks) Classes and (03 weeks) Examination Processes

- Classes Begin - 21st July, 2008
- Mid-Semester Break (5 days)
- Dispersal of Classes - 13th November, 2008
- Preparation Leave and Conduct of Exams. - 14th November to 4th Dec., 2008
- Semester I Result to be declared - 5th December 2008 to 4th Jan., 2009
- Winter Break - 5th December 2008 to 4th Jan., 2009

Semester-II : 5th January to 20th May, 2009

(16 weeks) Classes and (03 weeks) Examination Processes

- Classes Begin - 5th January, 2009
- Mid-Semester Break (5 days)
- Classes begin after Mid-Semester Break
- Dispersal of Classes - 30th April, 2009
- Preparation Leave and Conduct of Exams. - 1st - 20th May, 2009
- Semester II Result to be declared - 21st May to 20th June, 2009
- Summer Vacation - 21st May to 20th July, 2009

*Tentative

Note : (i) The tentative time schedule for the M.Phil. Course has been given under the examination and scheme of courses.

(ii) Dates for the preparatory holidays, commencement of the examination etc. will be notified separately later on by the Department.

31. IMPORTANT DATES (Tentative)

B. L.I. Sc.

- (i) Last Date for the submission of Application Forms (Upto 5.00 p.m.) - 27.06.2008 (Friday)
- (ii) First List of General Category Candidates - 02.07.2008 (Wednesday)
- (iii) Second List of General Category Candidates - 09.07.2008 (Wednesday)
- (iv) Combined List of SC/ST/PH etc Candidates - 09.07.2008 (Wednesday)
- (v) Classes will begin w.e.f - 16.07.2008 (Wednesday)

M.L.I. Sc.

- (i) Last Date for the Submission of Application Forms (Upto 5.00 p.m.) - 27.06.2008 (Friday)
- (ii) List of Category I : Merit Basis Candidates (General & Reserved) - 02.07.2008 (Wednesday)
- (iii) Issue of Admission Tickets for Entrance Examination - 04.07.2008 (Friday)
- (iv) Date of Entrance Examination - 07.07.2008 (Monday)
Paper – I 10.00 a.m. to 11.00 a.m.
Paper – II 11.00 a.m. to 12.00 Noon
- (v) List of Category II: Entrance Examination Candidates (General and Reserved) - 09.07.2008 (Wednesday)
- (vi) Classes will began w.e.f. - 16.07.2008 (Wednesday)

Note : All Admission Lists will be displayed on the Notice Board of the Department after 2.30 p.m. No personal communication would be sent by mail to anyone.

