Second Semester
Paper – VII : KNOWLEDGE ORGANIZATION : CATALOGING THEORY

Code	Name of Paper	L	T	P	TOTAL
M1-LIBB2T	Knowledge Organization : Cataloging Theory	04	00	00	04

Syllabus:

Unit 1: Library Catalogue:
- Introduction to various parts of documents
- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-ClassifiedCatalogue, Alphabetico-Subject Catalogue

Unit 2: Catalogue Codes and Normative Principles
- Catalogue Codes: History and Development
- Normative Principles
- Catalogue Entries according to CCC and AACR (latest editions)
- Authority File

Unit 3: Subject and Union Catalogue
- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose
- Tools and Techniques for Deriving Subject Headings
- Selective, Simplified, Cooperative and Centralized Cataloguing

Unit 4: Bibliographic Formats
- ISBD(International Standard Bibliographic Format), FRBR and Bibframe
- CCF(Common Communication Format)
- RDA (Resource Description and Access)

Unit 5: Current Trends in Cataloguing
- Metadata: Meaning, Purpose, Types, Uses
- MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core,   MODES
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

Recommended Books:

1. Bowman, J. H. (2003). Essential cataloguing. London: Facet Publishing.
2. Brenndorfer, Thomas (2016).RDA Essentials. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). Sears List of subject headings. 22nd ed. New York: Grey House Publishing. 4. Chan, L. M., & Hodges, T. (2007). Cataloging and classification: An introduction.3rd ed. Lanham, Md: Scarecrow Press.
5. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to theWeb. London: Facet Publishing.
6. Girja Kumar &Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas PublishingHouse.
7. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago:American Library Association.
8. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
9. Lazarinis, Fotis (2014). Cataloguing and classification: An introduction to AACR2, RDA,DDC, LCC, LCSH and MARC 21 Standards. London: Chandos Publishing.
10. Mitchell, A. M., & Surratt, B. E. (2005). Cataloging and organizing digital resources: A howto-do-it manual for librarians. London: Facet Publication.
11. Ranganathan, S. R. (1964). Classified catalogue code: With additional rules for dictionarycatalogue. 5th (Reprint) ed. New Delhi: EssEss Publications.
12. Taylor, A. G. & Miller, D. P (2007). Introduction to cataloging and classification. 10th ed.Westport, Conn: Libraries Unlimited.
13. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London:Facet Publishing.

Paper – VIII : KNOWLEDGE ORGANIZATION : CATALOGING PRACTICE

Code	Name of Paper	L	T	P	TOTAL
M1-LIBC2T	Knowledge Organization : Cataloging Practice	00	00	04	04

Cataloguing the following types of documents according to CCC & AACR II

Syllabus:

Unit 1:

Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, MixedResponsibilities.

Unit 2:

Cataloguing of Editorial Works, Composite Works, Multi-volume Works.

Unit 3:

Cataloguing of Serial Publications, Uniform Titles.

Unit 4:

Cataloguing of Works of Corporate Authorship

Unit 5:

Subject Heading: determination, Chain procedure through Colon Classification

Recommended Books:

1. Bristow, Barbara A. (2018). Sear's list of subject headings. 22nd ed. New York: GreyHouse Publishing.
2. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago:American Library Association.
3. Ranganathan, S. R. (1964). Classified catalogue code: with additional rules for dictionarycatalogue. 5th (Reprint) ed. New Delhi: Ess Ess Publications.

Paper – IX : INFORMATION SOURCES & SERVICES

Code	Name of Paper	L	T	P	TOTAL
M1-LIBD1T	Information Sources & Services	04	00	00	04

Syllabus:

Unit - I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics

Printed and Electronic Information Sources

Types of Information Sources and Services

Criteria for Evaluation of Reference Sources

Unit- II: Sources of Information

Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)

Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals

Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography ofBibliographies, Union Catalogues

Unit- III: Reference and Information Services

Users and their Information Needs

Theory and Functions of Reference and Information Service

Enquiry Techniques

Role of Reference Librarian and Information Officer in Electronic Environment

Unit-- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services

Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

Unit-- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users Information needs
Information Literacy Products

Recommended Books

1. **CHENEY (F N)** and **WILLIAMS (W J**). Fundamental reference sources. Ed.
   3. 2000. ALA, Chicago.
2. **CRAWFORD (John)**. Evaluation of library and information services. 2000. ASLIB, London.
3. **FARMER (LSJ), Ed**. The human side of reference and information servicesin academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.
5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age.2002. Libraries Unlimited, New York.
6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**. Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.
10. **WOODSWORTH (Anne)** and **WILLIAMS (James F)**. Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

Paper – X : BASICS OF INFORMATION COMMUNICATION TECHNOLOGY

Code	Name of Paper	L	T	P	TOTAL
(M1LIBD2T)	Basics Of Information Communication Technology	04	00	00	04

Syllabus:

Unit – I : Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer ArchitectureData

Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

Unit – II: Library Automation

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

Unit – III: Database Management Systems

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

Unit – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet Information Server

Web Interface Software: GENISIS

Unit – V: Introduction to Internet

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

Recommended Books

1. **DEEPALI (Talagala).** Web interface for CDS/ISIS : GENISISweb v.3.0. 2003**.** Sri Lanka Library Association, Colombo.

2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.

3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.

4. **NEELAMEGHAN (A)** and **LALITHA (S K).** Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.

6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.

7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.

8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley,New York.

9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.

10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.