

# **MASTER OF LIBRARY SCIENCE**

## **FIRST SEMESTER**

Paper I : Universe of knowledge (सार्वभौमिक ज्ञान)		<b><u>80 + 20</u></b>
Paper II : Information Technology (सूचना तकनीकी)		<b><u>80 + 20</u></b>
Paper III : Information System & Services (सूचना प्रणाली एवं सेवाएँ)		<b><u>80 + 20</u></b>
	Organisation of Knowledge-I (ज्ञान का संगठन—प्रथम)	
Paper IV : Depth Classification Theory, (गहन वर्गीकरण)		
	Organisation of Knowledge-II	<b><u>80 + 20</u></b>
	(ज्ञान संगठन—द्वितीय)	
Paper V : Advanced cataloguing, AACRC2-MARC21 (वृहत् पुस्तकालय सूचीकरण)		
	Metadata Standard-Duslin core.	<b><u>80 + 20</u></b>

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

## **SECOND SEMESTER**

Paper I : Research Methodology & Basic Statistics. (शोध पद्धति और प्रामाण्य सांख्यिकी)		<b><u>80 + 20</u></b>
Paper II : (A) Information Sources in Social Science. (प्राकृतिक विज्ञान)		
	(B) Information Sources in natural Science. (सामाजिक विज्ञान)	
	(C) Information Sources in Humanities. (मानविकी)	<b><u>80 + 20</u></b>
Paper III : Academic Libraries special Libraries. (शैक्षणिक पुस्तकालय एवं विशिष्ट पुस्तकालय)		<b><u>80 + 20</u></b>
Paper IV : Classification Practice (वर्गीकरण प्रयोगात्मक)		<b><u>M.M. 50</u></b>
	Cataloguing Practice (सूचीकरण प्रयोगात्मक)	<b><u>M.M. 50</u></b>
Paper V : Dissertation (लघुशोध)		<b><u>M.M. 60</u></b>
	Viva-Voce (साक्षात्कार)	<b><u>M.M. 40</u></b>
<b>Paper VI</b> : अनिवार्य पत्र ज्ञान :-		<b>100 अंक</b>

**Universe of Knowledge**

(सार्वभौमिक ज्ञान)

- 1- Objectives of the study of universe of knowledge : Library Science, Attributes of knowledge, Growth of knowledge and the modes of formation of knowledge, and subjects, Various System of organization of knowledge.
- 2- Religion, Philosophy and Science : Their Contribution to knowledge.
- 3- Positivistic speculative and authority centered modes of thinking.
- 4- Methods of Research in Natural Science, Social Sciences and the Humanities. Application of Scientific Method to Social Sciences.
- 5- Development of Scholarship since the 17<sup>th</sup> century.
- 6- Knowledge and Society.
- 7- Agencies for the dissemination of knowledge and information.
- 8- Research-Fundamental Applied and Development. Organisation of research with special reference to India.

**Recommended Books**

- 1- Ayer (A.J.), ed. : Problem of knowledge, New York, Macmillan, 1958.
- 2- Bernal (JD) : The Social function of Science, London, RoutledgeLatested.
- 3- Bliss (HE) :Organisation of knowledge and the system of science, New York, Holt, 1949.
- 4- Curtie (ME) : American Scholarship in 20<sup>th</sup> Century, Cambridge. Harvard University Press, 1954.
- 5- Dampier (WC) : A short history of science, Cambridge University Press, 1956.
- 6- Durevger (Maurice) :Introduction to the Social Science, London, Allen and Unwin, 1964.
- 7- Fowler (WS) : Development of Scientific method New York, Pergamory 1963.
- 8- Good (CV) and Scates (DE) - Methods of Research New York, Appleton, 1964.
- 9- Langridge (Derek), Ed., : Universe of knowledge, School of Library and Information Science, Univ of Meryland, 1969.
- 10- Machlup (Fritz) : Production and Distribution of knowledge in the U.S. Princeton University press.

- 11- Madge(J): The Tools of Science: London, Longmans Green &No. 1953.
- 12- Reid(LA): Ways of Knowledge and experience, London, Allen and Unwin , 1961.
- 13- Sarton (GA) : History of Science, Cambridge, HarwardUniversity.1959.
- 14- Willson(FB) : Introduction to Scientific Research. New York, McGraw Hill, 1952.
- 15- Whitney (FL): Elements of Research, Ed.3, Englewood, prentice Hall 1950.

**Time :3 Hours**

**paper-II**

**Max Marks :80 + 20**

**Information Technology**

(सूचना प्रौद्योगिकी)

- 1- Information Technology : Genesis and development. Its impact on Libraries.
- 2- Telecommunication Satellite Telecommunication Telex, Teleprinter, Teletext, Videotext, Teleconference/Facsible.
- 3- Genesis and development of. Computers, Basic knowledge of Hardware and Software, Input device Functioning of Computer and its Limitations.
- 4- Computer application of Library and Information work : current scenario with reference to India.
- 5- National and International Network : INDONET, NICNET, INFLIBNET, AGRIS MEDLARS, INIS.
- 6- Communications : Brief Introduction.

**Recommended Books**

- 1- Hunt (Reger) and John (Shelly) : Computer and Computer and Commonsence. New Delhi, printiceHall ,1982.
- 2- Maynard (J) : Computer programming –Made Simple, Landon , E.L.B.S. 1983.
- 3- Fosdick \*Howard) : Computer Basic for librarians and information scientists Arlington, :Information Resources press, 1985.
- 4- Levey (Lan) :Antomating library procedures, London Lobrary Association 1984.
- 5- Rewley (J.E) :Computers for libraries, London, Bingley, 1980.
- 6- Tedd (L.A.) :Introduction to Computer based library system. Ed. 2 London Hyden,1984.
- 7- Satyanarayan (NR) : A Manual of computerization in libraries, New Delhi, Wishwaprakashan, 1995.
- 8- Kaul (Hk) : Library network : An Indian Experience . New Delhi, Virgo 1992.
- 9- Kumar (PSG) : computerization of Indian Libraries
- 10- Suzanne (Bahter), Ed. : Information transfer, New Age, ways London, kluwer Academic publishers. 1983.
- 11- Saunders (D,H,) : Computer today New York McGraw Hill. 1985.
- 12- Library Trends : V37N3, 1989(special issue).
- 13- Nrilsan( Jacob) : Hypartext and Hype media Bosto, Academic press 1990.
- 14- Seshagirl (N) and Ahapov, Ed : Multimedia computer and communication New Delhi : McGraw Hill, 1992.

**Time : 3 Hours**

**paper-III**

**Max Mark : 80 + 20**

**Information System & Services**

(सूचना प्रणाली और सेवाएँ)

- 1- National and International Systems, programmes and Agencies : VINITI, INSDOC, FID, UNESCO, DESIDOC, NASSDOC, UNISIST, NISSAT, Asilb
- 2- Indexing-Co-ordinate indexing PRECIS, POPSI, SLIC, Citation Index Science Citation Index.
- 3- Abstracting-Principles, Types, Personnel, Use of author Synopsis Abstract with slant, National International abstracting agencies co-ordination of abstracting services, progress in machine abstracting.
- 4- Information services-CAS, SDI, Problems in compilation of Documentation Lists, Problems of seepage and scatter of documents and their solution.
- 5- Thesaurus : Need and method of construction.
- 6- Marketing of Information-Concept, Marketing Strategies, techniques and Products.

**Recommended Books**

- 1- Frank (O), Ed. : Modern Documentation and information Practices. The Hague, FID, 1961.
- 2- Shera (JA) : Documentation in action. New York Reinhold, 1956.
- 3- Ranganathan (SR) etc. Ed. : Documentation and its facets. Bombay, Asia, 1964.
- 4- Perry (JW) : Documentation and information retrieval. New York, Intersciencewiley. 1959.
- 5- Hattery (LH) and MC Cormic (EM) ED. : Information retrieval management. Detroit, Mich American Detroit, Mich, American Data Processing 1963.
- 6- International conference. On Scientific, Information Proceeding 2V Washington, 1958.
- 7- Vickery (BC) : On retrieval system theort, London Butterworth, 1960.
- 8- Vickery (BC) : Facted Classification a guide to construction and use for special schemes London, Asib, 1960.

**Time : 3 Hours**

**paper-IV**

**Max Marks :80 + 20**

**Dopth Classification**

- 1- Normative Principles of Bliss Brown, Richardson, Sayers and Rang Nathan- Comparative study.
- 2- Designing of Schems for classification. Depth schedules- Ranganathan's methodology.
- 3- Development of Theory of Library Classification; Role of classification Research for Marchine search.
- 4- Canons for work in the Idea plane Verbal plane, National place.
- 5- Categories in classification-Comparative study special isolates, Quasi isolates, Quasi common isolates, principles for Facet sequence, Telescoping of Array and Facets.
- 6- Classification scheme-Historical Development Types, Special/ General. Board system of Ordering (BSO) Formation of Isolates, by Alphabetical, Chronological, Geographical and subject device, Decimal fraction Device, Sector Device, Agglomeration Device. Zone Analysis.
- 7- Genesis and Development of Notational Techniques National Techniques in CC and UDC-Comparative study.
- 8- Recent development and Trends.

**Recommended Books**

- 1- Schedule of University Decimal Classification.
- 2- Dewey Decimal Classification Ed.19.
- 3- Ranganathan (SR) : Colon Classification Ed.6.
- 4- Bliss (HE) : Bibliographic Classification.
- 5- Brown (JD) : Subject classification New ed.
- 6- Schedules of Library of Congress Classification.
- 7- Ranganthan (SR) : Library Classification, Fundamentals and procedure.
- 8- Bliss (HER) : Organization of knowledge in Libraries and systems of Science , New York Henry Hold land Co.
- 9- Bliss (HE) : Organization of knowledge in Libraries.
- 10- Ranganathan (SR) : Prolegomena to Library Classification Ed.3.

- 11- Ranganathan (SR) : Philosophy of Library Classification.
- 12- Ranganathan (SR):Classification and International Documentation.
- 13- Ranganathan (SR) : Classification & Communication.
- 14- Ranganathan (SR) : Depth Classification.
- 15- Stanvely Ronald etc: Introduction to Subject- study. London, Grafton,1954.
- 16- Annals of Library Science, 1954.
- 17- Abgila Annals, 1949-1953.
- 18- London : Classification Research Group Bulletins in Journal If Documentation (Different vols.)
- 19- F.I.D. : Review of Documentation 1952,V.19pp.91-97.
- 20- International Study Conference on Classification, 1964. Retrival, Dorking 1957.Preceding London, Asib, 1957.
- 21- International Study Conterence on Classification, Retrieval, Dorking 1957. Preceding, London, Asib, 1957.
- 22- DRTC, Annual Seminars Proceedings 1963-63 Bangalore.
- 23- De Grolier (Eric): A study of general Categories.
- 24- Application to Classification and Coding in Documentation- UNESCO1912
- 25- Rechardson (ES) : Classification-Theoretical and practical. Ed.2New York, 1912.
- 26- Mult by (A) Sayers (WCB) :Mannual of Library Classification for Libraries. Ed. 5 London Andra Deutsch 1975.
- 27- Foskett (DJ) : Classification and Indexing Social Science, 1962.
- 28- Vickery (BC) : Classification & Indexing in Sciences, Ed. 3 1975.
- 29- Ranganathan S.R. Colon Classification Ed.7.

**Time : 3 Hours**

**paper-V**

**Max Mark :80 + 20**

**Advanced Cataloging theory**

- 1- Detailed and comparative study of Classified Catalogue Code with additional rules for the Dictionary Catalogue Code and Anglo American Cataloguing Rules 'II' Particularly rules concerning corporate author headings, composite and multi- volumes books, periodical and serial publication.
- 2- Alphabetisation and problems. Annotative Cataloguing problems in research and technical Libraries.
- 3- Layout and rules for the entries of abstracting and indexing periodicals Including Layout for catalogue code. Union Catalogue.
- 4- Subject cataloguing- use of standard subject heading lists. Viz library of Congress Subject Heading List. Chain procedure.
- 5- Selective cataloguing .Centralised and Co-operative cataloguing (national and Regional). Current practices in UK., U.S.A. and Indian .
- 6- Cataloguing of Special material such as maps micro films, Phonographs, record , films. ect.
- 7- International Cataloguing Standouble, and Meladata, MARC 21, Duslin core.

**Recommended books**

- 1- American Library Association etc. Anglo- American Cataloguing Rules.North American Text Chicago II (1978).
- 2- Cutter (CA): Rules for Dictionary Catalogue, Ed. 4 Washington govt. Printing off, 1964.
- 3- Ranganathan (SR) : Classified Catalogue code with Additional Rules for Dictionary catalogue, code, Ed.5 Bombay, Asia, 1964.
- 4- Library of Congress : List of Subject – Headings ( latested) 1957).
- 5- Norries (DM) : History of Cataloguing and Cataloguing Methods,1103-1185. London, Grafton, 1939.
- 6- Shera (JH) and Egan (ME) : Classified catalogue : Basic principles and practices. Chicago, ALA, 1956.
- 7- Piggot (M) : Cataloguing principal and practice : an inquiry London, LA.1956.



- 8- Ranganathan (SR) : Heading and canons : Comparative study of five Catalogue. Codes I Madras Vishwanathan,1965.
- 9- Lubtzky (S) : Cataloguing use and principles. Washington Library of Congress,1953.
- 10- pettee (Julis) : Subject Heading : The History and Theory of the alphabetical subject approach to books. New York Wilson,1948.
- 11- Daykin (DJ) : Subject Heading : The History and Theory of the alphabetical subject approach to books. York Wilson, 1948
- 12- Snyers (WCB) : First steps of annotation in catalogue. Rey. Ed. London L.A.
- 13- Colison (RL) : Indexing .London.Bond. 1953.
- 14- Ranganthan (SR etc) : Union catalogue of learned periodical publications in South Asia, Vol. 1, physical and Biological Science. Indian Library Association, 1953.Introduction only.
- 15- Osborn (AD) :Serial publications : their place and treatment in Libraries New York, Columbia university Press 1958.
- 16- Collison (KL) : The treatment of special material in Libraries Chicago, ALA, 1966.
- 17- Strout (RF) , Ed. : Subject Catalogue : Heading and Structure London, L.A. 1960.
- 18- Coates (EJ) : subject Catalogue : Heading and Struchure London, L.A. 1960.
- 19- International Conference on Cataloguing Principal paris 1961, Report IFLA, London, 1963.

## SECOND SEMESTER

Time : 3 Hours

paper-VI

Max Marks :80 + 20

### Research Methodology & Basic Statistics

Research	:	Definition, need, purpose, types and Characteristics of research and its Importance.
Research design	:	Definition and types of research design.
Research methods	:	Historical, experimental survey, observation, Case study Tools for data collection: Questionnaire, interview, schedule, Checklist, rating scales.
Statistical techniques	:	Nature and scope of statistics, its limitation; Primary/secondary (mean, median ,mode)
Presentation of data	:	Tabular, graphic, bar diagram, pie chary etc; Bibliographic standards Report Writing.
Bibliometrics	:	Origin, bibliometric distribution laws (Zipf, informetrics, scientometrics.

### Recommended Books

- 1- **ADAMS(GeraldR)dandSchvaneveldt (Jay D).**Understanding research Research methods. Ed2. 1991. Longman, New York.
- 2- **BABBIE (Earl).** Practice of social research. 2003.Wadsworth Publishing,Belmont, California.
- 3- **BABBIE(Earl).**Survey research method.Ed.2. 1990.Belmont, Colifornia,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 method in Social sciences, Ed. 6. 1999Worth 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- **GOOD (Carter V) and SCATES ( Douglas E)**.methods of research. 1954. Appleton-century –Crofts, New York.
- 13- Garret - Statistics
- 14- Jahoda&Bajpai - Research methodology
- 15- Mukherjee, R.N. - ShodhPradhi
- 16- yang] P.V- Scientific Social Survey & Research, 1982 prentia Hall N. Delhi.

**Time :3 Hours**

**paper-VII**

**Max Marks :80 +20**

**Information Sources in**

**(A) Natural Science**

**(B) Social Science**

**(C) Humanities**

(उपरोक्त तीनोंमेंसेकिसी एकविकल्पकाचयन करें)

**Time : 3 Hours**

**paper-VII**

**Max Marks : 80 +**

**20Information Sources in**

**(A) Natural Science**

Scope of the Subject

Brief survey of the contributions made by the following Natural Scientists. GalicliGalilco, Archimedes. William Harvey,k Sir Issac. Netwton ,Cherles Darwin, Louis Pasteur, George, johan,Mendal, Michael. Faraday.Madam Maric Curie .J.J. Thomoson.

Albert Einstein Alexander Flemming. V. Raman, J.C. Bose. H.J.

Bhabha, HargobindKhurana.

Developments, Problems and research trends in majordisciplienes in thenatural sciences. Physical and biological sciences.

Role of different types of Primary documents in the growth and

Development of natural sciences as disciplines.

Evaluation of the following secondary sources of information.

Biological Abstracts.

Chemical Abstracts.

Indian Science Abstracts.

ExcerptaMedica

ANIS Atom Index.

Disdertation Abstracts International.

Zoological Records

McGraw Hill Encyclopedia of Science and Technology.

McGraw Hill Dictionary of Science and Technology.

McGraw Hill Year Book of Science and Technology.

Brief survey of activities of the following research institutions and

Professional organizations of India in the growth and development of Natural science disciplienes.

Council of Scientific and Industrial Research (CSIR) Delhi.

Indian Association for Cultivation of Science (IACS). Calcutta.

National Chemical Laboratory ( NCL), Pune.

National Physical Laboratory of Indian ( NPL), Delhi.

Deference Research and Development Organisation (DRDO) Delhi.  
Indian National Science Academy ( INSA),Delhi.  
Botanical Survey of India (BSI) .  
Zoological Survey of India (BAI).  
National Institute of Science Communication and Information Resources (NISCAIR).  
All India Instiute of Medical Science ( AIIMS),Delhi.

### **Recommended Books**

- 1- Amerian Chemical Socity : Searching the chemical literature. Washington American chemical Society, 1961.
- 2- Auger (Pierre) : current trends in scientific research. Paris, Unesco, 1961.
- 3- Bernal (JD) : social function of science. CombrridgeMassachu .setts MIT press,1964.
- 4- Brown( CH) : Scientific serials Chicage. Assciation of College and Research Libraries, 11956.
- 5- Dampier (William Cecil) : History of Science and its relations with Philosophy and religion . London, cambriedge University Press, 1961.
- 6- Grogan (Denis) : Science and Technology : Introduction to science. New York New American Library world literature, 1964.
- 7- Hall (A Rupert) and Hall ( Marie Boas). Brief history of Science. New York New American Library workd literature.1964.
- 8- Jeans (James) : Growth of physical Sciences, New York, Fawcett World Library , 1951.

**Time : 3 Hours**

**paper-VI**  
**Information Sources in**  
**(B) Social Science**

**Max Marks : 80 + 20**

-Scope of the Subject.

Brief Survey of the contribution made by the following Social Scientists.

Kautilya , Adam Smith Alfred Marshall, J.M. Keynes, Plato Aristotle

Thomas Aquinas. Machiavelli, M.k. Gandhi, Max Weber ,emile

Dhurkheim. August Comte , Karl Marx. Thomas Robert Malthus,

Herodotus, Max Muller.

-Development, Problems and Research Trends in major disciplines in the Social Sciences.Economics.History Political Science and Sociology.

-Role of Different types of Primary documents in the growth and Development of Social Sciences as disciplines.

Evaluation of the following Secondary Sources of Information:-

-International Encyclopedia of Social Science.

Social Sciences Index, New York.

International Bibliography of Social and Cultural Anthropology, London.

International of Political Science, London, International Bibliography of Economics, London. Bulletin of the public Affairs Information Service (PAIS), New York.

Economic Abstracts. The Hague.

International Political Science Abstracts London.

Sociological Abstracts Oxford.

Historical Abstract International.

The Times Atlas of World History.

World Handbook of Social and Political Indicators.

-Brief Survey of the Activities of the following research institutions and Professional organization of India in the growth and development of Social science disciplines-

Indian Council of social Science Research, (ISSSR) , Delhi.

Indian Council of World Affairs ( ICWA) , Delhi.

National Council of Historical Research (ICHR), Delhi.

National Council of Educational Research and Training (NCERT),Delhi.

Institute of Constitutional and Parliamentary Studies, Delhi.

Indian Institute of Public Administration, (IIPA), Delhi.

G.B. Pant Social Science Institute, Allahabad.

Indian Council of Cultural Relations, (ICCR), Delhi.

Gokhale Institute of Politics and Economics, Pune.  
Tate Institute of Social Sciences, Bombay.  
Socio- Economic Research Institute, Calcutta.  
Delhi School of Economics, Delhi.  
Central Arid Zone Research Institute (CAZRI) Jodhpur.

### **Recommended Books**

1. Deutcher (CG) etc. Guide to historical literature, New York, Macmillan 1951.
2. Hoselitz( Bert F) : Reader's guide to the social sciences Rev. ed. Glencoe, Free press, 1972.
3. Mackenzie (N) Ed.: Guide of Social sciences, London, weidenfeld and Nicolson, 1966.
4. Mackenzie (WJW) : Study of political science today London Macmillan, 1970.
5. Madam (GR) : Economic thinking in India. Ed.2, Delhi S. Chand 1981.
6. Majumdar (RC) :Hidtoriography in Modern India. Bombay, Asia,1970.
7. Mann (peter H) : Methods to sociological enquiry. New York,Schocken book, 1968.
8. Rahman (A) etc. Ed. Indian reference material : Scientific and technical information Users needs and services ( laslic Conference 9) Calcutta,Iaslic,1972.
9. Raison (Timothy) Ed.: Founding fathers of social sciences. Hammondsworth.Penguin, 1976.
10. Rex ( John) Discovering sociology :Studies in Sociological theory and method. London. Routledge and Kegan Paul, 1973,
11. Seligman (Ben B) Mian currents in modern economics, New York, Free Press, 1962.
12. Unesco : Main trends of research in social and human science. Paris Unesco, 1970.
13. Unnithan (TKN) Ed. : sociology of Indial New Delhi, Prentice Hall 1967.
14. White (CM) etc. : Sources of Information in the social sciences, Ed. 2 Tolowa, N.j>Bedminster Press.1973.

## **(C) Humanities**

Scope of Subject.

- Brief survey of the important contributions in various disciplines.
- Development, problems and research trends in various major disciplines in Humanities : Religion Philosophy, Fine Arts and Literature.
- Role of different types to Primary documents in the growth Development of the humanities as disciplines.
- Evaluation of secondary sources of Information.
- Brief survey of the activities of research institution and professional organizations in the growth and development of the humanities as 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, Chicago, ALA.1970.
2. Chandler (G) :How to find out about literature, Rev. ed. 5 Oxford, pergamon press 1982.
3. Crane (RS) : Idea of the humanities. V.I. Chicago, University of Chicago Press 1967.
4. Jones (WT) : Sciences and the humanities : Conflict and reconciliation, Berkeley, University of California Press.



**Time :3 Hours**

**paper-VIIIMax Mark :80 + 20**  
**Academic libraries**

1. Role of U.G.C. in development of University and College Libraries.
2. Growth & Development of academic libraries in India.
3. Libraries Government : Authority, library Committee and relation of librarian with the authority
4. Library Finance : Sources of income, Budgetary procedure.  
Library administration : Principle of administration duties of administrative heads. Departmental or Divisional organization  
Staff manual.
5. Library personnel : Nature and size of staff, Qualification, Selection and professional development of staff. Method of measurement of staff effectiveness salary and status of library staff.
6. Building library collection. Selection, acquisition and organization of reading material : Books , periodicals. Non book material.
7. Library services, promotion of Reading, Reference and information services, circulation and photocopying service compilation of bibliography.
8. Library building : Basic elements in the design of Library building  
Planning team, role of Librarian in Planning the building.
9. Resources Sharing : objectives, Organization Implications of INFLIBNET.
10. Introduction of manuscript kind of manuscript preservation, techniques of manuscript, techniques of record keeping.

### **Recommended Books**

1. American Association of School Librarians : Standard for School Library Programmes ALA.
2. American Library Association : Personnel Organization and Procedure a manual suggested for use in College and University Libraries. Ed. 2, ALA. 1968.
3. Fargo (LF) : Library in the School Ed. 4, ALA. Chicago, 1959.
4. Fussler (HH) . Ed. Functions of the library in modern college Chicago University of Chicago Press, 1967.
5. Library in the University. The University of Tennessee Library lectures 1949-66 Hamden. Shoe String Press] 1967.
6. Lyle (GR) : Administration of the College library. Ed. 3, N. Y. Willson 1961.

7. Metcalf (K.D) : Planning academic and research library building. N.Y. Mc. Graw Hill, 1965.
8. Metcalf (K.D.) : Ed. Studies in administrative problems. New Brunswick Rutgers University Press. 1960.
9. Ranganathan (SR) : School and College Library administration N.y., H.w. Wilson, 1971.
11. Thompson (Jones): Introduction of University library administration, Clive Bingley,k1970.
12. university Grants Committee (India ), Library ( Committee 1957) Report :University and College Libraries. Delhi. 1967.
13. University Grants committee ( Great- Britain). Libraries (Committee) Report, London, HMSB, 1967.
14. Wilson (RL) and Tauber (MF) : University Library.
15. Ranganathan (SR) : New Education and School library.

### **Special Libraries**

1. Role of soientific and technical libraries. Relationship with parent organization.
2. Types and functions of special libraries : Government, research industrial and commercial libraries.
3. Evolution of scientific and technical libraries in India, U. k. & U. S. A. of library of standards their use and effectiveness.
4. Library personnel : Nature. Size qualification selection Professional development responsibilities and duties of staff
5. Building Library Collection : Book selection acquisition policy and procedures of non- books and other documents.
6. Library services builetins etc. utilization of international , national and local sources of information.
7. Library building : Planning Basic elements in the design of livrary building furniture and fittings.
8. study of Research report , Standards, Patents, etc.

## **Recommended Books**

1. Batten (n. E.) , Ed. Hand book of special Librarianship and information work, Ed. 4., London, Aslibe, 1976.
2. Burkert (J) , Ed. : Special library and information services with United Kingdom, Ed. 2, London, L.A. 1965.
3. Burkett(J) and MOREAN (TS), Ed. : Special materials in the library London, Aslib, 1957.
4. Carter (LF) and other , Ed.: National in information handing system for science and technology, New York, Wiley, 1967.
5. Collison (RL) Treatment of special material in the library .Aslib 1957.
6. Prank (O) Ed. : Modern documentation and information practice Hague. PID, 1961.
7. Gren fell (D) : Periodical and serials : their treatment in special libraries Ed. 2. London, Aslib 1965.
8. Aishwath : Special Libraries.
9. Sharma S. k. UishisthaPustakalaya.

**Time : 3 Hours**

**paper-IX**  
**Classification Practice**  
**Cataloguing Practice**

**Max Marks : 50**

Classification of Books monographs and articles by Colon Classification (6<sup>th</sup>ed .., reprint) and Universal Decimal Classification 3<sup>rd</sup> ab. Ed.

Note : - The Practical examination in Paper VI (a) will also take place alongwith other theory papers. The setting and evaluation of these papers will be done on the same pattern as that of theory papers.

The pattern and structure of paper VI(a) will be as following : 48 Marks.

5 titles out of 8 titles to be classified according to Colon Classification and UDC by using step technique of classification.

2 Marks for overall evolution 2 Marks.

**Cataloguing (Practice)**

**Max Marks :50**

Practical cataloguing to be done for a classified catalogue and dictionary Catalogue by using the CCC ( latest ed. With amendment of the former And AACRII (1978) alongwith the LC list of Subject Heading for the later.

Note : The Practical examination paper VI (b) will also take place alongwith other theory paper. The setting and evaluation of these papers will be done on the same pattern as that of theory papers.

The pattern and structure of paper VI(b) will be as follows:-  
5 titles to be catalogued.

First 2 titles according to CCC (ED.5 with amendments)

Next 2 titles according to AACR-2II (1975)

Last 5<sup>th</sup> titles to be catalogued either by CCC or AACR-2.

**Paper-X**

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