



Established by Govt. of Arunachal Pradesh vide Act 9 of 2012, the Arunachal University of Studies Act, 2012 Recognized as per u/s 2(f) of University Grants Commission Act, 1956
NH-52, Namsai, Arunachal Pradesh -792103

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIS) – SECOND SEMESTER

Second Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Management of Library and Information Centres	4	100
2	Information Sources and Services	5	100
3	Library Cataloguing (Theory)	5	100
4	Library Cataloguing (Practical)	4	100
5	Viva-Voce	4	100
Total		22	

Subject Name: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management

Management Vs Administration, General Principles and their Application, Library Organisation Structure and Library Governance, Library Planning: Need, Objectives and Procedures, Basics of Total Quality Management.

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance, Library Budget, Budgeting and Accounting, Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal.

UNIT – III: Library Building and Resources Management

Library Building, Collection Development, Acquisition of Periodicals and Serials, Technical Processing of Documents.

UNIT – IV: Services and Maintenance of the Library

Circulation Work, Maintenance Shelving and Stock Verification, Preservation, Library Services, Reference and Information Service.

UNIT – V: Library Records and Statistics

Staff Manual, Library Statistics, Annual Report.

Recommended Books

1. **BRYSON (Jo)**. Effective library and information centre management. 1990.Gower, Hants.
2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.

3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. **KATZ (W A)**. Collection development: the selection of materials for libraries.1980. Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.
6. **MATTHEWS (J)**. Strategic planning and management for library managers.2005. Libraries Unlimited, London.
7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.
8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers.1990. IASLIC, Calcutta.
10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

Subject Name: INFORMATION SOURCES AND SERVICES

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, Yearbooks, Almanacs, Bibliography of Bibliographies, 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 Programme

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 services in 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. Ranganathan 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.

Subject Name: LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions, History and Development of Library Catalogue Codes, Physical Forms of Catalogues, Types of Catalogues.

UNIT – II: Types of Catalogue Entries

Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues.

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names, Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles, Non-Print Resources.

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems, Chain Indexing, Subject Headings Lists: LCSH, SLSH.

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing, Bibliographic Standards: ISBD, MARC, CCF, etc.

ISBN and ISSN.

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J), Ed.** Sears list of subject headings. Ed. 15. 1994. Wilson, New York.
6. **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.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.

8. **TAYLOR (A G)** and **MILLER (David P)**. Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.

Subject Name: LIBRARY CATALOGUING (Practical)

Cataloguing of books using *Classified Catalogue Code*, 5th edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship, Works of Mixed Responsibilities, Editorial Publications, Series Publications, Multivolume Works and Pseudonymous.

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship, Works of Shared Responsibilities, Editorial Publications, Multivolume and Pseudonymous.

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship, Works of Conflict of Authorship, Periodical Publications, Ordinary and Artificial Composite Books.

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies, Serial Publications, Works of Editorial Direction.

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**. 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 (SR)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Note: The Normal Rule and Regulation pertaining to the Examination and other issues will be applicable in Faculty of Library and Information Science as per Arunachal University of Studies Act 2012, Subsequent Statute and Rules & Regulations.