SYLLABUS FOR CHOICE BASED CREDIT SYSTEM

Master of Library & Information Science

Sessions 2021-2023

UTKAL UNIVERSITY

PG DEPT OF LIBRARY & INFORMATION SCIENCE VANI VIHAR, BHUBANESWAR-751004

ODISHA, INDIA

OBJECTIVES OF THE COURSE

Library and Information Science is an academic discipline which aims to educate and train students to create and manage libraries in an effective manner. It also endeavors to develop service attitude and strives to imbibe ethical values in the students aspiring to be Library and Information professionals.

➢ To provide opportunities to students to enhance knowledge in library profession;
➢ To create understanding of library service and its impact on society;
➢ To learn about the universe of knowledge for systematization of knowledge.

COURSE STRUCTURE

1. Group-A First Semester Core: 5 Papers (101, 102, 103, 104, 105)

2. Group-B Second Semester Core: 5Papers (201,202,203,204,205)

MLIS 201 * Inter Discipline Specific Elective Paper. Any one paper can be opted by students of other Departments but compulsory for Department students.

MLIS 204: **Discipline Specific Elective Paper. Any one paper can be opted by students of this Department.

3. Group-C Third Semester Core: 5 Papers (301,302,303,304,305) Paper-301 Open to students of Depts. as well as Allied disciplines)

4. Group-D Fourth Semester Core: 5 Papers (401,402,403,404,405)

* Allied subject: Computer Science/ Archeology /Management science (Students of Computer Science/ Archeology /Management science /Statistics can opt any paper of group B   during the time of second semester.)

Total Papers: 20

Total Marks: 2000

Each semester Credit Hours: 120*5= 600 Hours
Total Credit Hours= 600*4 Semester= 2400 Hours

(Each paper: 4 Credits)

MASTER OF LIBRARY AND INFORMATION SCIENCE
Syllabus for Choice Based Credit System ((2021-2023) Scheme of Papers

FIRST SEMESTER

COURSE NO	COURSE TITLE	Marks Mid Sem	Marks End Sem	Full Marks	Duration of Mid-Sem	Duration of End-Sem	Credit Hours per week	Alloted Periods	Teaching Hours
MLIS 101	LIBRARY& INFORMATION SOCIETY	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 102	MANAGEMENT OF LIBRARY & INFOMATION CENTRES	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 103	KNOWLEDGE ORGANIZATION THEORY(Classification)	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 104	KNOWLEDGE ORGANIZATION PRACTICAL(Classification)	30	70	100	1 Hour	3 Hour	P4 = 04	30	120
MLIS 105	RECORDS & ASSIGNMENTS KNOWLEDGE ORGANIZATION PRACTICAL(Classification) OR SWAYM PORTAL –ONLINE PLATFORM **https://swayam.gov.in/CEC www.swayam.gov.in	30	70	100	1 Hour (Viva Voce)	3 Hour (Viva Voce)	P4 = 04	30	120
				Total Mark = 500			Total = 20	Total = 150	Total = 600

**MLIS – 105 *The batch has to give optional to choice the paper i.e. either to opt Records & Assignment or Digital Library. The paper Digital Library will be taught through online. The student has to enroll himself for the course. The tentative date of examination for the course will be decided by SWAYAM.

SECOND SEMESTER

COURSE NO	COURSE TITLE	Marks Mid Sem	Marks End Sem	Full Marks	Duration of Mid-Sem	Duration of End-Sem	Credit Hours per week	Alloted Periods	Teaching Hours
MLIS 201 *IDSE	INFORMATION SOURCES AND SERVICES	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 202	KNOWLEDGE MANAGMENT AND INFORMATION LITERACY/ PUBLIC LIBRARY SYSTEM	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 203	BIBLIOGRAPHIC DESCRIPTION THEORY(Cataloguing)	30	70	100	1 Hour	3 Hour	P4 = 04	30	120
MLIS 204 **DSE	BIBLIOGRAPHIC DESCRIPTION PRACTICAL(Cataloguing)	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 205	RECORDS & ASSIGNMENTS BIBLIOGRAPHIC DESCRIPTION (Cataloguing)	30	70	100	1 Hour (Viva Voce)	3 Hour (Viva Voce)	P4 = 04	30	120
				Total Mark = 500			Total = 20	Total = 150	Total = 600

MLIS - 201 *IDSE – Inter Discipline Specific Elective paper. Any one paper can be opted by students of other Departments but compulsory for Department students.
MLIS – 204 **DSE – Discipline Specific Elective Paper. Any one paper can be opted by students of this Department.

MASTER OF LIBRARY AND INFORMATION SCIENCE
Syllabus for Choice Based Credit System ((2021-2023) Scheme of Papers

THIRD SEMESTER

COURSE NO	COURSE TITLE	Marks Mid Sem	Marks End Sem	Full Marks	Duration of Mid-Sem	Duration of End-Sem	Credit Hours per week	Alloted Periods	Teaching Hours
MLIS 301	INFORMATION STORAGE AND RETRIEVAL	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 302	COMPUTER APPLICATIONS THEORY	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 303	DIGITAL LIBRARIES	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 304	COMPUTER APPLICATIONS PRACTICAL	30	70	100	1 Hour	3 Hour	P4 = 04	30	120
MLIS 305	RECORDS & ASSIGNMENTS COMPUTER APPLICATIONS	30	70	100	1 Hour (Viva Voce)	3 Hour (Viva Voce)	P4 = 04	30	120
				Total Mark = 500			Total = 20	Total = 150	Total = 600

FOURTH SEMESTER

COURSE NO	COURSE TITLE	Marks Mid Sem	Marks End Sem	Full Marks	Duration of Mid-Sem	Duration of End-Sem	Credit Hours per week	Alloted Periods	Teaching Hours
MLIS 401	PRESERVATION & CONSERVATION OF LIBRARY MATERIALS	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 402	RESEARCH METHODOLOGY & STATISTICAL TECHNIQUES	30	70	100	1 Hour	3 Hour	L3+ T1= 04	30	120
MLIS 403	INFORMATION COMMUNICATION TECHNOLOGY	30	70	100	1 Hour	3 Hour	P4 = 04	30	120
MLIS 404	DISSERTATION Statement of problem 05 Review of literature -05 ,Formulation of objectives;10, Formulation of Hypotheses;10,Methodology 10;Findings 20, Report 20; Viva voce ;20)	30	70	100	1 Hour	3 Hour	P4 = 04	30	120
MLIS 405	FIELD VISIT TO PUBLIC /ACADEMIC/SPECIAL LIBRARY.	30	70	100	1 Hour (Viva Voce)	3 Hour (Viva Voce)	P4 = 04	30	120
				Total Mark = 500			Total = 20	Total = 150	Total = 600

COURSE NO.MLIS-101
LIBRARY & INFORMATION SOCIETY
(FM: 100/4 CH)

COURSE OBJECTIVES :

- To introduce the students about the role of information and knowledge in the society.
- To acquaint the students with various theories, channels of & barriers to communication and types of libraries and their functions.
- To provide an overview of the professional developments in Library and Information Science.
- To make the students to understand the philosophical principles of LIS Profession.

UNIT-1 ROLE OF LIBRARY IN SOCIETY

1. Library & Information Society
2. Types of Libraries: Academic Libraries, Public Libraries, Special Libraries, Research and Technical Libraries
3. Laws of Library & Information Science: Implementation
4. Librarianship as a Profession, Ethics, Professional skills and competency

UNIT-2 DATA, INFORMATION & COMMUNICATION

1. Data, Information, Knowledge, Wisdom: Meaning, Characteristics & Functions
2. Information Life Cycle - Generation, Collection, Storage and Dissemination
3. Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development
4. Communication : Concept, Types, Barriers & Functions, Theories, Models, Scholarly Communications

UNIT-3 LIBRARY LEGISLATION

1. Meaning, Concept & Salient Features of Library Legislation
2. Legislation of Different States: Features
3. Right to Information Act
4. Intellectual Property Rights and Legal Issues: Categories, Convention, Treaties, Laws

UNIT-4 LIBRARY ASSOCIATIONS, PROMOTIONAL AGENCIES

1. Library Professional Associations: Objectives and Activities, National - ILA, IASLIC, IATLIS
2. Library Professional Associations: Objectives and Activities, International - IFLA, ALA, CILIP, ASLIB, SLA
3. Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries
4. Library and Information Policy at the National Level

UNIT-5   USER STUDIES & LIBRARY SCIENCE EDUCATION

1. Types of Users: User Studies Method: Questionnaire, Case Studies, Interviews, Observation, Survey
2. Information Seeking Behavior: Model
3. Library Public Relation and Extension Activities
4. Library & Information Science Education in INDIA : History & Types

LEARNING OUTCOMES :

      After studying this paper, students shall be able to:

❖ Comprehend the concept of information and the discipline of Library and Information Science
❖ Understand the development of libraries
❖ Classify libraries on the basis of their purpose and functions
❖ Know the role of libraries in the development of various aspects of society
❖ Comprehend the basic philosophy of Library and Information Science
❖ Understand laws related to libraries and information
❖ Understand librarianship as a profession
❖ Assess the role of national and international library associations and organizations
❖ Highlight role of various library promoters at the national and international level

COURSE NO.MLIS-102
MANAGEMENT OF LIBRARY & INFOMATION CENTRES

COURSE OBJECTIVES:

- To understand about the various sections of the library and collection development policies
- To understand about the technical processing and circulation control.
- To understand about the stock verification methods and preparation annualreports

UNIT-1 PRINCIPLES OF LIBRARY MANAGEMENT

1. General Principles of Management: Meaning, Scope and Objectives
2. Scientific Management: Classical Management Theory (1880's-1920's), Modern Management Theory (1950's-)
3. Principles of Management: (Taylor, Fayol, Bernard)
4. Managerial Functions (POSDCORB)

UNIT-2 LIBRARY ORGANIZATIONAL STRUCTURE

1. Library Organizational Structure: Objectives, Formal & Informal Organizational structure
2. Organizational Structure Process: Process of structuring, Characteristics of Division of Organizational Charts
3. Library Authority, Library Committees, Managerial Skills, Duties and Responsibilities
4. Physical Planning: Library Building, Library Furniture, Library equipment

UNIT-3 MANAGEMENT OF HOUSEKEEPING OPERATIONS

1. Acquisition, Technical Processing, Circulation, Stack Management
2. Selection of Library Materials and Tools
3. Stock Verification & Stock Rectification: Need, Objectives, Methods
4. Library Records & Statistics: Need, Objectives, Formats

UNIT-4 HUMAN REOSURCE MANAGEMNT

1. Human Resource Development: Concepts, Objectives, components
2. Mechanism of HRD: Performance Appraisal, Role Analysis, Training Policy, Communication Policy, Job Rotation, Recruitment, Training, Job Description, Job Analysis, Job Evaluation
3. Personnel Planning: Objectives, Need, Elements, Methods, Planning for Indian Library & Information Centers
4. Motivation: Objectives, Types

UNIT 5 LIBRARY FINANCE & BUDGET

1. Library Finance: Objectives, Sources of Funds and Expenditure, Resource Mobilization
2. Principles of Financial Management: Effective Control, Simplicity, Regularity, Economic, Flexibility
3. Method of Financial Estimation: Per-capita, Proportional, Method of Details
4. Budgeting & Financial Planning: Budgetary Classification, Allocation, Financial control, accountings & Records

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ Understand the concept and history of management
- ❖ Elaborate principles and functions of management
- ❖ Carry out various operations of Library and Information Centers
- ❖ Manage, preserve and provide access to various print and non-print information sources
- ❖ Comprehend the concept of financial management and human resource management
- ❖ Maintain the library statistics and prepare annual report

COURSE NO. MLIS-103
KNOWLEDGE ORGANIZATION THEORY (FM: 100/4 CH)

COURSE OBJECTIVES:

- To impart to the student an understanding of the principles and nature of knowledge classification.
- To develop skills in document classification and content analysis.
- To acquaint the student with well-known classification systems\schemes such as DDC and CC.

UNIT-1 LIBRARY CLASSIFICATION

1. Definition: Document Factors of arrangement of documents, Approaches to documents
2. Classification: Meaning, Definition, Function & Need
3. Steps in Classification
4. Salient Features of DDC, UDC, CC

UNIT-2 FUNDAMENTAL CATEGORIES & ISOLATES

1. Normative Principles: Levels, Use
2. Fundamental Categories
3. Principles of Facet Analysis & Facet Sequence
4. Postulates of Fundamental Categories

UNIT-3 PLANES OF WORK & CANONS
1. Planes of Work
2. Canons for Idea Plane
3. Canons for Verbal Plane
4. Canons for Notational Plane

UNIT- 4 DEVICES & PHASE RELATION

1. Devices
2. Phase Relations
3. Mnemonics
4. Common Isolates & Auxiliary Tables

UNIT-5 ADVANCEMENT AND NOTATIONAL TECHNIQUES

1. Notation used in DDC, UDC & CC
2. Call No, Book No & Collection No
3. Modes of Formation of Subjects
4. Simple Knowledge Organization System (SKOS), Taxonomies, Folksonomy, Trends in Classification
5. Online Classification Scheme – Cyber Dewey, Citeseer

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

❖ Explain the nature and attributes of universe of knowledge.
❖ Elaborate meaning and types of subjects and modes of subject formation.
❖ Illustrate knowledge as mapped in different classification schemes.
❖ Express the meaning, purpose, functions, theories and canons of library classification.
❖ Elucidate various facets of notation and call number.
❖ Discuss the characteristics, merits and demerits of different species of library classification schemes.
❖ Highlight salient features of major classification schemes.
❖ Review current trends in library classification.

KNOWLEDGE ORGANIZATION PRACTICAL (FM: 100/4 CH)

COURSE OBJECTIVES:

- To acquaint students with the recent developments in DDC
- To train the students in practical classification according to DDC 21st edition.

Classification of Documents representing Simple, Compound and Complex Subjects using the following Scheme of Library Classification: DDC, UDC

NOTE: **Note:** The end semester examination in this paper shall be conducted in the presence of external examiner and the valuation of scripts and award of marks shall be done jointly by the external examiner and the internal examiner in a joint sitting.

Learning Outcomes:

After studying this paper, students shall be able to:

- ❖ Construct class numbers for documents with simple, compound and complex subjects
- ❖ Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
- ❖ Compile book numbers and be able to use index of the classification scheme

COURSE OBJECTIVES:

- To acquaint the students to do the class work.
- To improve the communication skills among students.
- To acquaint the students to make class notes and class records.

Candidates are required to prepare and submit the class records and class assignments given by the concerned teacher. The assignment and the record carry 50 marks and a viva voce examination carries 50 Marks. Evaluation of records and assignments shall be conducted by Teacher's Council.

Mid semester (30 Marks)	End Semester (70 Marks)
30 Marks (Assignments and Records = 15 Marks,Viva Voce = 15 Marks)	70 Marks (Assignments and Records = 35 Marks,Viva Voce = 35 Marks)

LEARNING OUTCOMES:
After studying this paper, students shall be able to:

❖ The students will alert with class room teaching to read and study in the class.

❖ The students will develop a practice of documentation work to capture progress and to record all changes made to a subject.

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**SECOND
SEMESTER
COURSE NO.MLIS-
201
INFORMATION SOURCES & SERVICES**

(FM: 100/4 Credits)

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COURSE OBJECTIVES:

- To familiarize students with a broad range of information source, i.e.,

  fromearly forms to the modern forms.

- To develop evaluation and practical skills in dealing with information sources.

- To acquaint students to sources of information in new media.

UNIT-1: INFORMATION AND REFERENCE SOURCES

1. Information Sources - Nature, Characteristics, Types and Formats
2. Sources of Information - Primary, Secondary and Tertiary; Documentary and Non-Documentary
3. Primary Information Sources (Print and Electronic) - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature.
4. Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals, Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs

UNIT 2 REFERENCE SOURCES/ TOOLS

1. Documentary Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical
2. Government Publications, Sources of Events and Current affairs
3. Indexing and Abstracting Services
4. Bibliographies and Union Catalogues, Evaluation of Reference Sources and Web Resources

UNIT-3 REFERENCE SOURCES / TOOLS -2

1. Non-Documentary Reference Sources: Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups
2. Patents, Standards and E-Sources
3. Mass Media and Audio Visual Sources
4. Institutional Sources, Reports, Directories, Handbooks, Manuals, Bulletins

UNIT 4 REFERENCE SERVICES

1. Reference Service – Concept and Types; Referral Services
2. Alerting Services - CAS, SDI, Inter Library Loan and Document Delivery
3. Ready Reference Service and Long-Range Reference Service
4. Reference Questions: Types and Format

UNIT-5 INFORMATION SERVICES

1. Information and Referral Services: Definition, Objectives and Need
2. CAS and SDI Services: Definition, Implementation and Importance
3. Translation and Reprographic Services
4. Online and Database Services

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ Understand, identify and explore the different types of information sources.
- ❖ Evaluate various types of information sources.
- ❖ Explore, collate and facilitate access to the electronic resources, such as e- journals, e-books, databases and institutional repositories.
- ❖ Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries.
- ❖ Understand the concept of library resource sharing and consortia.
1. Comprehend the nature and functions of various information systems and networks

COURSE NO.MLIS-202
KNOWLEDGE MANAGMENT AND INFORMATION LITERACY
(FM: 100/4 CH)

COURSE OBJECTIVES:

- To understand the design and the clear concepts of knowledge management.
- To understand the history and evolution of knowledge management.
- To have a clear understanding about the knowledge, intelligence, experience, commonsense and its importance .
- To entail basic knowledge of knowledge management.
- To get an overview on Electronic document management systems.
- To know the information literacy and various components of information literacy.

UNIT-1 KNOWLEDGE

1. Knowledge: Meaning, Concepts
2. Knowledge: Nature, Characteristics, Property
3. Knowledge: Types & Scope
4. Formation of Knowledge

UNIT-2 KNOWLEDGE MANAGEMENT

1. Knowledge Management: General Concepts and Principles
2. Knowledge Management: Model
3. Knowledge Management: Cycle
4. Knowledge Management: Tools

UNIT-3 KNOWLEDGE DISCOVERY METHODS

1. Knowledge Discovery: Meaning, Process
2. Text Mining: Concept and Process
3. Web Mining: Concept, Types and Functions
4. Data Mining: Concept and Functions

UNIT-4 ELECTRONIC DOCUMENT MANAGEMENT

1. Electronic Document Management: Objective and Functions
2. Electronic Document Delivery System: ADONIS (Article Delivery Over Networked Information
3. System, OCLC(Inter-Library Loan Service of Online Computer Library Centre)
4. Electronic Document Delivery Services: Database Producers, e-Journal Publishers, Aggregators

UNIT-5 INFORMATION LITERACY

1. Information Literacy: Concepts, Need
2. Information Literacy: Model
3. Information Literacy: Standards
4. Information Literacy: Competencies

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

❖ To know the basic skills of knowledge management .
❖ To capture the basic skills of the electronic document management system.
❖ To develop information literacy skill .

COURSE NO. MLIS-203
BIBLIOGRAPHIC DESCRIPTION (THEORY)

COURSE OBJECTIVES :

- To creates awareness among the students about the principles andtheoretical aspects of cataloguing.
- To acquaint the students with the principles of choice and Rendering ofAccess Points.
- To enable the students how to assign standard subject heading Using printedsubject heading lists(SLSH) and (LCSH).

UNIT-1 BASICS OF LIBRARY CATALOGUING

1. Library Cataloguing: Definition, Need and Purpose
2. Library Catalogue Vs Shelf List, Library Catalogue Vs Bibliography, Library Catalogue Vs Trade Bibliography
3. Cataloguing Process, Guidelines to Cataloguers
4. Types of Catalogue: Classified and Dictionary

UNIT-2 LIBRARY CATALOGUE FORMAT AND ENTRIES

1. Different Physical Forms of Library Catalogues: Conventional Forms and Non-Conventional, Inner and Outer Format
2. Centralized and Co-operative Catalogue
3. Physical Format: Kinds of Entries as per CCC and AACR-II
4. Data Elements: Areas of Description, Levels of Description, Illustrations for Levels of Description

UNIT-3 CANONS AND PRINCIPLES

1. General Normative Principles
2. Canons of Library Cataloguing
3. Library Cataloguing Codes: CCC and AACR-II
4. Features of CCC and AACR-II

UNIT-4 STANDARD FORMAT

1. Concepts and Use of Cataloguing Standards
2. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe
3. Standards for Bibliographic Information Interchange & Communication – ISO 2709, Z39.50, Z39.71
4. Metadata Standards: Dublin Core; MARC21, METS, MODES, EAD

UNIT-5 CHOICE AND RENDERING OF HEADINGS OF PRINT AND NON-PRINT MEDIA

1. Personal Author: Western and Indic
2. Corporate Authors
3. Pseudonymous and anonymous works
4. Serials, Cartographic Materials, Music, Video

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

❖ Can understand the concept of library catalogue.
❖ Can comprehend various inner and outer forms of library catalogue.
❖ Understand the main and added entries of library catalogue.
❖ Understand various approaches of deriving subject headings.
❖ Know about the normative principles of cataloguing..
❖ Understand the concept of co-operative and centralized cataloguing.
❖ Explain the current trends in library cataloguing.
❖ Know the standards for bibliographic interchange and communication.

BIBLIOGRAPHIC DESCRIPTION PRACTICAL

COURSE OBJECTIVES :

- To impart Practical training to the students in cataloguing various types of documents according to the AACR-2, 1988.2nd Revised Edition.
- To train the students, how to catalogue printed documents with different types of authorship such as single, multi and corporate authorship.
- To impart knowledge among the students how to render a catalogue entry for simple periodicals and serials.

Cataloguing of Documents having Personal, Pseudonymous and Corporate authors according to AACR-II

Cataloguing of the following according to AACR-II

I. Cataloguing of periodicals using AACR-II

II. Cataloguing of Non-book

   materials Cartographic

   Materials,

   Motion

   Pictures

   Video

   Graphs

   Microfor

   ms

Preparation of Subject headings according to Sear's List of Subject Headings

Note: The end semester examination in this paper shall be conducted in the presence of external examiner and the valuation of scripts and award of marks shall be done jointly by the external examiner and the internal examiner in a joint sitting.

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ Use the catalogue codes and standards
- ❖ Prepare catalogue entries for various types of information sources
- ❖ Derive subject headings using various methods and tools

COURSE OBJECTIVES:
- To acquaint the students to do the class work.
- To improve the communication skills among students.
- To acquaint the students to make class notes and class records.

Candidates are required to prepare and submit the class records and class assignments given by the concerned teacher. The assignment and the record carry 50 marks and a viva voce examination carries 50 Marks. Evaluation of records and assignments shall be conducted by Teacher's Council.

Mid semester (30 Marks)	End Semester (70 Marks)
30 Marks (Assignments and Records = 15 Marks,Viva Voce = 15 Marks)	70 Marks (Assignments and Records = 35 Marks,Viva Voce = 35 Marks)

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ The students will aware to read and study in the class.
- ❖ The students will aware of the class room teaching

COURSE NO MLIS-301
INFORMATION STORAGE AND RETRIEVAL

COURSE OBJECTIVES:

- To introduce creates awareness among the students about the principles and theoretical aspects of Indexing & abstracting.

- To acquaint the students with the principles of choice and Rendering of Access Points.

- To enable the students how to assign standard subject heading Using printed subject heading lists(SLSH) and (LCSH).

UNIT 1 SUBJECT AND CONCEPT REPRESETNATION

1. Subject analysis and representation: Contributions of Cutter, Kaiser, Ranganathan, Farradane and Coates towards subject representation
2. Controlled Vocabulary: Characteristics and use, Thesaurus: Definition, Types, Functions, Parts and Construction, Thesaurofacet
3. Recall and Precision devices in Indexing Languages
4. Content Analysis: Meaning and Purpose

UNIT-2 INDEXING AND ABSTRACTING

1. Indexing:-Definition, Characteristics, Types of Indexes, Usefulness and Qualities of a good Index
2. Outline of Indexing Systems: KWIC, KWOC, Chain Indexing, PRECIS, COMPASS, POPSI, Uniterm, SCI
3. Indexing Theories and IR Models: Automatic Indexing
4. Abstracting: Definition, Types, Usefulness, Qualities of a Good Abstract, Preparation of Abstracts

UNIT-3 INFORMATION STORAGE AND RETRIEVAL SYSTEMS (ISAR) BASICS

1. ISAR Systems: Definition, Components, Functions and Objectives
2. Salient features of Database Management Systems (DBMS), Text Retrieval Systems Management Information Systems (MIS), Decision Support Systems (DSS), Knowledge Based Systems (KBS)
3. Databases: Types and Functions, Kinds, CD-ROM databases, online databases
4. ISAR Systems Compatibility Study: Need, Areas, Standards, Protocols and Interoperability issues

UNIT-4 FILE ORGANIZATION AND INFORMATION SEARCHING

1. Files: Types of files and their applications. File Organization Methods
2. Search Strategy: Boolean Searches and other types of Search Techniques
3. Searching Features of Online Search Services: OPACs, e-Journal Services, Repositories

4. User Interfaces and Search Engines

UNIT-5 EVALUATION & INFORMATION RETRIEVAL IN THE CHANGING ENVIRONMENT

1. ISAR System Evaluation: Purpose, Levels, Evaluation Criteria, Evaluation Experiments; Cranfield, MEDLARS, SMART
2. Natural Language Processing: Meaning, Features and Methods
3. Artificial Intelligence and Expert Systems
4. Information Retrieval in the Digital Environment

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

❖ The students will have the outlook about the nature, scope and importance of Library Catalogue, and
❖ It explains the non-conventional & non-conventional formats of catalogue, and Library automation, developments of OPACs, and introduce world standard viz. MARC
❖ This area gives knowledge on theoretical global level standards of catalogue, and
❖ How the International Standard Catalogue Codes are standardized for practical implementation in the library organization and management.
❖ This will give the knowledge about, how to use the Subject Heading and basic principles of subject headings, viz. LCSH, & SLSH.
❖ How to apply the Broader Terms(BTs); Narrower Terms(NTs); Related Terms(RTs), Used For (UF) and See Also (SA), in creating Subject Catalogue in the different types of libraries.
❖ The student can understand the practical need for AACR-2, Code & application of rules in rendering the different entries.
❖ One can learn about the Aims and Objectives of ISAR and Information Systems in involved in ISAR – i.e. ISAR Systems; DBMS; MIS; DSS; and QAS.
❖ It will give an idea about The 'File and Record Structure in ISAR Systems, Flat File Systems; and Functional Approach to ISSAR systems.
❖ It creates knowledge on Stages of ISAR Evaluation, and System Effectiveness
  – Crane field Experiments on ISAR Systems.

COMPUTER APPLICATIONS THEORY
(FM: 100/4 Credits)

COURSE OBJECTIVES

- To introduce the students to the basics of information technology

- To acquaint the students with Computer technology and its development.

- To acquaint the student with the elements of systems and application software.

UNIT 1 BASICS OF COMPUTER

1. Computer: Growth and Generation
2. Computer: Components (Hardware & Software)
3. Computer: Operating Systems
4. Computer: Basic Programming Languages

UNIT-2 COMPUTER HARDWARE & SOFTWARE

1. Computer Hardware: Input and Output Devices
2. Computer Software: System Software, Application Software
3. Computer Software: Common PC Software Packages (Microsoft Windows, Internet Explorer, MS Office, Adobe PDF)
4. Computer Software: Library Packages

UNIT-3 BASIC CONCEPT OF LIBRARY AUTOMATION

1. Library Automation: Need, Infrastructure
2. Library Housekeeping Operations: Need and Purposes
3. Computerized Acquisition, Cataloguing, Circulation and Serial Control
4. Automated Reference and Information Retrieval System

UNIT-4 CONTENT MANAGEMENT SYSTEMS AND WEB BASED SERVICES

1. Content Management Features: Drupal, Joomla
2. Web Based Library Services: Library 2.0, Library 3.0
3. Web Based Services: Wikis, Blogs, Social Bookmarking
4. Social Networking: Twitter, You Tube

UNIT-5 ELECTRONIC MEDIA AND ACCESS

1. CD-ROM Databases: Basic Concept, Searching Devices
2. Online Databases: Basic Concept & Types
3. Electronic Databases: Bibliographic, Citation, Full-Text
4. Multimedia Databases: Features & Application

LEARNING OUTCOMES:
After studying this paper, students shall be able to:
❖ Understand the structure of computer and functions of its various units
❖ Plan and implement automation in library housekeeping operations and services
❖ Evaluate various library management software
❖ Identify and state the features of telecommunication channels, modes, media, modulation, standards and

protocols
- ❖ Highlight the nature and components of computer networks and their protocols and standards
- ❖ Discuss of Internet, search engines and network security
- ❖ Examine the concept of library networks and highlight their types and importance

COURSE NO. MLIS-303
DIGITAL LIBRARIES
(FM: 100/4 Credits)

COURSE OBJECTIVES:

- To make the student understand the concept of digital libraries and major digital library initiatives.
- To create an awareness on management of digital resources.
- To make them familiar with digitization techniques and their application.

UNIT-1   DIGITAL LIBRARY ORGANISATION AND STRUCTURE

1. Digital Library: Genesis & Characteristics
2. Digital Library: Components and Types
3. Digital Libraries: Architecture & Use
4. Digital Library: Standards, Formats, Protocols & Digital Object Identifier(DOI)

UNIT-2   ORGANIZATION AND PRESERVATION OF DIGITAL INFORMATION

1. Digitized Formats: Text, Image, Sound, Multimedia
2. Digital Preservation: Need, Purpose, Standards, Methods, Techniques
3. Digital Preservation: Issues, Projects
4. Digital Library: Interoperability Standards: Metadata: Linking, Cross-Linking and Inter Linking

UNIT-3   DIGITAL COLLECTION AND INSTITUTIONAL REPOSITORIES

1. Digital Collections: Types and Characteristics
2. Digital Collection: Management, Evaluation
3. Institutional Repositories: Need, Purpose, Types, Tools
4. Institutional Repositories: Standards (ROAR, DOAR, SHRAPA ROMIO)

UNIT-4   PLANNING AND DESIGNING OF DIGITAL LIBRARIES

1. Digital Library: Technical Infrastructure and Application
2. Digital Library: Planning and Designing
3. Digital Library: Patterns of Knowledge Organization
4. Organizational Issues: Economic, Legal & Social

UNIT-5   TRENDS IN DIGITAL LIBRARY

1. Digital Library initiatives in India & Abroad
2. Digital Library: Use of Artificial Intelligence
3. Digital Library: Use and Techniques of Cloud Computing, Social Mobile Analytical Cloud (SMAC)
4. Major Issues and Challenges of Digital Library

LEARNING OUTCOMES:
After studying this paper, students shall be able to:

❖ This course will give the basic thought and understanding about its nature and scope while introducing the digital library.

❖ After going to this course one can understand the types of digital libraries, and digital library initiatives in India and abroad.

❖ One can understand the importance of library software to convert to printmaterial into digitalized format.

❖ This course will give knowledge the basic features of Fedora, GSDL, E-printsD-Space and how to develop a digital library.

❖ Its also important to understand the digital library access points.

❖ The student must digest the important areas i.e, the ethical and social issuesfollowed by the user interfaces.

❖ One can understand the concepts of fair use, and its intellectual property rightsand its impact on digital libraries.

❖ Further the student can learn about the digital rights management data securityprivacy policies.

❖ The students must learn about the digital preservation and archiving.

❖ The student can understand how to evaluate the digital libraries it services andfunction.

COMPUTER APPLICATIONS PRACTICAL
(FM: 100/2 CH)

(Mid Sem: 30 Marks) + Practical: 50 Marks + Viva-voce: 20)

COURSE OBJECTIVES:

- To impart practical training to the students in the use of various types of software.

- To train the students use of operating system in the computers.

- To train the students in the design ,development and retrieval of bibliographic databases using DBMS and RDBMS.

- To impact practical training handling CD-ROM database online searching and retrieval.

USE OF OPERATING SYSTEMS

MS-OFFICE
MS-EXCEL
MS ACCESS
MS-POWER POINT PRESENTATION
Report Generation with Accession Register, users Statistical Report with Bar Diagram, PIE Diagram
Use of Internet and Searching of Internet Database
Use of Library Software Packages

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
- ❖ Carry out library housekeeping operations using library management software
- ❖ Generate different types of report using library management software
- ❖ Search information from internet and databases adopting suitable search strategies
- ❖ Find bibliographic information from WebOPAC, WorldCat, IndCat

COURSE NO.MLIS-305

COURSE OBJECTIVES:
- To acquaint the students to do the class work.
- To improve the communication skills among students.
- To acquaint the students to make class notes and class records.

Candidates are required to prepare and submit the class records and class assignments given by the concerned teacher. The assignment and the record carry 50 marks and a viva voce examination carries 50 Marks. Evaluation of records and assignments shall be conducted by Teacher's Council.

Mid semester (30 Marks)	End Semester (70 Marks)
30 Marks (Assignments and Records = 15 Marks,Viva Voce = 15 Marks)	70 Marks (Assignments and Records = 35 Marks,Viva Voce = 35 Marks)

LEARNING OUTCOMES:

After studying this paper, students shall be able to:
- ❖ The students will aware to read and study in the class.
- ❖ The students will aware of the class room teaching

FOURTH SEMESTER
Course No.   MLIS-401
PRESERVATION & CONSERVATION OF LIBRARY MATERIALS
(FM: 100/4 Credits)

COURSE OBJECTIVES:

- To understand the preservation and conservation of the document
- To familiarize the students about the conservation and preservation of Information resources .
- To understand the Economic value of information.
- To understand about the Methods of preservation and conservation
- To understand the causes of detritions of documents
- To know the remedial measures to preserve the documents

UNIT 1 PRESERVATION OF PALM LEAVES AND BIRCH BARK

1. Palm Leaf Manuscripts, Antiquity: Salient Features, Characteristics
2. Birch Bark Manuscript: Salient Features, Characteristics and Restoration
3. Preservation Methods: Types and Process
4. Storing Methods: Types and Process

UNIT 2 PRESERVATION OF BOOKS AND OTHER MATERIALS

1. Deterioration of Materials Factors: Inherent, External and Human
2. Strategies for Print Material Preservation: Preservation Priorities, House Keeping, Transfer of Information, Cooperative Activities
3. Strategies for Non-book Materials Preservation: Physical Environment, Security, Circulation Policy, Maintenance and Upkeep of Equipment, Storing, Handling
4. Variety of Non-book Materials and their Preservation: Film Media, Magnetic Materials, Plastic Materials

UNIT 3 ENVIRONMENTAL FACTORS

1. Nature of the Library Materials Characteristics of Paper: Constituent of Books, Audio- visual tapes and discs, Films and photographs
2. Problems Relating to Audio-Visual Materials: Cause and their effect
3. Agents Causing Physical Deterioration: Temperature, Light and Darkness, Humidity arid Moisture, Water, Smoke, Dust and Dirt, Air-pollution
4. Environmental Control: Building, Light, Temperature, Humidity and Moisture, Housekeeping

UNIT 4 BIOLOGICAL, CHEMICAL FACTORS

1. Identification of Biological Factor and Damage: Common Book Pests, Micro- Organisms, Insects and Rodents
2. Identification of Biological Factor and Damage Control Measures: Good House Keeping and General Hygiene, Chemical, Repellents, Poisonous Dusts and Liquid Insecticides, Fumigants
3. Identification of Chemical Factor and Damage: Material used for Text, Protective Coverings for

Text
4. Preventive Conservation: Chemicals used Preventing Paper Damage, Protecting Water Washable Writings, and Preventing Damage by Biological Pests. Care of Weak and Damaged

UNIT 5 BINDING AND DIGITIZATION

1. Binding: Concept, Types and Classification
2. Binding Materials: Adhesives, Covering Materials
3. Binding Process and Routines
4. Standards for Binding and Digitization

LEARNING OUTCOMES:
After studying this paper, students shall be able to:

❖ The students can understand the need and necessity of the Preservation andConservation.

❖ The student can also understand the practical problems of the preservation andconservation.

❖ Methods of preservation and conservation

Course No.   MLIS-402
RESEARCH METHODOLOGY
(FM: 100/4 Credits)

COURSE OBJECTIVES:

- To understand about the concept of research and various types of research.

- To understand about the various research techniques and tools applicable to library and information science.

- To understand about the process and tools of data analysis and interpretation.

UNIT-1 BASIC CONCEPTS

1. Research: Concept, Purpose, Functions, Scope and Ethics
2. Types of Research – Basic and Applied, Interdisciplinary and Multidisciplinary
3. Scientific Method: Features and Steps
4. Spiral of Scientific Method: Features and Process

UNIT-2 METHODS OF RESEARCH

1. Qualitative Research: Narrative, Phenomenology, Ethnographic, Case study
2. Descriptive Research: Survey, Historical, Content, Delphi
3. Associative Research: Correlation, Casual, Comparison
4. Intervention Research: Experimental

UNIT-3   RESEARCH DESIGN

1. Research Design Concepts, Purpose, Typology, Components
2. Selection of Research Problem, Formulation of Research Problem
3. Review of Literature: Need, Objectives and Process
4. Hypothesis – Formulation, Types, Sources, Qualities and Testing

UNIT-4   SAMPLING METHOD   DATA COLLECTION & PRESENTATION

1. Sampling Technique: Types and Use
2. Data Collection: Questionnaire Method, Interview Method, Observation Method
3. Data Presentation: Tables, Charts, Graphs
4. Data Interpretation: Frequency, Mean, Central Tendency

UNIT-5   RESEARCH REPORT WRITING AND CITATION TOOLS

1. Research Report: Need & purpose
2. Formats of research report: Thesis/Dissertation
3. Style manuals: APA/MLA /Chicago
4. Plagiarism Tools: Turnitin/ Urkund

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- ❖ The student can understand the concept and meaning of research, need & purpose, types of research.
- ❖ To study about the need & purpose of Research

- ❖ They also understand the research design, hypothesis, research proposal.

- ❖ The student can understand the research methods and case study methods, data collection techniques & tools.
- ❖ The can also learn about the Identification & formulation of Research problem & Hypothesis.
- ❖ The student can understand about the case study methods.

- ❖ The learner can gain the knowledge about the methods use in LIS Research.

- ❖ The student also know the sampling techniques and methods, statistical packages.
- ❖ The student shall also understand about the style manuals.

- ❖ The student shall study about the LIS Research in India

COURSE NO.MLIS-403
INFORMATION COMMUNICATION TECHNOLOGY
(FM: 100/4 CREDITS)

COURSE OBJECTIVES :

- To acquaint the students with the Information Communication Technology libraries.

- To introduce the student to advanced in Information Technology

- To introduce the students to the World Wide Web

- To acquaint the students with various types of Networking devises and Network topologies.

UNIT-1   ICT AND DATABASES

1. ICT: Definition, Need and Components
2. ICT Applications in Library
3. Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases
4. Database Management Systems

UNIT-2 INTERNET

1. Internet: Definition, Features, History and Development, Internet Services
2. Search Engines: Types, Usefulness to Libraries
3. Web Authoring and Imaging Tools: Web Development Tools: 2.0, 3.0
4. Cloud Computing and Virtualization Technology

UNIT-3   E-RESOURCES AND E-PUBLISHING

1. E-Resources: E-Books, E-Journals, E-Prints
2. E-Publishing: Definition, Advantages and Disadvantages
3. DTP(Page-Maker), Word processing, Graphic Design and PDF creation
4. Social Networking: Tools, Application in Libraries

UNIT-4   NETWORKING

1. Networking: Definition, Types and Topologies
2. LAN, MAN, WAN: Concept, Differences, Usefulness
3. Telecommunication: Transmission Media, Switching Systems, Protocols, Wireless Communication
4. Fax, Email, Video-conferencing, Bulletin Board Services, Teletext, Video text, Voice-Mail and their Usefulness in Libraries

UNIT-5   RESOURCE SHARING

1. Resource Sharing: Definition, Types and Importance
2. Library and Information Networks in India
3. INFLIBNET: History and Growth, Features and Services
4. Study of Information Systems: NISCAIR, NASSDOC, DESIDOC, INIS, AGRIS, MEDLARS, INSPEC

LEARNING OUTCOMES:
After studying this paper, students shall be able to:

- ❖ It gives basic understanding among the students, how to automate the Library and various library functions in the library, and

- ❖ The student can able to evaluate the Library Software and Hardware, and study the compatibility of the software.

- ❖ It will teach, how to organize manage the Acquisition, Circulation Control, Other activities of Processing and Serials Control, Office Automation, Budget Control.

- ❖ It imparts the knowledge about how organize the Library Database – Books, Periodicals, & News Papers, and

- ❖ Important features like – Computerized Documentation Services/Integrated set of Information Systems its & use.

- ❖ The students will understand importance infrastructure facilities, LAN, WAN and MAN, need for Telecommunication Technologies, and

- ❖ Computer and Communication Technology, and Information networks and know, how to subscribe the required e-sources, e-journals, etc. followed the use of Indi-cat and World-cat.

- ❖ This will give the basic knowledge about the function of WWW, and

- ❖ How to use the Search Engines through Internet for providing information services, in various forms of e-resources and Web-services In the library.

- ❖ The students will know the importance of Resource Sharing Networks.

- ❖ The students will know about various information systems.

PROJECT REPORT/ FIELD STUDY

(FM: 100/4 Credits)

COURSE OBJECTIVES :

- To aware the students about modern library systems.
- To aware the students information management activities in libraries
- To understand the functions of different types of libraries.

Note:

1. Each student is required to participate in Field study Programme to gain knowledge in latest trends in Library Automation, Digitization & user's services.

2. The name of the Library and Information centre where the Field Study Programme is to be undertaken shall be decided by the Teacher's Council. The cost of the Field Study Programme shall be borne by the concerned students.

3. Each student shall have to present his/her Field study report in front of the Teacher's Council for the purpose of awarding of marks. The dates for the said examination shall be notified by the Head of the Department.

4. At the end of the semester each student shall have to make a presentation with details of the learning outcomes of the Field study programme in front of the Teacher's council for awarding of marks.

5. The report of the Field Study Programme for each student shall be evaluated by the Teacher's Council in a joint sitting. The evaluation of the field study report carries 30 marks and the presentation of the field study report carries 70 marks.

LEARNING OUTCOMES:
After studying this paper, students shall be able to:
- ❖ get the overview of different types of libraries.
- ❖ know the different library management techniques
- ❖ understand the need and purpose of recent developments in libraries.

COURSE NO.MLIS-405

DISSERETATION & VIVA VOCE

COURSE OBJECTIVES:
- To acquaint the students with research activities.
- To improve the writing skills among students.
- To acquaint the students with different style manuals of citations.

Credit Distribution			Total Credits	Dissertation/Project	Viva Voce	Total Marks
L	T	P	L+T+P	80	20	100
			04			

Note:

1. Every student has to carry out a Dissertation. The topic of the Dissertation can be submitted independently by the candidate in consultation with the Teachers of the Department or an external teacher of another Department within University.
2. At the end of the semester each student shall have to submit one copy of the Dissertation, counter signed by the concerned Teacher Guide. The student has to make a presentation and appear for a viva- voce test in front of Teacher's Council for evaluation and grading.
3. The Dissertation will be evaluated jointly by the Teacher's Council and experts of other Department (If any). HOD will fix the date & name of the experts in consultation with Teacher's Council.
4. The evaluation of the Dissertation carries 70 marks & Viva Voce carries 30marks.

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

❖ **To enhance the knowledge on research activities such as formulation of research problems, research objectives, Formulation of hypothesis, research design, sampling techniques and data analysis.**

SL	AUTHOR	TITLE	Publisher	Year
1	M.P. Satija	Colon Classification: A Practical Introduction	ESS Pub	1989
2	Sewa Singh	Colon Classification Practice	ESS Pub	1996
3	V.K.J. Jeevan	Digital Libraries	ESS Pub	2004
4	R.L. Mittal	Library Administration: Theory & Practice	ESS Pub	2007
5	S.R. Ranganathan	The Five Laws of Library Science	ESS Pub	2006
6	S.R. Ranganathan	Classified Catalogue Code	ESS Pub	2006
7	S.R. Ranganathan	Library Administration	ESS Pub	2006
8	S.R. Ranganathan	Library Manual	ESS Pub	2008
9	S.R. Ranganathan	Colon Classification (Sixth Edition)	ESS Pub	2006
10	S.R. Ranganathan	Library book Selection	ESS Pub	2006
11	C. Lal & K. Kumar	Practical Cataloguing AACR-2	ESS Pub	2006
12	S.R. Ranganathan	Philosophy of Library Classification	ESS Pub	2006
13	S.R. Ranganathan	Prolegomena to Library Classification	ESS Pub	2006
14	S.R. Ranganathan	Documentation Genesis and Development	ESS Pub	2006
15	S.R. Ranganathan	Reference Service	ESS Pub	2006
16	V.K.J. Jeevan	E-Resources and Digital Services	ESS Pub	2011
17	M.P. Satija	A Guide to the Theory and Practice of Colon Classification	ESS Pub	2011
18	Krishna Kumar	Library Organization	Vikas pub	1997
19	Krishna Kumar	Theory of classification	Vikas pub	1988
20	Girija Kumar & Krishna Kumar	Theory of Cataloguing	Vikas pub	1986
21	Krishna Kumar	An Introduction to Cataloguing Practice	Vikas pub	1981
22	Krishna Kumar	Library Administration and Management	Vikas pub	1998
23	Krishna Kumar	Library Manual	Vikas pub	
24	Krishna Kumar	Reference Services	Vikas pub	
25	Melvil Dewey	Dewey Decimal Classification and Relative Index ,23 Rd Ed.	OCLC	
26	BSI	Universal Decimal Classification Complete Edition (Vol1 & 2) set	BSI	
27	Baman Parida	Fundamentals of Library Management	Panchasila , Bhubaneswar	1993
28	Baman Parida	Handbook of Library Organization	Panchasila, Bhubaneswar	1982
29	Baman Parida	Studies on Information Systems, Services and Programmes in India and abroad	Ajanta Pub	1993
30	Pitambara Padhi	Reference Sources in Modern Indian Language	Gayatridevi Publications	1994
31	Puspanjali Jena, Sanghamitra Dalbehera	Application of Total Quality Management to Library and Information Services in Digital Scenario: A Study Through Users' Satisfaction	Avon Publications	2003
32	Puspanjali Jena	System Analysis in Library Management: Text & Cases	Reprint, Bhubaneswar	2001
33	Puspanjali Jena	Foundations of Library & Information Science	Reprint, Bhubaneswar	2008
34	M. Mahapatra &	Information technology applications in libraries	Reprint,	2004

	DB Ramesh	: a textbook for beginners	Bhubaneswar	
35	K. C. Das	Information Literacy and Seeking in Management Institutions	SSDN Publishers & Distributors	2011
36	K. C. Das	Application of Information Technology in libraries	SSDN Publishers & Distributors	2012
37	RK Rout and B.K. Choudhury	Illustrative Examples in cataloguing of Non- Book materials (According to AACR-2, 1988 Revision)	Reliance publishing	1996
38	B.K. Choudhury	Illustrative Examples in Cataloguing Practice	Learning Point; Berhampur	1997