

**BHARATI VIDYAPEETH  
DEEMED UNIVERSITY, PUNE (INDIA)**

(Established u/s 3 of the UGC Act, 1956 vide Notification No. F.9-1595-U-3 of the Govt. of India)

**'A' Grade Accreditation by NAAC**

*Social Transformation Through Dynamic Education*

School of Distance Education

**Programme Guide of**

**Bachelor of Library & Information Science  
(B.Lib. & I.Sc.)**

**Revised Syllabus with effect from June 2006.**

**Objectives :** The objective of the programme is to help to develop professionals who can handle library activities and information centres.

**Eligibility :** A candidate in order to be held eligible for admission to B.Lib. & I.Sc. Course must have passed Bachelor's Degree in any faculty from a recognized university in India OR from a foreign University approved by the AIU.

**Duration :** The Programme, Bachelor of Library and Information Science shall be of one full Academic Year.

**Medium of Examination :** English or Marathi or Hindi Language.

**Programme Structure :**

There Shall be Annual Examination for Theory Papers and Practicals.

The structure of B.Lib. & I.Sc. shall be divided into

( A ) Theory Papers      ( B ) Practicals      ( C ) Term Work and Project Work.

**(A) Theory Papers :**

There shall be seven papers as detailed below :

1) Library and Society	100 Marks
2) Library Management	100 Marks
3) Information Services	100 Marks
4) Information Sources	100 Marks
5) Classification Theory	75 Marks
6) Cataloguing Theory	75 Marks
7) Information Technology –Application to Libraries	100 Marks
<b>Total Marks</b>	<b>650 Marks</b>

**( B ) Practicals :**

1) Classification Practical	75 Marks
2) Cataloguing Practical	75 Marks
3) Computer Practical	50 Marks
4) Information Services and Sources Practical	50 Marks
<b>Total Marks</b>	<b>250 Marks</b>

**(C) Term Work and Project Work :**

Sr. No.	Title of the Unit	Total Marks
1	Term work including Tutorial and Terminal Examination	50
2	Project Work including Bibliography on a given topic and newspaper clipping and report of the study tour(Visit to two local libraries)	50
	Total Marks	100

**Scheme of Examination :**

The programme will consist of three parts : (a) Theory Papers, (b) Practicals, (c) Term Work carrying 650,250 and 100 marks respectively. The final examination will be for (a), (b) and (c) for total 1000 marks.

**Standard of Passing :**

For the examination in library and Information Science the minimum standard of passing is as given below :

	Minimum Passing in Individual head	Passing aggregate
Theory Papers	40%	40%
Practical	40%	50%
Term Work	40%	40%

Completion of Term Work and Project Work will be a precondition for the grant of term.

**Award of Class :**

The award of Class will be as under :

Aggregate Percentage of Marks	Class
70% and above	First Class with Distinction
60% and above but less than 70%	First Class
55% and above but less than 60%	Higher Second Class
45% and above but less than 55%	Second Class
40% and above but less than 45%	Pass Class
Below 40%	Fail

The exemption in any one or more heads of passing will be available according to rules for a period of 6 academic years only.

For Distance Education :

Programme Delivery : (For Distance Learners) : There will be 7 contact sessions (each of 2 hrs) for each theory paper and practicals. All these sessions will be conducted on SUNDAY.

Detail programme of counseling sessions will be given to every student in advance.

Every student has to submit Two Assignments in each theory paper. Assignment topics given to the student in month of October.

Submission of assignment compulsory for appearing for the examination.

## Design of Question Paper

a) Theory Question Papers :

Theory paper No.1 to 4 and 7 will have 100 marks and paper No. 5 and 6 will have 75 marks.

The paper will consists of 5 Questions. Question No.1 to 4 long answer will be about 700 words. Question No. 5 will be containing short note type Question (about 200 words). Each question carry equal marks.

b) Practical Examination :

1) Clasification Practical (total 75 marks).

Classify according to DDC 19<sup>th</sup> Edition

Question No.1 : 12 marks

Question No.2 : 24 marks

Question No.3 : 14 marks

Total 50 marks

Classify according to Colon Classification 6<sup>th</sup> Edition.

Question No.1 : 15 marks

Question No.2 : 10 marks

Total 25 marks

2) Cataloguing Practical : (75 marks)

a) According to AACR II there will be 4 Questions of 15 marks each.

b) According to Classified Cataloguing Code (CCC) there will be one question of 15 marks.

3) Information Technology (50 marks)

There will two question of 20 marks each and 10 marks for viva voce.

4) Practical No.4 (50 marks)

Information services and Sources. Oral 50 marks

C) Term Work (100 marks)

a) Assignments, Tutorials and Terminal Examination 50 marks

b) Project work including Bibliography and given topic and newspaper clipping report of the study tour. (50 marks)

**B.Lib. & I. Sc.**  
Revised Syllabus with effect from June 2006.

**Paper I : Library & Society**

**Chapter I : Concepts of Library**

Library it's history and Present Status – Types of Libraries : Their distinguish features and functions (Academic, Research, Public Libraries) – Role of libraries in education, culture and communication. Digital Libraries : Function and Advantage – Nation Library System.

**Chapter II : Normative Principals of LIS**

Five Laws of Libraries Sciences(Prof.S.R. Rangnathan) - Their implication. Philosopy of J.H. Shera.

**Chapter III : Library Development**

Growth and development of library in modern society with special reference to India. – Library Movement in India.

**Chapter IV : Library Legislation**

Library Legislation : Need and essential features – Library legislation in India, Press and registration Act and Delivery of Books Acts (public Library Acts)  
Concepts of copyright & IPR

**Chapter V : Library & Information Profession**

Librarianship as a Profession : Professional Association & their role.  
National & Internal Library Associations (ILA, IASLIC, IATLIS,SIS,ALA, IFLA, LA)  
Library & Information science education in India.

**Chapter VI : Library Resource Sharing**

**Chapter VII : Public Relations & Extension Activities**

Public Relation – Publicity – Extension and out reach activities.

**Text Books & Reference Books :**

1. Gardner Frank M. Public library legislation : A Comparative study Paris, UMESCO, 1971.
2. Ranganathan S.R. : Five Laws of Library Science Madras, Madras Library Association , Ed.2, 1957.
3. Shera J.H. : Sociological Foundations of Librarianship, Bombay. Asia Publishing House.,1970.
4. Jefferson G. : Libraries and Society, London, James Clark and Co.,1969.
5. Naidu N. Guruswamy : Librarianship in developing countries, New Delhi, Atlantic,1992.
  
6. Sharma U.C. & Rava : Librarianship today and tomorrow : Delhi : Ess Ess 1977.
7. Ranganathan S.R. & A. Neelameghan : Public Library System, Sarada Ranganathan Endowment for Library Science, Bangalore, 1972.
8. Krishan Kumar : Library Organisation, Vikas Publishing House Pvt. Ltd. New Delhi.
9. Agrawal S.S. : Granthalay tatha Samaj (Hindi), RBSA Publishers, Jaipur.

10. Parakhi G.R. : Granthalayshatra Parichay (Marathi), Universal Publication, Pune.
11. Nargude, Revati, Granthalaye ani Samajik Vikas (Marathi), Universal Publication, Pune.

## **Paper II : Library Management**

### **Chapter I : Management**

Concepts of Administration & Management, - Principles and Functions of Management (Fayol & Taylor), - Principles of Library Management ( Prof. S R Rangnathan),  
- TQM : Need & Development

### **Chapter II : Library House Keeping Operation**

Acquisition Section, - Book selection principles and tools, - Technical Processing  
Circulation unit, - Stock Maintenance, - Stock Verification / Physical Verification  
- Serials Acquisition & Control & Tools

### **Chapter III : Library Personnel**

Job description, - Analysis & Evaluation, - Skills, - Training & Development.

### **Chapter IV : Financial Management**

Library Finance & Budget

### **Chapter V : Library Committee**

Nature, Role & Functions, - Powers

### **Chapter VI : Reporting**

Library Statistics : Importance, - Annual Report & Regulation,

### **Chapter VII : Library Building, Equipments & Furniture**

#### **Text Books & Reference Books :**

1. Job M.M. : Theory of book selection : New Delhi, Sterling, 1978.
2. Mital R. L. : Library Administration, theory and Practice, Ed.5 : New Delhi Metropolitan, 1983.
3. Rangnathan S. R. : Library Administration, Ed.2 : Bombay, Asia Publication House, 1959.
4. Kulkarni V.V. : Granthalay Prashasana (Marathi) : Nagpur, Maharashtra Universities Books, Production Board, 1974.
5. Dutta D. N. : Manual of Library Management, Calcutta, The world Press Private Ltd., 1978.
6. Rangnathan S.R. : Library Manual; New Delhi, UBS Publishers Distributors Ltd., 1972.
7. Krishan Kumar : Library Administration & Management, Vikas Publishing House Pvt, Ltd., Pune.
8. Sharma A.K. : College Library Administration in India, Nisha Printing Service, New Delhi., 1985.
9. Bhagwat S.G. : Granthalay Vyavsthapan (Marathi), Universal Publication, Pune.

## **Paper III : Information Services**

### **Chapter I : Documentation**

Defination, Need & Scope, - Information Needs & Demands of users

- Information Transfer, Information Flow, - Sources of Information (Primary, Secondary, Tertiary) – Essentials of information

### **Chapter II : Information Storage & Retrieval Indexing**

What is Index & Indexing, - Pre & Post Coordinate Indexing, - PREIS, POPSI, SLIC, -Thesaurus, Vocabulary control – Uniterm, - Machine Index, - Indexing Services, - Science Citation Index

### **Chapter III : Information Storage & Retrieval – Abstracting**

What is Abstract & Abstracting, - Type of Abstract ( Informative & Descriptive)  
-Users of Abstracts, Abstracting Agencies,- Abstracting Services

### **Chapter IV : Information Dissemination Services**

CAS,- SDI,- Alert, - News paper clippings, - Bibliographies, - Referral.

### **Chapter V : Ancillary Services**

Translation Services, - Reprographic Services  
-Procurment of specialized documents eg. Thesis, Patens, Standards

### **Chapter VI : National & International Information Systems**

- A) National : NISSAT, INSDOC(NISCAIR)  
DESIDOC,NASSDOC,  
SENDOC, INFLIBNET
- B) International : INIS,AGRIS,DEVSI,  
ISDS,FID,MEDLARS,  
UNISIST,VINITI,  
UNESCO, ASLIB,ISI(USA)

Text Books & Reference Books :

1. Guha B. : Documentation and Information Services, Techniques and Systems, Ed.2, Calcutta, World Press, 1983.
2. Bradford S.C. : Documentation London Crosby Lockwood, 1948
3. Vishwanathan C.G. : Elements of Information Science, New Delhi, Today and Tomorrow., 1976
4. Ranganathan S.R. Ed. : Documentation and it's facts Bombay Asia, 1963.
5. Ghosh G.B. and Banerjee B.N. : Trends of information service in India. Calcutta World Press, 1974.

6. Nargude, Revati : Pralekhan ani Mahitishastra (Marathi), Pune, Universal Pub., 1996.
7. Langridge D.W. : Classification and indexing in the humanities, London, Butterworths, 1975
8. Rajan T.N. : Indexing Systems, Concepts, Models and Techniques Calcutta IASLIC, 1981
9. Gopinath M. A. : Current trends in information sources and communication media, Bangalore, DRTC, 1984 (DRTC refresher Seminar – 15, 1984)
10. Bhattacharyya G. Ed. : New development in library and information science in India, Bangalore, DRTC, 1987 (DRTC refresher seminar – 13, 1981)
11. Chatterjee, Amitabha : elements of documentation, Calcutta, 1983
12. Agrawal S.P. : Development of Documentation in India, Concept Publishing Company, New Delhi.
13. Kawatra P.S. : Fundamental of Documentation, Sterling Publishers Pvt. LTd., New Delhi.

## **Paper IV : Information Sources :**

- 1.1 Reference Service : Concept definition, scope, types and theories,
- 1.2 Nature and management of reference service in different types of libraries : Public, academic and special,
- 1.3 Qualities of reference librarian.
  
- 2.1 General Book and reference Book
- 2.2 Types of traditional and electronic sources
- 2.3 Evaluation of traditional and electronic sources by applying criteria specified for each type.
- 2.4 Reference Questions : Categories and appropriate tool to solve them.
- 2.5 Reference. interview technique.
  
- 3.1 Types of reference sources; their information contents examples and use.  
Indian reference sources.
- 3.2 Standard reference sources in science and technology, social sciences and humanities. (Illustrated list of such sources to be referred to.)
  
- 4.1 Systematic bibliography, definition and purpose.
- 4.2 Types with examples : Universal., Selective, incunabula, anonymous and pseudonymous works, National, secondary, subject, author, language, area studies etc.
- 4.3 Bibliographic control : meaning and purpose.
- 4.4 Book trade : its contribution to bibliographic control-India, U.K., U.S.A. – current and retrospective.
- 4.5 Bibliographic organisation in India. Different areas: monographs, serials, government, documents, these and dissertations – current and retrospective (General information only)
- 4.6 Referral Services : meaning and techniques

### **Text Books & Reference Books :**

1. Katz William : Introduction to reference work volumns 1,2,Edn. 6 New York, McGraw- Hill, 1992.
2. Krishan Kumar Reference Service, Edn. 5, Delhi, Vikas, 1996.
3. Ranganathan S.R> : Reference service Edn. 2, Bombay, Asia Publishing House 1961.
4. Granthalayeen Sandharbh Seva(Marathi) : Anant Joshi and Vasant Joshi Continental Prakashan, Pune Ed.2
5. Chakrabarti M.L. Bibliography in theory and practice, Calcutta, world Press, 1975
6. Ohdedar A.K. : Stematic bibliography and documentation Calcutta, World Press,1975
7. Cheney Frances Neel : Fundamental References Sources, Chicago, ALA, 1971
8. Girijakumar and Krishan Kumar : Bibliography Edn. New Delhi, Vikas,1979.
9. Ranganathan S.R. : Reference Service and bibliography Madras, Madras Library Asson. 1940, Vol.1.
10. Sheehy, Engene P. : Guide to reference books Edn. 9, Chicago, ALA, 1976
11. Sushila Kumar : Changing concepts of reference service, Delhi, Vikas,1974 (sarada Ranganathan Lectures 2, 1972)
12. Thomas Diana M. : Effective reference librarian New York, Academic Press,1981

13. working paper and proceedings of seminars on Reference Service(1971),  
Bangalore Documentation Research and Training centre : 1971(Mimeographed)
14. Joshi Anant : Granthalayatil Sandarbhseva(Marathi) Continental Pub. Pune
15. Gupta P.K. Sandarbha Avam Suchana Strot(Hindi) RBSA Pub., Jaipur
16. Karmarkar : Granthalayin Sandarbhaseva (Marathi), Universal Pub., Pune.

Information Sources Practical:

Reference Sources to studied encyclopedias, Dictionaries, Biographical Dictionaries, Bibliographies, Year Book, Biographies, News Summaries, Directories and Geographical Sources etc.

## **Paper V : Classification Theory**

### **Chapter I : Classification :**

Definition – Need and Purpose – Tree of Porphyry – Natural Vs. Artificial Classification

### **Chapter II : Library Classification:**

-Need, Purpose and Function – Knowledge Classification its characteristics,  
-Knowledge Classification Vs Book Classification – Special Features of Book Classification

### **Chapter III : theory of Classification :**

Principles by Richardson, Sayers, Browne, Bliss Hulme, Ranganathan

### **Chapter IV : Notation :**

-Need and Importance in Library Classification – Types and base of Notation – Qualities of good Notation – Hospitality in Arrays and chains-various devices - Mnemonics.

### **Chapter V : Call No. and its structure:**

Call No. – Various parts – Book No. – need and function – cutter-Sanborn table, CC Book No.

### **Chapter VI Classification Scheme:**

Types and Characteristics Enumerative Vs. Faceted Schemes – Brief historical introduction to major Book Classification Scheme.

### **Chapter VII : Dewey Decimal Classification (19<sup>th</sup> Latest Edition)**

Biographical sketch of Melvil Dewey – Relative location and Decimal Fraction Notation – General outline- Main class order – Hierarchical Structure – 3 instructions – phoenix Schedules – Maintenance and Revision.

### **Chapter VIII : Introduction to Colon Classification and Universal Decimal Classification : (10hrs)**

Salient Features – Basic structure and general layout – Order of Main classes – Notational structure – Synthetic devices – Schedules of some major subjects

### **Chapter IX : Recent Trends in Classification:**

Relationship between Classification and Indexing – Classification Research Group (CGR)

### **Classification Practical :**

#### **Dewey Decimal Classification (19<sup>th</sup> Edition) (50 marks)**

- Structure of Set
- Location of enumerated numbers through structured way.
- Use of 7 tables
- “Add to” instruction

### **Colon Classification(6<sup>th</sup> Rev.Edition) (25 marks)**

-Use of PMEST Formula

-Use of devices

Text Books 7 Reference Books :

1. Batt C.D. : An introduction to 20<sup>th</sup> edition of Dewey Decimal Classification, London Clive Bingley,1991
2. Chain Lousie Mai : Cataloguing and Classification and introduction, New York, McGraw Hill, 1985
3. Kaula P.N. : Tretise on colon classification : New Delhi, Sterling, 1985
4. Krishan Kumar : theory of Classification, Ed.4, New Delhi, Vikas Publishing House Pvt.Ltd.,1994
5. Ranganathan S.R. : Elements of Library Classificaiton, Ed.3, Bangalore, Sarda Ranganathan Env. ,1989 (reprint)
6. Ranganathan S.R. : Prolegomena to library classification, Ed.3: Bangalore Sarda Ranganathan Env. 1989 (reprint)
7. Ranganathan S.R. : Classification and Communication , Bangalore Sarda Ranganathan Env. For library science,1989(reprint)
8. Hussain, Shanahat : Library Classification Facts and analysis, New Delhi, Tata McGraw Hill Publishing Company Ltd.
9. Sehgal R.L. Classification Theory and Practice (Hindi), New Delhi, Ess Ess Publicaitons, 1994 (revise edition 2)
10. Champawat G.S. : Pustakalay Vargikaran ke Sindhant (Hindi), Jaipur, RBSA Publication, 1999
11. Dewey Decimal Classification Practical analyses(Ed.9 & 20) (Hindi),Agra, Y.K. Publishers, 1996
12. MAdiwale D.B. : Desimal Classification (English-Marathi), Pune Dastane Ramchandra & Co., 1986
13. NArgunde Revati : Granthalayin Vargikaran (Marathi), Pune Universal Prakashan, 2005
14. Satarkar S.P. “ Granth Vargikaran Tatvik (Marathi), Puen Dnyanganga Prakashan, ed.2, 1997
15. Mahajan S.G. : Decimal Vargikaran Takte (Marathi), Pune, Pune Vidyarthi Grih Prakashan, 2002
16. Relevant Study material, prepared by IGNOU, New Delhi nad YCMOU, Nasik

## **Paper VI : Cataloguing Theory**

### **Chapter I : Role of Cataloguer in a Library System**

### **Chapter II : Library Catalogue**

- Definition, - Objectives, Importance & Functions, - Bibliographical Catalogue
- Library Catalogue, - Publisher's Catalogue

### **Chapter III : Outer forms of Library Catalogue and Types**

Card Form – Printed Book Form, - Sheet form,- Advantages and Disadvantages

### **Chapter IV : Inner Forms of Library Catalogue**

- Alphabetical Catalogue – Name of Catalogue – Subject Catalogue – Title Catalogue
- Dictionary Catalogue – Classed Catalogue or Classified Catalogue
- Alphabetical Classed Catalogue – MARC.

### **Chapter V : Entries and their Functions**

- Filling of Entries – Arrangement of Entries – Author, Title, Subject wise arrangement Shelf arrangement.

### **Chapter VI : Cataloguing of Non – Printed Material**

- Microfilm – Microfiche, C.D., Floppy, V.C.D., CD-ROM, - Internet, Manuscripts etc.

### **Chapter VII : Co-operative and Centralized Cataloguing**

- Forms of Cooperative cataloguing – Types, Functions, Compilation
- Types of Entries – Advantages and Disadvantages – Union Catalogues
- MARC

### **Chapter VIII : Subject Catalogue**

- Meaning – Purpose – Objectives Approaches – Alphabetical Indexing
- Languages and subject – Headings lists

## **Paper VI : Cataloguing Practical (Total 75 Marks)**

### **Chapter I : According A.A.C.R. II**

-Structure of Main Entry – Parts of Main Entry – Structure of Added Entry – Personal Author / Authors – Two Authors – Three Author – Personal Author and abridge by / illustrated by / Collaborators / Editors / Translator / assisted by – Four Authors

### **Chapter II : Corporate Body**

-Editors – Governments and its different bodies – Pseudonyms – Multivolume books  
-I /II series – Series Editor – Mixed Responsibility – Serials – Conference – Seminar – Meetings – Religion – Film, C.D., Cassettes.

### **Chapter III : According C.C.C. Classified Catalogue Code**

-Structure of Main Entry – Parts of Main Entry – Structure of Added Entry – Tracing – Personal Author – Edition, - Two Personal Author, Series

Text Books & Reference Books :

1. Anglo American Cataloguing Rules : Ed. 2, Chicago,ALA and London Association.(1978) revise edition 1988
2. Bakewell K.G.B. : Manual of cataloguing practice, Oxford, Pergamon Press, 1972 Reprint 1974.
3. The Concise AACR 2 by michal Gorman London, Library association, 1980
4. Renganathan S.R. : Classification Catalogue Code with additional rules for dictionary catalogue code Ed.5, Bombay, Asia Publishing House,1964, Reprinted 1962
5. Sears M.E. : Sears list of subject heading, Ed. By Maratha T Moony, Ed.14, New York, H.W. Wilson Co.,1991
6. Sengupta, Benoyendra: Cataloguing It theory and Practice Ed.3: Calcutta, World Press,1982
7. Vishwanathan C.G. : Cataloguing : Theory and Practice. Ed.4 New Delhi, Today and Tomorrow, 1980
8. Mahajan S.G. : Granthalayin Talikikaran : Pratyakshik, Vol.1. CCC Pune : Suvichar Prakashan, 1974 Vol. 2 : Dictionary Catalogue (AACR) Pune : C.Y. Rane Prakashan,1979
9. Coates E.J. : Subject Catalogue, Headings and Structure, London : Library Association, 1988
10. Cutter, Charles A. : Rules for a Dictionary Catalogue London Library Association,1935.
11. Mann, Margaret : Introduction to Cataloguing and Classifiacation of Books Ed.2, Chicago, A.L.A. 1943
12. MARC Formal Integration : Three perspectives Ed.by Micnel Gorman, Chicago A.L.A. : Library Information and Technology association 1990
13. Mikasa, Francls : The Subject in the dictionary catalogue from Cutter to the present; Chicago, A.L.A.,1983
14. Rangabathan S.R. : Cataloguing Practice assisted by G.Bhattacharya ed.2, Bombay Asia Publishing House,1974
15. Girijakumar and Krishna Kumar ,theory of cataloguing, Delhi, Vikas Publications, Ed.5

## **Paper VII : Information Technology**

### **Chapter I : Introduction to IT**

-Definition – Scope, -Concept, - Componentes, - Importance of IT in LIS

### **Chapter II : Computer Technology**

-Types of PC mini/micro/mainframe, Input and Output Devices, - Storage media, Generation of Computers.

### **Chapter III : Other Technologies**

- Reprography, Micrograph, Printing DTP, its importance to LIS

### **Chapter IV : Concepts of Database**

-Data and Information – Data Processing Methods, - File Organisation  
-Database concepts and Data base componenats

### **Chapter V : Software Usages**

-Application Softwares, Operating Systems, - Library Softwares, - CDS/ISIS,  
-Libsys, Soul

### **Chapter VI : Applications of computers in House Keeping Acticities**

-Need of Computerisation / Automation in LIS and its uses, - Use of computer

### **Chapter VII : Current technologiues and Application**

-Email and Fax – CD-ROM Technology, - Online Access  
-Types of library networks & Topologies, - EDDS, - Multimedia Digital Library

### **Practical :**

-MS-DOS, - CDS/ISIS, - Soul/Libsys, - CD-ROM database searching, MS Access.

### **Text Books & Reference Books:**

1. Hunt, Roger and Shelley John : Computers and Commonsense, 3<sup>rd</sup> ed., Prentice Hall,1987
2. Subramanian N. : Introduction to Computers, New Delhi, Tata Mc-Graw
3. Rajaramna V : Fundamentals of Computers, New Delhi, Prentice Hall, 1991.
4. Rajaraman Dharma and Rajaraman V. : Computer Primiar (rev.Ed), Prentice Hall,1990
5. Shultz, Russell A. : The illustrated MS DOS Book, New Delhi, SKW
6. Simpson Allon : Understanding dbase III plus, New Delhi , BPB Publication, 1986.
7. Kumbhar Rajendra : Granthalayat Computercha Vapar, Pune Dastane 1997
8. Artandi (S), introduction to Computer in Information science,1972
9. Kimbere (R..T.) automation in Libraries
10. Lancaster(F.W.) Information Retrieval Online
11. Davis (G.B.) Computer Data Processing, McGraw Hill, N.Y. 1973
12. New (P.G.) Reprography for Libraries, Cline Bingley,1975

13. Revichandra Rao(I.K.), Library Automation, Wiley, New Delhi,1991
14. Rowley (J.E.), Computers for Libraries, Bingle, London,1985
15. Stern ( R ) and Stern (N), Introduction to Computers and Information Processing, John Wiley,1982
16. Kumar (P.S.G.), Computerised of Indian Libraries, BP Publicaiotns, Delhi(1987)
17. Tedd(L.A.), introduction to Computer Based Library System, 1987.

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