

**DEPARTMENT OF  
LIBRARY &  
INFORMATION SCIENCE**

**COURSES FOR BS 4 YEAR  
PROGRAMME**

# BACHELOR OF STUDIES DEGREE (BS) 2025

<b>First Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
300.1 C	English	2	Arts & Humanities (G. Edu)
300.1 (I.S)	Islamic Studies OR Ethics (Non-Muslim)	2	Compulsory (G.Edu)
300.1 (Civ/Com)	Civics and Community Engagement	2	Compulsory (G.Edu)
300.1 (N.Sc.)	Everyday Science, Astronomy, Physics, Chemistry, Earth Science or Biology	3	Compulsory (G.Edu)
301	Interdisciplinary -1	3	Interdisciplinary
301	Interdisciplinary –II	3	Interdisciplinary
311	<b>Use of Books and Libraries</b>	3	Major 1
		<b>18</b>	

<b>Second Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
300.2 (P.S)	Ideology & Constitution of Pakistan/Pak Studies	2/2	Compulsory (G. Edu)
300.2 (F. Eng)	Functional English	3	Compulsory (G. Edu)
300.2 (Entr)	Entrepreneurship	2	Compulsory (G. Edu)
300.2 (Soc. Sc)	Intro to Soc. Sc. Anthropology, Urdu, Economics, History, Geography or Psychology	2	Social Sciences (G. Edu)
302	Interdisciplinary-1	3	Interdisciplinary
302	Interdisciplinary-II	3	Interdisciplinary
312	<b>History of Books and Libraries</b>	3	Major-2
		<b>20</b>	

<b>Third Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
400.1 (Q.Reas)	Quantitative Reasoning	3	Compulsory (G. Edu)
400.1 (E.Writ)	Expository Writing	3	Compulsory (G. Edu)
401	Interdisciplinary-1	3	Interdisciplinary
401	Interdisciplinary-II	3	Interdisciplinary

411	Introduction to Library and Information Science	3	Major-3
421	Library and Society	3	Major-4
		<b>18</b>	

<b>Fourth Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
400.2 (Q.Reas)	Quantitative Reasoning	3	Compulsory (G. Edu)
400.2 (ICT)	Application of Inf. & Comm. Technology	3	Compulsory (G. Edu)
402	Interdisciplinary-1	3	Interdisciplinary
402	Interdisciplinary-II	3	Interdisciplinary
412	Information Technology in Libraries	3	Major-5
422	Communication Skills and Professional Library Correspondence	3	Major-6
		<b>18</b>	

<b>Fifth Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
511	Bibliographies, Indexing and Abstracting	3	Major-7
521	Collection Development and Management	3	Major-8
531	Introduction to Classification	3	Major-9
541	Introduction to Cataloguing	3	Major-10
551	Administration and Management of Libraries and Information Centers	3	Major-11
500.1	Field Experience / Internship	0 + 3	Compulsory (G. Edu)
		<b>18</b>	

<b>Sixth Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
512	Reference and Information Sources and Services	3	Major-12
522	Library Operations and Emerging Technology	3	Major-13
532	Applied Classification	3	Major-14
542	Applied Cataloguing	3	Major-15
562	Marketing of Library and Information Services	3	Major-16
500.2	Coapstone Project	3	Compulsory (G. Edu)
		<b>18</b>	

<b>Seventh Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
621	Digital Libraries	3	Major-17
631	System Analysis and Design in Libraries	3	Major-18
641.1	Public Library, Library Legislation and Systems	3	Major-19
641.2	Children Librarianship, School Library Media Centers		Major-19
641.3	Special Librarianship		Major-19
651	Research Methodology	3	Major-20
661	Planning of Library and Inforamtion Centers	3	Major-21
		<b>15</b>	

<b>Eight Semester (18 Credit Hours)</b>			
<b>Course Code</b>	<b>Subject</b>	<b>Cr. Hrs.</b>	<b>Type</b>
612.1	Information Sources and Literature of Humanities and Social Sciences	3	Major-22
612.2	Information Sources and Literature of Science and Technology		Major-22
612.3	Information Sources and Literature of Islam and Pakistan		Major-22
622	Cataloguing of Special Material	3	Major-23
632	Information Storage, Processing and Retrieval	3	Major-24
642.1	Archive Management and Preservation	3	Major-25
642.2	Academic Libtarianship		Major-25
642.3	Medical Libtaries and Librarianship		Major-25
662	Comparative and Inernational Librarianship / Thesis	3	Major-26
		<b>15</b>	

## **1<sup>st</sup> YEAR FIRST SEMESTER**

### **311/301 USE OF BOOKS AND LIBRARIES**

The book: definition, format, types (text books, subjective, research, reference) selection of specific type of a book for specific quires and references. The library: importance of library in scholarship & learning, library as hub of educational activities. Library systems and services and their use: i.e. use of a catalogue, membership and borrowing, reference and reading rooms, etc.

#### **READINGS:**

1. Adler, Mortimer (1986) A guide book to learning. New York, Macmillan.
2. Battles, Mathew (2003) Library: An unique history (New York, Norton Publishers)
3. Crawford, Walt & Gorman, Michael (1995) Future libraries: Dreams, Madness & reality, Chicago, American Library Association.
4. Library Trends: vol. 16 and vol. 25(4)
5. Pervical, A. (1965) Discovery with books: an adventure guide to the library. London, Blond educational.
6. Sabine, Gordon A. and Sabine Patricia (1983) Books that the difference / Gordon A. Sabine and Patricia Sabine. Connecticut, Library Professional Publications.

## **1<sup>st</sup> YEAR SECOND SEMESTER**

### **312/302 HISTORY OF BOOKS, LIBRARIES AND INFORMATION SCIENCE.**

Origin and Development of Alphabets, Writing and Writing material, Invention of printing, and development of other formats for recording knowledge. History of libraries from ancient period to modern age of information science. Role of Muslims in the development of libraries and promotion of scholarship. Libraries in the sub-continent. Library and information profession in Pakistan.

#### **READINGS**

1. Abdul Moid. (1974) "Illumination" in Encyclopedia of Library and Information Science (Marcel Decker) vol.11 pp.186-219.
2. Allen, Agnes. (1969) The Story of the book.- London: Faber & Faber,
3. Anis Khurshid. (1969) Standards for library education in Burma, Ceylon, India and Pakistan (Ph. D. Thesis) (Pittsburgh: University of Pittsburgh,) Chapter-4.
4. Brophy, Peter. (2001) The Library in the twenty first century: new services for the information age. London: Library Association Publishing
5. Chishti, Dr Abdul Haleem. (1998) Islami Kutub Khanay. Karachi: Al-Faisal.
6. Dehl, Svend. (1968) History of book, 2<sup>nd</sup> ed. (Metuchen, N. J.: Scarecrow Press:
7. Expectations of Librarian in the 21 Century. (2003) (ed .by) Bridges, Karl. Westport; Greenwood.
8. Feather, John. (2000) The information society: a study of continuity and change, 3<sup>rd</sup> ed. Library Association Publishing.
9. Harley, E. S and Hampden T. (1964) Books from Papyrus to Paperback.- London: Methuen.
10. Harris, Michael Age and Johnson, (1999) Elmer P. History of Libraries in the Western World. 4<sup>th</sup>. ed. - N.J.: Scarecrow Press.
11. Hessel, Alfred. (1965) A History of Libraries. tr. with Supplementary Material by Reuben Peiss. New Brunswick: N.J. Scarecrow Press.
12. Hassel, Alfard.(1955) A history of libraries, tr. With supplementary material by Reuben Press (New Brunsick, N. J.: Scarecrow Press.
13. Johnson, Elmar P. (1970)) History of libraries in the Western World. 2<sup>nd</sup> ed. (Metuches N. J. Scarecrow Press.
14. Khan, Muhammad Fazil. (1988) Kutub Khanoon ki Tarikh: Ahed-e- Qadim se Ahed-e-Mughlia tak.- Multan: Bacon Books.
15. Khuda Bakhsh. (2003) Glimpses of Khuda Bakhsh Library. Setting up a Library and Information. Patna: Khuda Bukhsh Oriental Public Library.

16. Leaner, Fred. (1998) The Story of Libraries from the invention of writing to the computer age. New York: Continuum.
17. Marshall, D. M. (1983) History of Libraries: ancient and medieval.- New Delhi: Oxford and IBH Publishing.
18. Mc. Murtrio Douglas C. (1960) The book. (London: Oxford University Press, Relevant chapters.
19. Pande. B. D. (1992) History of Development: New Delhi: Ammal Publications.
20. Qureshi, Ishrat Ali. (1989) The Moulana Azad Library: A major Library of the World. 1877 – 1988. Aligarh: Anwer Publisher House.
21. Zubair, Al-Haj Muhammad. (1978) Islami Kutub Khane.- Karachi; H.M. Saeed.

## **2<sup>nd</sup> YEAR FIRST SEMESTER**

### **411 INTRODUCTION TO LIBRARY AND INFORMATION SCIENCE**

Library Science: Philosophy, Scope, importance, Librarianship: as a profession, as a service: Development of Information Science, Role of libraries in electronic environment: New laws of Library & Information Science, Ethics, role and future of library & information profession: Right to information: Use of Information Communication Technology in libraries.

#### **READINGS**

1. Christine, Linda Gail (1983) The ABC's of microcomputers. New Jersey, Prentice hall Lovency, Ian (1984) Automating library procedures and survivors handbook. London, the Library Association.
2. Feather, John (1996) Presentation and the management of library collection. 2<sup>nd</sup> ed / John Feather. London, Library Association.
3. Heilprin, L. B. (1985) towards foundations of information science / edited by L. B. Heilprin. White Plains, N. Y. Knowledge Industry Publications.
4. Orilia, Lawrence S. (1986) Computers and Information: an introduction. 3<sup>rd</sup> ed. New York, McGraw Hill.
5. Seigel, Efreim et al (1982) Books, libraries and electronics: essays on the future of written communication. New York, knowledge industry publications.
6. Vickery, Brain C. and Vickery, Alina (1987) Information science: in theory and practice / Brain C. Vickery and Alina Vickery. London, Butterworth's.

### **421 LIBRARY AND SOCIETY**

Role of library in culture transmission; role of library as a switching centre in human communication process; the place of library as instrument of social thought and action from the ancient world to the present times; library as an agent of change.

#### **READINGS**

1. Benge, Ronald c. (1970) Libraries in Cultural Change. (Munchen: Saur.
2. Butler, Pierce. (1961) Introduction to Library Science. Chicago: University Press.
3. Levy (2005) Developing the New Learning Environment.
4. Rogers, A. Robert. (1984) The Library in society. Colorado: Littleton,
5. Shera, Jesse H. (1965) Libraries and Organization of Knowledge (London: Lockwood.
6. Totter dell, Anne (2005) An Introduction to Library and Information Work.

## **2<sup>nd</sup> YEAR SECOND SEMESTER**

### **412 INFORMATION TECHNOLOGIES IN LIBRARIES**

Another 3-Credit Hours major course 412 is designed to explain not only the traditional contribution of libraries in the growth of knowledge but as an inspiring source of seeking information in the most modern environment of computer age. It will help the students to identify the sources of information accessible through computer, their significant characteristics, and measures to judge their validity.

Introduction to IT – IT and Libraries – Computers – Hardware – Software – Computer networks – Data communication – Concept of MIS – Computer Ethics – Online/ Offline sources- Electronic Vs virtual Vs Digital libraries.

### **READINGS:**

1. Feather, Jones. (2008) The information society: A study of continuity and change. New York: Neal Schuman.
2. Gerard, D. (1978). Libraries in Society. London: Clivebing.
3. IFLA. (2000). Libraries in Information society. International federation of Library Associations and organizations.
4. Ferguson, S. and hebls, R. (2003). Computers for librarians: An introduction to the electronic library. Wagga wagga centre for information studies: Charles start university.
5. Morley, D. (2007). Understanding computer: Today And tomorrow. Boston: Mass Thomson.
6. Rowley, J. (2001). The electronic library. London: Library Association.

### **422 COMMUNICATION SKILLS AND PROFESSIONAL LIBRARY CORRESPONDENCE**

Communication, Verbal and non-verbal communication, Personal & non-Personal communication, Effective reading, writing, listening and speaking skills, Personality development, personality management, Emotional intelligence, Interviewing skills, Decision making skills. Daily correspondence: Users instruction, Notifications, Circulars. Routine Correspondence with Management; Publishers; Suppliers and other libraries. Technical correspondence; Contracts, Reports, annotations / reviews, abstract in form of publication: list of new arrives, new letters, etc.

### **READINGS**

1. Adrian Doff, Christopher Jones. (2004) Language in Use. Paramount Upper-Intermediate Classroom Book.
2. Das, B. & Satpatay, I. (2007). Business communication and Personality development. New Delhi: Excel books.
3. Dictionaries and Thesaurus.
4. Eastwood, John, Oxford Practice Grammar, (2004)New Edition with tests and Answers, Oxford, University Press,
5. Mitra, B. K. (2011). Personality development and soft skills. India: Oxford press.
6. Powell, Judith W. and Lelievre, Robert B. Peoplework: (1979) Communication Dynamics for Librarians. Chicago: American Library Association.
7. Rapid Vocabulary Builder. Compiled by Clairvoyant-A. Sunararajan. Delhi. Good luck Publishing House.
8. Sharma, P. C. (2008). Communication skills and Personality development. Chennai: Nirali.
9. Simanowitz, V. & Pearce, P. (2003). Personality development. Maidenhead: Open books.

## **3<sup>RD</sup> YEAR FIRST SEMESTER**

### **511 BIBLIOGRAPHIES, INDEXING AND ABSTRACTING**

Bibliography: Meaning definition and concept of bibliography; need and importance; historical development; types, universal, national, subject, commercial, Bibliography; inner forms, enumerative, analytical or critical, historical, textual. Bibliographical control at national level; preparation of bibliography; automated bibliographical control. UBC Bibliographic data base, Bibliometrics. Bibliographical Organization, Webliography  
Principles and practices of indexing and abstracting; types and methods of indexing and abstracting; problem of techniques and standardization of indexing and abstracting; study and review of various indexes and abstracts and indexing and abstracting services.

### **READINGS**

1. Brophy, Peter. The Library in the twenty first century: new services for the information age. London: Library Association Publishing (2001)

2. Cooke, Alison. (1999) A Guide to Finding Quality Information on the Internet: Selection and Evaluation Strategies. London: Library Association Publishing.
3. Davinson, Donald. (1975) Bibliographic Control. London: Clive Bingley.
4. Dawson, Andy. (1997) The Internet for Library and Information Service Professional 2<sup>nd</sup> ed. London: ASLIB
5. Feather, John. The information society: a study of continuity and change, 3<sup>rd</sup> ed. Library Association Publishing (2000)
6. Katz, William. (2002) Introduction to Reference Work. Vol. 1 and 2 8<sup>th</sup> Ed.
7. Khalid Mahmood and Farzana Shafique-(2007, fall). Emerging information society in Pakistan and the role of libraries. World libraries 17(2). Retrieved from <http://www.worlib.org/>
8. Krummel, D. W. (1984) Bibliographies: their aims and methods, London: Mansell.
9. Kumar, G and Kumar, K. (1979) Bibliography. New Delhi: Vikas Pub.
10. Robinson. A.M. Lewin. (1979) Systematic Bibliography.4<sup>th</sup> ed. London: Clive Bingley.
11. Samdani, Rais Ahmed And Khalid Mahmood. (1999) Periodical Literature in Library and information Science: an Index of 50 Years works in Pakistan (1947-1997). Karachi: PBWG.
12. Samdani, Rais Ahmed. ed. Akhtar H. Siddiqui (1995) Bio-Bibliographical Study. Karachi: PBWG.
13. Siddiqui, Akhtar H. & Nasim Fatima. (1993) Bibliographical Services Resources Published in Pakistan. Karachi: LPB.
14. Stokes, Roy. (1969) The Functions of Bibliography. London: Andre Deutsch.
15. UNESCO. (1970) Guide to National Bibliographical Information Centers. 3<sup>rd</sup> ed. Paris: UNESCO.
16. Universal Bibliographical Control (1974) : A Long Term Policy, a Plan for action. New York: Saur,
17. Usman, M. Adil. (1981) Bibliographical Services throughout Pakistan. 2<sup>nd</sup> ed. Karachi: LPB.
18. Borko, Harold and Bernier, L. Charles. (1975) Abstracting concepts and methods. (London: Academic Press,)
19. Claveland, Donald B. and Aha D. Clomebud (2001) Introduction to Indexing and Abstracting
20. Collison, Robert L. (1981) Indexes and indexing. 3<sup>rd</sup> ed. (London: Benn.)
21. Encyclopedia of Library and Information Science, relevant volume containing articles on the subject.
22. Foskett, A. C. (1977) Subject approach to information. 2<sup>nd</sup> ed. (London: Clive Benley.)
23. Lancaster, F. W. (1998) Indexing and abstracting in theory and practice. 2<sup>nd</sup> ed. London: Library Association Publishing.
24. M. Riaz.( 1987) Advance Indexing and Abstracting Practices Lahore: Nadeem Book House.
25. Parekh, R. L.(2000) Advanced indexing and abstracting practices. India.
26. Vicery, B. C. (1975) Classification and indexing in science. 3<sup>rd</sup> ed. (Kent: Butterworth.)
27. Wilson, T. D. (1980) An introduction to chain indexing. (London: Clive Bingley)

## **521 COLLECTION DEVELOPMENT AND MANAGEMENT**

Objective and Techniques of Evaluating and selecting library materials. Selection Criteria, Selection policy according to the different types of libraries. Selection tools. Censorship and copyrights. Gift, Exchange and weeding policy.

### **READINGS**

1. Curley, A. and D. Broderick. (1985) Building Library Collections. 6<sup>th</sup> ed. Metuchen: Scarecrow Press,
2. Evans, G. Edward (2004) Developing Library and Information Centre Collection 2<sup>nd</sup> ed. Littleton, Libraries Unlimited
3. Evans, Edward. G. (2012) collection management basic. 6<sup>th</sup> ed. California: Libraries Unlimited.
4. Frances, Cc. Wilkinson and Linda K. Lewis (2003) The Computer Guide to Acquisition Management
5. International Encyclopedia of Library Development (1998) / Ed. By M. A. Khan. New Delhi: Cosmo Publications.
6. Magrill, R. (1984) Acquisitions Management and Collection Development in Libraries. Chicago: American Library Association.



7. Nisonger, Thomas E. (2003) Evolution of library collection and access and Electronic Resources. Westport: Libraries Unlimited.
8. Nisonger, Thomas E. (2000) Collection Evaluation and Information Science. New Delhi: Gyan Publishing House.
9. Nisonger, Thomas E. (1992) Collection Evaluation in Academic Libraries: an annotated bibliography.- Colorado: Libraries Un-Limited.
10. Pantry (2005) Setting up a Library and Information Services from scratch.
11. Singh, Surendra. (2000) Trends in library and information Science. - New Delhi: Gyan Publishing House,
12. Stevens, N.D. (1986) A Guide to Collecting Librarian. Metuchen: Scarecrow.
13. Sui, H. Lee. (1997) Access Resource Sharing and Collection Development.
14. Wilkile, Chris. (1999) Managing Film and Video Collection. London: ASLIB,
15. Siddiqui, Rafat Parveen (2020) *Pakistan ke Urdu Hawalajati Maakhzat*. Karachi: Library Promotion Bureau.

### **531 INTRODUCTION TO CLASSIFICATION**

Meaning, Definition of classification; Concepts of classification, Brief history of classification schemes with special emphasis on the development during 19th and 20th centuries and Islamic period; Comparative study of major classification schemes. Study of classification schemes locally used; Study of DDC 20<sup>th</sup> and 21<sup>st</sup> editions; electronic DDC; Shafi expansions and others; Sear's list of subject headings.

#### **READINGS:**

1. Batty, David. An Introduction to Dewey Decimal Classification (DDC-23) Ohio: OCLC, 2011
2. Farhat Hussain. (2021) *DDC Scheme: Rehnuma Usool Baraey Darja Bandi*. Karachi: Department of Library and Information Science, University of Karachi
3. Chan, Lois Mai. (1994) Cataloguing and Classification: an Introduction. 2<sup>nd</sup> ed. New York: McGraw Hill,
4. Dewey, Melvil. (2011) Dewey Decimal Classification. 22<sup>nd</sup> ed. New York: Forest Press.
5. Marcella, Rita & Newton, Robert. (1994) A New Manual of Classification. Hampshire. Gower.
6. Phillips, W. Howard. (1961) Primer of Book Classification. 4th ed. London: Association of Assistant Librarians,
7. Ranganathan, S. R. (1989) Philosophy of library classification.- Bangalore: Endowment for Library Science.
8. Sardar, Ziauddin. Islam. (1979) Outline of a Classification Scheme. New York: Saur,
9. Sayers, Berwick W.C.A. (1967) A Manual of Book Classification for Libraries, 4<sup>th</sup> ed. revised by Arthur Maltby. London: Andre Deutsch.
10. Taylor Arlenc, G. (2000) Introduction to Cataloguing and Classification. 9<sup>th</sup> ed. Library unlimited, United State.
11. Thomas, Alan R. (1995) Classification option and opportunities. New York: The Howorth Press.

### **541 INTRODUCTION TO CATALOGING**

Meaning and definition of catalogue; Purpose and functions of catalogue; Form and kinds of catalogue. Development of cataloguing codes and their limitations; shared and co-operating cataloguing, centralized cataloguing;

#### **READINGS**

1. Akers, Susan Gray. (1977) Simple Library Cataloguing Metuchen. N.J. The Scarecrow Press.
2. Anglo American Cataloguing Rules under the direction of the joint steering committee for revision of AACR; a committee of the American Library Association. [et.al]. 2<sup>nd</sup> ed. 1998 revision. Chicago.
3. Anis Khursheed, Dr. (1997) Cataloguing of Pakistani Names with Rev.ed. Bureau of composition, Compilation and Translation University of Karachi.
4. Artandi, Susan. (1972) An introduction to computer in information science. 2<sup>nd</sup> ed. Metuchen, N.J; The Scarecrow Press, pp 145-150.
5. Chain, Lois Mai. (1981) Cataloguing and Classification: An introduction N.Y. McGraw-Hill.

6. Hunter, Eric J and Backwell, KGB. (1983) Cataloguing and Rev.ed expd. London: Clive Bingley,
7. Hunter, Eric J. (1979) Cataloguing, London: Clive Bingley,
8. Jadeed Cataloguing Sazi (1993) Islamabad: Muqtadara Quami Zaban,
9. Kumar, Girja (and) Kumar, Krishen. (1977) Theory of Cataloguing 2<sup>nd</sup> ed. Rev. New Delhi: Vikes Publishing,
10. Taylor Arlenc, G. (2000) Introduction to Cataloguing and Classification. 9<sup>th</sup> ed. Library unlimited, United State.
11. Weber, Mary Beth, (and) Austin, Fay Angela. (2011) *Describing Electronic, Digital, and other Media using AACR2 and RDA: A How-To-Do-It Manual and CD-ROM for Librarians*. New York: Neal Schuman,
12. Wyner, Bohdan. (1985) Introduction to Cataloguing and Classification, 9<sup>th</sup> ed. Littleton, Colorado; Libraries Unlimited,

## **551 ADMINISTRATION AND MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

Definition and concept of Management. Elements of Managements. Theories and Principles of Administration for effective management. Administrative Organization. Evaluation criteria for library resources and Services, Public relation.

### **READINGS:-**

1. Anderson, A. (2015). Management: Take Charge of Your Team: Communication, Leadership, Coaching and Conflict Resolution.5<sup>th</sup> ed.
2. Evans E.G. & Alire, C. (2014) Management Basics for Information Professionals.3<sup>rd</sup> ed. ALA.
3. Evans E.G & Ward, P.L. (2007) Leadership Basics for Librarians and Information Professionals.
4. Halaychik, C.S. (2016). Lessons in Library Leadership: A Primer for Library Managers and Unit Leader. Chandos Publishing;
5. Management System Decision Making. Department of Library and Information Science; Enheten för biblioteks-och informationsvetenskap.
6. Matthews, J. R. (2005). Strategic planning and management for library managers. Libraries Unlimited.
7. Moran, B.B & Morner, C.J. (2018). Library and Information Center Management. 9<sup>th</sup> ed. Libraries Unlimited.
8. Moran, B. B., & Morner, C. J. (2017). Library and information center management. ABC-CLIO.
9. Olson, N. (2010). Taken for Granted–The Construction of Order in the Process of Library
10. Winston, M. (2013). Leadership in the library and information science professions: Theory and practice. Routledge.

## **THIRD YEAR 2<sup>ND</sup> SEMESTER**

## **512 REFERENCE AND INFORMATION SOURCES AND SERVICES**

Definition and Significance of Reference Sources and Services in a library, Types of Reference Sources, Reference Quires and selection appropriate sources, Management of Reference Sources and Services, Evaluation of information sources and services, Review of important reading reference sources, Bibliography and Reference sources published in Pakistan

### **READINGS**

1. Davinson. (1980) Reference Services, London: Clive Bingley.
2. Fiallbrant, N. and I. Malley. (1984) User Education in Libraries. 2nd ed. London: Clive Bingley,
3. Guide to Reference Books. 1986. Edited by E. P. Sheekhy. 10<sup>th</sup> ed. Chicago: ALA.
4. Jennerich, E.Z. (1987) The Reference Interview as a Creative Art. Littleton: Libraries Unlimited.
5. Katz, Bill & Kinder, R. (2021) The Publishing and Review of Reference Sources Routledge
6. Katz, W.A. (1997) Introduction to Reference Work. 7<sup>th</sup> Ed. New York: McGraw-Hill,
7. Katz, William. (2002) An Introduction to Reference work vol. 1 and 2. 8<sup>th</sup> ed. New York: McGraw Hill
8. Kumar, Krishan. (1987) Reference services. 3<sup>rd</sup> edition. New Delhi: Vikas Publishing House,

9. Low, Kathleen. (1996) *The Role of Reference Libraries*. New York: The Haworth Press.
10. Meghan Harper (2020) *Reference Sources and Services for Youth*, 2nd ed. American Library Association
11. Owen, Tim. (1996) *Success at the enquiry desk: Successful enquiry answering every time*. London: Library Association Publishing,
12. *Practical Current Awareness Services from Libraries* (1986.) ed. by Whi Aldershot: Gower.
13. Ratzan, Lee. (2004) *A Guide to Live Understanding Information Systems: What They Do & Why We Need Them Chat Reference*. Chicago: American Library Association.
14. *Reference and Online Services Handbook* (1986.) Guideline, Policies and Procedures for Librarians. Edited by Katz, B. New York: Neal-Schumann.
15. Rsmey, S. (2004) *How to find information: A Guide for Researcher*.

## **522 LIBRARY OPERATIONS AND EMERGING TECHNOLOGIES**

### **OBJECTIVES:**

1. To introduce different operations of library system.
2. To demonstrate different process of acquisition
3. To get familiar with operation of circulation control system.
4. To demonstrate operations of preservation.
5. To get practical training of application of computer in different library operation.

### **CONTENTS:**

Basic library procedures; operations and record maintenance; acquisition (order work); catalogue production, preservation and storage of library materials; application of scientific management techniques for the study and improvement of library operations, library statistics.

### **READINGS:**

1. Balakrishnan S. (2001) *Preservation of library collection*. New Delhi: Anmol publications, 2001
2. Dougherty, R. M. and Hein Ritz, F. J. (1966) *Scientific Management of Library Operations*. New York: the Scarecrow press.
3. *Fundamentals of Technical Services* /by John Sanstrom, Liz Miller .ALA, 2015.
4. Harvey, Ross. (1993) *Preservation in libraries: principles strategies and practices for librarian*. London, Bowkers.
5. *Introduction to Technical Services* By G. Edward Evans, Sheila S. Intner, Jean Riddle Weihs, 2011
6. Riaz, Twyla, Tamni, Rosina. (1994) *Management and organization of acquisition department*. New York: Haworth press,
7. Tauber, Maurice. F. (1956) *Technical Services in Libraries*. (New York: Columbia University Press

## **532 APPLIED CLASSIFICATION**

Electronic DDC; Shafi expansions and others; Sear's list of subject headings. Practice of DDC 21<sup>st</sup> and 22<sup>nd</sup> Editions; Practice of Sear's list of subject headings latest edition.

### **READINGS**

1. Dewey Decimal Classification. 23<sup>rd</sup> ed. (2011). Albany: Forest Press, 4 vols.
2. Dewey Decimal Classification. 22<sup>nd</sup> ed. (2003). Albany: Forest Press, 4 vols.
3. Dewey Decimal Classification. 21<sup>st</sup> ed (1996). Albany: Forest Press, 4 vols.
4. Dewey Decimal Classification and Relative Index. 19<sup>th</sup> ed. (1980) New York: Forest Press.
5. *Electronic Dewey. DDC 20 Introduction*. (1994) Dublin: Forest Press, 1989. CD. OCLC.
6. Farhat Hussain. (2021) *DDC Scheme: Rehnuma Usool Baraey Darja Bandi*. Karachi: Department of Library and Information Science, University of Karachi
7. Khan, J.K. (1996) *Handbook of Library Classification Systems*. New Delhi: Beacon Books,
8. Kumr, Krishan. (1997) *Theory of Classification*.- New Delhi: Vikas Publishing House,

9. Lang ridge, D.W. (1992) Classification its kinds, elements, systems and applications. London: Bowker Saur.
10. Mahmud-ul-Hasan. (1985) Classification Table for Literature on Pakistan (History etc). Developed on the Basis of the 18th edition of Dewey Decimal Classification. (Revised & up to date 1985) Islamabad: Allama Iqbal Open University,
11. Marcella, Rita & Newton. (1994) Robert. A new manual of classification. Hampshire: Gower,
12. Sears List of Subject Headings. (2000) Edited by Berleama M. Westby.- 17th ed. New York: H.W. Wilson,
13. Shafi, Muhammad. (1977) Expansion of Dewey Decimal Classification Relating to Oriental Topics. Karachi: Department of Library Science, University of Karachi, 1962. (Rev. ed. in Urdu, Shafi Esha'ayi Taqsim Baraye Islam... ed. by Anis Khurshid. Karachi: Royal Book.
14. Thomas, Alan R. (1995) Classification Options & Opportunities. New York: The Haworth Press,

## **542 APPLIED CATALOGUING**

Descriptive cataloguing, book marks; comprehensive study of AACR-2R for monograph and serial publication; cataloguing of Pakistani and oriental names; practice of AACR-2R for monographs and serials will be provided.

## **READINGS**

1. ALA Rules for filing Catalog Cards. 2nd ed. edited by Seely, P.A. Chicago: American Library Association, latest Ed.
2. Anglo-American Cataloguing Rules, (1988) (AACR-2R) ALA.
3. Anglo American Cataloguing rules. 2nd ed. Revision, (1988) New Delhi: Oxford & IBH Publishing,
4. Anis Khurshid. (1997) Cataloguing of Pakistani Names. Revised Edition. Karachi: BCCT, University of Karachi.
5. Bermal, S. (1995) Cataloguing of Special Materials. S. Phoenix: Oryx,
6. Chapman, Liz. (1990) How to catalogue: A Practical Handbook using AACR2 and Library of Congress 2<sup>nd</sup> Edition. New Delhi: UBS Publishers,
7. Gorman, Michael. (1981) The concise AACR2 being a rewritten and simplified version of Anglo American Cataloguing Rules 2<sup>nd</sup> edition. Chicago: ALA,
8. Hunter, Eric. (1979) AACR2: An Introduction. New York: Saur,
9. Kao, Liu. (1995) Cataloguing and Classification for Library Technicians. - New York: The Haworth Press,
10. Khan, M. A. (1999) Cataloguing and Library Automation. New Delhi: COSMO Publications
11. Kochar, R.S. (1998) Principles and Practices of Cataloguing. Delhi: Rajat Publications
12. Liaquat Ali, Syed. (1996) Practical Cataloguing Note Book: for the students of library and information science, Peshawar: Department of Library And Information Science, University of Peshawar,
13. Managing Cataloguing and the organization of information. (2005) (ed. by) Carter, Ruth. c Mumbai: Jaiaco Publishing,
14. Mann, M. (1971) Introduction to cataloguing and classification of books. Chicago: ALA,
15. Muhammad Riaz. (1995) Cataloguing theory and practice.- Lahore: Nadeem Book House,
16. Olding, R.K. (1966) Readings in Library Cataloguing. London: Lockwood.
17. Olsn, Hope A. and Boll, John J. (2005) Subject analysis in online Cataloguing. 2<sup>nd</sup>edition. Englewood: Greenwood.
18. Panda, B.D. (1999) The Pleasure of Cataloguing in a Public Library. New Delhi: Anmol Publications,
19. Weber, Mary Beth, (and) Austin, Fay Angela. (2011) *Describing Electronic, Digital, and other Media using AACR2 and RDA: A How-To-Do-It Manual and CD-ROM for Librarians*. New York: Neal Schuman,

## **562 MARKETING OF LIBRARY AND INFORMATION SERVICES**

## **OBJECTIVES:**

1. To introduce the meaning and basic concept of marketing
2. To develop an understanding about the marketing of library and information services
3. To develop practice skills among the learners about formulating plan for the library and information services
4. To promote maximum use of available information resources
5. To improve the image and prestige of libraries and library scientist
6. To prevent libraries from decreasing readers support

## **CONTENTS:**

Marketing: An introduction – Library Marketing – The marketing mix: Pros and Cons – Marketing Segmentation – Marketing of Library and Information Services and Products Marketing Management – Marketing services and tools – Marketing Ethics – Marketing in the digital age.

## **READING:**

1. Armstrong, P. K. (2018). Principles of Marketing. United Kingdom: Pearson.
2. Armstrong & Kotler (2005). Marketing: an introduction. 7<sup>th</sup> ed. Pearson Education.
3. Chaubey, A. K., & Lal, M. (2016). Marketing of Library and Information Science Products and Services in Present Scenario. Studera Press.
4. Dubicki, E. (2008) Basic Marketing and Promotion Concepts. The Serials Librarian. 53(3) 5-1
5. Ezeh, R.U. (2021). Significance of marketing library resources in libraries and information centers: issues and prospects. Journal of library services and technologies, 3(1), 13-24.
6. Gupta, D.K. (2003) Marketing of Library and Information Services: Building a new discipline for library and information science education in Asia. Malaysian library and information science Journal. (8 (2), 95-108
7. Horsfall, M. N. (2020). Marketing of Library and Information Services in the Digital Age: Challenges, Strategies and Implications. Information Impact: Journal of Information and Knowledge Management, 11(2), 13-20.
8. Jain A. K. et al. (1999). Marketing products and services: A primer for libraries and information professionals. New Delhi: Mc Graw Hill.
9. Kandrick, T. (2006). Developing strategic marketing plans that really work: A toolkit for public libraries. London: Facet publishing.
10. Kotler, P. (2012). Kotler on marketing. Simon and Schuster.
11. Kotler, P. and Armstrong, G. (1996) Principles of Marketing. (7<sup>th</sup> ed.) New Delhi: Prentice Hall
12. Kotler, P. & Keller, Kevin (2005). Marketing Management. Prentice Hall. Lamb, Annette. Marketing for Libraries. Retrieved from <http://eduscapes.com/marketing/1.htm>
13. Kotler (2001). Marketing Management. Pearson Education.
14. Kotler, P. (1975). Marketing for Nonprofit Organizations. Prentice-Hall.
15. Lucas-Alfieri, D. (2015). Marketing the 21<sup>st</sup> Century Library: The times is now. Elsevier.
16. Nicholas, Julie (1998). Marketing and Promotion of Library Services. Grothkopf U., Andernach, H., Stevens-Rayburn, S. and Gomez, M. Retrieved from <http://www.stsci.edu/stsci/meetings/lisa3/nicholasj.html>
17. Patange, Jagadish Tukaram (2013). "Marketing of library and information products and services." Global Journal of Human Social Science, 13(1), 33-36.
17. Rix (2005). Marketing: a practical approach. 5<sup>th</sup> ed. McGraw-Hill.
18. Thabit, T., & Raewf, M. (2018). The evaluation of marketing mix elements: A case study. International Journal of Social Sciences & Educational Studies, 4(4), 100-109.
19. Yusuf, N. B. (2019). Marketing Strategies Used for Promotion of Library Information Services in Kaduna State Public Library, Nigeria, 1-86.

## **FOURTH YEAR FIRST SEMESTER**

### **621 DIGITAL LIBRARIES**

Concept and Technologies for Development of Digital Libraries. Conversion of normal system into digital system. Selection of Library Software. Analytical study of some compatible library

softwares i.e. CDISIS, WINISIS, GINISIS, Kitabdar, practical work involve for all of these softwares. Case study of selected automated libraries i.e. State Band of Pakistan, Agha Khan University.

### **READINGS:**

1. Andrews, J. (2004) Digital Libraries: Policy, Planning and Practice
2. Andrews, Judith. (2004) Digital Libraries: Policy, Planning & Practice edited by Judith Andrews and Derek Law. England. Ashgat. 263 p.
3. Arms, William Y. (2005) Digital Libraries.
4. Bajpai, S. K. (1999) Library Information Technology Management. A Librarian's manual. New Delhi: Ess. Ess, 298 p.
5. Encyclopedia of Library and Information Technology for 21<sup>st</sup> Century Series. (2001) Library Digital Technology / ed. By S. Balakrishnan. New Delhi: Anmol Publications.
6. Expectations of Librarians in the 21<sup>st</sup> Century / ed. By Karl Bridge. (2003) Westport: Greenwood Press,
7. Kawatra, (2000) P.S. Library and Information System in the Twenty First Century. New Delhi: Crest Publishing,.
8. Kemmel, Stacey and Heise, Jennifer. (2003) Virtual reference service: Issues and Trends. New York: The Haworth Information Press,
9. McMenemy, David and Alan Poulter (2005) Delivering Digital Services.
10. Miller, William and Reta M. Pellen ed (2004) Innovations in Science and Technology Librarians edited by William Miller and Reta M. Pellen. New York, The Harworth Information Press.
11. Osborne, Larry N. and Nakamura, Margaret. System analysis for libraries and information professionals. 2<sup>nd</sup> ed. Englewood: Libraries unlimited, 2004
12. Pratt, John and Swann, Joanna. (2003) Making sense of Methodology. London: Library Association.
13. Rhyno, Art. (2004) Using Open Source for Digital Libraries./ by Art Rhyno. Wertport: Unlimited. 160 p.
14. Schlembach, Mary C. (2001) Information Practice in Science and Technology: Evolving Challenges and New Directions. / edited by Mary C. Schlembach. USA: The Howorth Information Press. 168 p.

### **631 SYSTEM ANALYSIS & DESIGN IN LIBRARIES**

Automation Processing Computer Base Library System Computerized Literature Information Searching and Retrieval Information sharing National/International Information System Principals of System Analysis or Design data banks.

### **READINGS**

- 1 Babu T. Ashok [ed.by], (2000) Vision of future Library and Information Systems; Dr. S. S. Mul Festschrift. New Delhi: Viva Books.
- 2 Baly, M. Dr. Reghunathan. R; Pradeepeum. Stonly James (ed). (2000) Changing Trends in Library and Information Science; New Delhi: Ess Ess Publication.
- 3 Biddiscombe, Richard (ed). (1996) The End –User Revolution; CD-ROM. Internet and changing role of the information professional. London: Library Association Publishing,
- 4 Chopra, H. S. (ed). (1999) Library information technology in Modern Era Libraries and librarians; New Millennium. New Delhi: Ajay Verma Commonwealth.
- 5 Clayton, Marlene. (1987) Managing Library automation. London: Gower.
- 6 FID/DC Working Group Functions and Organization of a National Documentation center in a developing country. (1975), Munchen; K.G. Saur.
- 7 Eashyap, Madan Mohan. (1999) Computer Based Library and information Systems Designing Techniques.
- 8 Finder, p. Michelle. (et al). (2000) From Carnegia to Internet 2; Forging The Serial Future proceeding of the North American Serial Internet Group. In 14th Annual Conference June 10-13, 1999. Cantegeia Mellon University Pittsburgh; Pennsyleania N.Y. The Haworth.
- 9 Horten, William. (1994) Designing and Writing on Line Documentation. N.Y. John Wiley.

- 10 Khanna, J. K. (1996) Hand Book Of Library Information System and Services; a study of Networks in India. UK and USA. New Delhi: Bacon Books.
- 11 Lewis, Paul. J. (1994) Information System developments. London: Pittsman.
- 12 Mitchell, Anne M. and Surratt, Brian E. (2005) Cataloguing and Organizing Digital. A How to Do it Manual for Librarians. London:
- 13 Poulter, and Tsent. (1999) The Library and Information Professionals guide to The World Wide Web-London: Library association publishing.

**641 (optional) select any ONE course from the following i.e. 641.1, 641.2, 641.3**

**641.1 PUBLIC LIBRARY, LIBRARY LEGISLATION AND SYSTEM**

The philosophy, principles and practices of public librarianship based on UNESCO Manifesto for public libraries (rev., 1972); comparative study of growth of public libraries in U. K., U.S.A., India and Pakistan, role of UNESCO in development of public libraries; public library as a service agency.

**READINGS**

1. Altman, Ellen. (1980) Local Public Library Administration. 2<sup>nd</sup> ed. (Chicago: A.L.A.)
2. Baker. (2005) The Responsive Public Library. 2 e.
3. Batt, Chris (1994) Information Technology in public libraries. 5<sup>th</sup> ed. London: Library Association.
4. Campbell, H. C. (1973) Public libraries in the Urban Metropolitan setting. (London: Bingley)
5. Evans. (1999) Introduction to Public Libraries. 6 e. Littleton, Libraries Unlimited
6. Heintz, Ingeberg. (1963) The organization of the small public library. (Paris: UNESCO)
7. Murison, W. J. (1971) The public library: its origin purpose and significance. 2<sup>nd</sup> rev. and reset ed. (London: George G. Harrap & Co)
8. Mechellan A. W. (1978) The logistics of a public library book stock. Association of Library Assistant Librarians.
9. Norma. (1997) Copyright in public libraries. 4<sup>th</sup> ed. London: Library Association.
- Mahapalra, P. K.
10. Sinclair, Dorthy. (1979) Administration of the small public library Chicago: A.L.A.)
11. Totterdell, Barry. (1978) Public library purpose: a reader ed. (London: Clive Bingley.)
12. The public library: circumstances and prospects.( 1978) / ed. by W. Boy Raywardi Chicago: University of Chicago Press.

**641.2 CHILDREN LIBRARIANSHIP & SCHOOL LIBRARY MEDIA CENTRE**

History and Philosophy of library services to children according to the needs of the children in their physical, mental, social and emotional development; literature for children; story telling and special programme; library services to children in Pakistan  
Study of the educational role of the school library, their administration, staffing, organizing selection of library materials. Instruction in the use of the library and the books; evaluation and use of services.

**READINGS**

1. A place for Children. (2000) Edited by Judith Elkin and Margaret Kinnell. London: Library Association, 198 p.
2. Akhtar Hanif. (1979) Development of Children Librarians in Pakistan. PLB 10(4):16-22, Dec.
3. Blanshard, Catherine. (1998) Managing Library Services for Children and Young People: A Practical handbook Library Association, 208 p
4. Feinberg, Sandra (1998) Learning Environment for young children: Rethinking library space and services by Sandra Feinberg, Joan F. Kuchner and Sari Feldman. Chicago: American Lib. Association. 197 p.
5. Harrod, L. M. (1969) Library work with child. (London: Deutsch)
6. Lanning, Scott (2015) Essential Reference Services for Today's School Media Specialists, 2<sup>nd</sup> ed.
7. Managing library services for children and young people.( 1998) London: Library Association Publishing.

8. Mc Colvin, L. R. (1968) Public Library Services for children. (Paris: UNESCO.)
9. Mughal, Gul Muhammad. (1990) Library Services to Children. PLB 21(1):45-51 March
10. Nasim Fatima. (1990) Standard of Children Libraries in Pakistan PLB 21(1)1-37 March
11. Norman (1997) Copyright in school libraries. 4<sup>th</sup> ed. London: Library Association
12. Ray, Colin. Ed. (1978) Library Services to Children. An international survey. (Munche: K. G. Saur,). (IFLA publication, vol. 12)
13. Ray, Sheila. (1972) Library service to schools. (London: LA,). (LA pamphlet No..32)
14. Ray, Sheila. (1979) Children's librarianship. (New York: K. G. Saur.) Blanshard, Catherine.
15. Riedling, Ann Marlow (2012) Reference Skills for the School Librarian: Tools and Tips, 3rd ed.
16. Sauders, H. F. (1975) The modern school library: its administration as a materials center. 2<sup>nd</sup> ed. (Metuchen: Scarecrow Press,)
17. Tilke, Anthony. (1998) On the job source book for school libraries. London: Library Association.
18. Tilke, Anthony. (1998) Library Association guideline for secondary school libraries. London: Library Association.
19. Usmani, M. Adil. (1990) New Trend in Children Librarianship. PLB 21(1) March
20. Wilson, H. W. (2020) Children's Core Collection. 24<sup>th</sup> ed. H. W. Wilson.

### **641.3 SPECIAL LIBRARIANSHIP**

Role of special libraries in the dissemination of information; their special features and problems of management. Methods and techniques used comparative study of the provision of special libraries in U. K., USA and Pakistan. Impact of technological development on special library services; types of special materials; problems of organization and use.

### **READINGS**

1. Abell, Angela & Oxbrow, Nigel. (2001) Competing with Knowledge; The Information professional in the Knowledge management age. London: Library association.
2. Ashworth, Wilfred. (1979) Special librarianship. London: Clive Bingley, (Outline of Modern librarianship)
3. Batten, W. E. ed. (1975) Handbook of special librarianship and information work. 4<sup>th</sup> ed. (London: ASLIB,)
4. Coblans, Herbert. (1974) Librarianship and documentation: an international perspective. (London: Andre Deutsch. (Grafton Basic text, ed. By J. A. Evans)
5. Hamilton, Feona (1996) Current awareness; current techniques, Hampshire: Gower.
6. Information technology in special libraries. (1992) London: Routledge.
7. Innovations in Science and Technology Libraries (2004) William Miller & Rita M. Pellen [ed] New York: The Haworth Information Press.
8. Khalid Mahmood. (1998) Information technology in libraries: a Pakistani perspective. Lahore: Pak Book.
9. Knowledge and Special Libraries (1999) [ed. by] James M. Matarazzo and Suzanne D. Connally. Boston: Butterworth.
10. Matthews, Joseph R. (2002) The Bottom line; Determining and Communication the value of the Special Libraries. Librarian unlimited. Westport (USA)
11. Panda, B. D. (1992) towards a special library system. New Delhi: Anmol.
12. Reichardt, G. (1974) Special libraries worldwide. Munchen: K. G. Saur, (IFLA Publications, vol.1.)
13. Semertazk; Eva (2011) Special libraries as knowledge management centers. Oxford Chandos publishing
14. Special Librarianship; A new reader. (1980) [ed. By] Eugene. B. Jackson. Scarecrow Press, Metuchen, N. J:
15. Synthis, Steinke [ed]. (1993) Instructions for information access in sci-tech libraries. New York: The Haworth Press.
16. White, Herbart S. (1984) Managing the Special library: strategies for success within the large organization. London: Knowledge.

### **651 RESEARCH METHODOLOGY**



Meaning and value of research; place of library in research; library research; forms of research, selection of research problems, hypothesis, research methodology, collection and evaluation of data; analysis of data; inference; report writing, evaluation of research reports.

## READINGS

1. Ana Andres. (2009) *Measuring Academic Research: How to undertake a Bibliometric Study*. Chandos Publishing, Oxford. Cambridge. New Delhi.
2. Baker, Theresse L. (1988) *Doing social research*. New York: McGraw Hill, 483 p.
3. Brogan, Gerald, & Geanne T. Buck. (1980) *Using libraries effectively*. (Belmont, Cal; Dickens Publishing Co.,)
4. Busha, Charles H. and Harter, Stephen P. (1980) *Research Methods in Librarianship*. (London: Academic Press,)
5. David Wilkinson and Peter Birmingham (2003) *Using Research Instruments: A Guide for Researchers*. Routledge Falmer. London. New York.
6. Godhor, Herbert. (1972) *An introduction to scientific research in librarianship* (Urban: University of Illinois,
7. Ibronke O. Lawa (2009) *Library and Information Science Research in the 21<sup>st</sup> Century: A guide for practicing librarians and students*. Oxford Cambridge New Delhi.
8. Jean McNiff, and Jack Whitehead (2010) *You and Your Action Research Project 3<sup>rd</sup> Edition*. Rutledge. London and New York.
9. Leary O. Zina. (2005) *The Essential Guide to Doing Research*. Pakistan: Pak Book.
10. Line, M. B. (1969) *Library survey; on introduction to their use, planning procedure and presentation*. (London: Bingley,)
11. Moore, Nick. (2000) *How to do research; the complete guide to designing and managing research project*. 3<sup>rd</sup> ed. London: Library association, 173 p.
12. *Research Methods in Library and Information Science*. (2002) [ed.by] M.A. Khan. New Delhi: Cosmo Publication.
13. Seetharama, S. [ed] (1993) *Current Research in Library & Information Science*. Jaipur: RBSA.
14. Somekh, B. and Lewin, C. (Eds) (2005). *Research methods in the social sciences*. New Delhi: Vistaar publication.
15. Turabian, Kate L. (999) *A manual for writers of term papers, thesis and dissertations*. 6<sup>th</sup> edition, (Chicago University Press)

## 661 PLANNING OF LIBRARY & INFORMATION CENTRES

Concept of planning, planning process, need for planning of library, documentation and information services in the framework of a country's national development plan.

Principles of planning; legislation, political and organizational basis for planning, normative phase, operational phase and planning stages. Criteria for costing, standards for services; comparative study of library planning in UK, USA and developing countries with special reference to Pakistan. Role of UNESCO in promotion of planning concept.

## READINGS

1. Anis Khurshid. (1982) *The state of library resources in Pakistan*. Lahore: student series.
2. Anis Khurshid. (2000) *Planning and Management of library and Information Services in Pakistan*. Karachi; Library and Information Services Groups
3. Corral, Sheila. (2000) *Strategic Management of Information Services; A Planning Handbook*. London: ASLIB.
4. D' Oliver, J. M. and Delmas, B. (1975) *Planning national infrastructures for documentation, libraries and archives*.
5. Glesecke, Joanced. (1998) *Soenaro planning for libraries*. Chicago: ALA.
6. Hayes, Robert M. (2001) *Models of Library Management, Decision-Making and Planning*. London, Academic Press.
7. Moore, Nick. (1980) *Manpower planning in the library*. Library association management Great Britain.

8. Planning & Management of Libraries and Information Services in Pakistan. (2000) Library & Information Group.
9. Renna, C. Y. (1970) The planning of library and documentation services. Rew. Ed. Paris: UNESCO.
10. Saeed Ibrahim. (1994) Reader on book publishing in Pakistan. Karachi: Royal Book Publication.
11. Scenario Planning for Libraries (1998) [ed. by] Jeon Giesecke. America: America Library association.

## **FOURTH YEAR SECOND SEMESTER**

### **612 (optional) select any ONE course from the following i.e. 612.1, 612.2, 612.3**

#### **612.1 INFORMATION SOURCES & LITERATURE OF SOCIAL SCIENCES**

Nature and scope of Social science; general materials; reference books; public documents, serials, A. V. materials, Electronic Information Sources and Data Base. National & International scholars and organizations.

#### **READINGS**

1. Encyclopedia of Humanities and social science. (1992) Edited by S. S Shash, New Delhi: Anmol Publisher,
- 1 Fay, Brian. (1996) Contemporary Philosophy of Social Science a multimedia approach. Oxford: Blackwell.
- 2 Gould, P. R. and Handler. M. (1989) Research needs in social sciences. An assessment. Mountain view CA. Research Libraries Group.
- 3 Lowis, P. R. (1960) The Literature of Social Sciences. An introduction survey and guide. London: The Library Association.
- 4 Logan, RG. (1986) Information Sources in Law: Butterworth guide to information sources. London: Butterworth.
- 5 Prytherch, Ray. (1994) Information management and library services. A guide to the literature. Hamts. Gower.
- 6 Salvane, Thomas, P. (1996) The Retrieve of information in social science and humanities. 2<sup>nd</sup> ed. N. Y. Marcel Decker.
7. Siddiqui, Rafat Parveen (2020) *Pakistan ke Urdu Hawalajati Maakhzat*. Karachi: Library Promotion Bureau.
8. The social science encyclopedia. (1985) Edited by Adam. Eaper and Jesical Kuper. London: Reultdge.
9. Tynei, F. G. (1995) Information Sources in Social Science. In New vistas in Library and Information Science. Edited by A. A. M. Raju. [et al] Delhi: Vikas. Publication,
10. Whitaker: (1998) Guide reference in material. Edited by Alan Daly. 7<sup>th</sup> ed. London: Library Association.
11. Whitaker, (1994) Books in print: The reference catalogue of current literature. Cadon: Whitaker,

#### **612.2 INFORMATION SOURCES AND LITERATURE OF SCIENCE & TECHNOLOGY**

#### **OBJECTIVES:**

1. To introduce core information sources in the field of science
2. To acquire knowledge about the subjects included in the field of science.
3. To get familiarity of organization and eminent of personalities of science.
4. To learn use of print and online sources of science
5. To introduce the students about the nature and scope of Applied Sciences and Technology.
6. To analyze, evaluate and appraise general materials; reference books; public documents, serials, Audio Visual materials, Electronic Information Sources and Data Base available on various disciplines of Applied Sciences.
7. To study the biographies and contributions of national & international scholars and organizations

## CONTENTS:

Nature and scope of the sciences and Technology; general materials, reference books, public documents, serials, and a. V. Materials, electronic information source and data base national and international scholars and organizations.

## READINGS:

1. Daly, Alan (Ed.) (1988) Walford Guide to reference material. (7<sup>th</sup> ed.) London: Library association
2. Global books in print plus (2000) London: Bowker Electronic Publication.
3. Gould, C. And Pearce, K. (1991) Research Needs In the Sciences: An Assessment. Mountain View, CA; Research Libraries Group.
4. Lambert, Gill and Lambert Peter (1986) How to find information in science and Technology. London: Clive Bingley.
5. Stainlle, Cynthia. (1983) Instruction for information access in science and Technology Libraries, New York: Haworth Press.

### 612.3 INFORMATION SOURCES AND LITERATURE OF PAKISTAN

nature and scope of the literature of Pakistan; problem of its bibliographical control; literature on Pakistan studies, Quaid-e-Azam and Ibqliat and other reference materials relevant to Pakistan, periodicals literature, public documents, materials; eminent scholars and organization.

## READINGS

1. Abu Salman. Shahjahanpuri. (1982) Kitabiyat-e-Pakistan. Akhbarat Aor Rasail. Islamabad. Muqtadara Qaumi Zuban..
2. Akhtar Hanif. (1981) Bibliographical Services in Pakistan. Present status and need for improvement. Karachi. University of Karachi.
3. Arif Naushahi. (1988) Pakistan Main Makhtoot Kee Fahristain. Islamabad. Muqtadara Qaumi Zuban.
4. Aziz. K. K. The Historical Background of Pakistan. 1857 – 1947. An annotated digest of source material. (Karachi: Pakistan Institute of International Affairs.
5. Ibrahim Saad. [ed], (1991) Readers on Book Publishing in Pakistan. Karachi; Royal Book.
6. Mahmood-ul-Hassan. (1985) Pakistan Key Urdu Akhbarat Aor Rasail. Islamabad. Muqtadara Qaumi Zuban.
7. Manzoor Ahmad and Khalida Ghous. (ed), (1991) Pakistan Prospect and perspective Karachi Royal Book.
8. Naqvi. Za. Javed. (1991) Director of Pakistan Economists and Demographers. Islamabad: DIDI.
9. Pakistan Gazette. (2000) New Delhi Cosno Publishing.
10. Rafiq Akhtar.(1995) Pakistan Yearbook 1994 – 95. Karachi: New Publishing Company.
11. Siddiqui, Akhlaq H. (1981) Pakistan Government Publication. Their nature, contents, production and distribution. Lahore: Vns... book.
12. Siddiqui, Rafat Parveen (2020) *Pakistan ke Urdu Hawalajati Maakhzat*. Karachi: Library Promotion Bureau.
13. Taylor. David.( 1996) Pakistan: A bibliography. Karachi: Oxford.
14. Yunus Said. (1987) A report on the Book industry in Pakistan. Karachi: National Development Finance Corporation.

### 622 CATALOGUING OF SPECIAL MATERIAL

Study and practice of cataloguing various types of special materials including serials, maps, pamphlets, microforms, films, musical scores, etc. List of specialized subject headings and other specialized tools: use of L. C. subject headings.

## READINGS

1. Anglo-American Cataloguing Rules. (1978), 2<sup>nd</sup> ed. Edited by Michael Gorman and Paul W. Winkler. (Chicago: ALA) Relevant chapters. Revised edition 1988.
2. Cataloguing of Phono-recordings; problems and possibilities.(1975) New York: Marcel Decker, Practical Library and Information Science, series, vol. 1 – 3)

3. Chapman, Liz.( 1990) How to catalogue: a practical handbook using AACR-II and Library of Congress. 2<sup>nd</sup> ed. New Delhi. UBS publishers.
4. Daily, J. E. (1975) Cataloguing of Phono-Recordings; problems and possibilities. (New York: Marcel Decker) (Practical Library and Information Science, series, vol.1)
5. Khochar, R. S. (1999) Modern cataloguing systems and practices. New Delhi: Discovery publication.
6. Mitchell (2005) Cataloguing and Organizing Digital Sources.
7. Online Cataloguing. (2001) edited by S. Balakrushnan and D. K. Paliwal. New Delhi: Anmal.
8. Weihs Jean Riddle.(1980) Non-Book materials: the organization of integrated collection. 2<sup>nd</sup> ed. (Chicago: ALA)

### **632 INFORMATION STORAGE PROCESSING AND RETRIEVAL**

Theory, need and practice of information storage, retrieval and dissemination relationship with librarianship and documentation services; current awareness services, selective dissemination of information-mechanized methods of information handling. Hands on practice & practicals for all methods.

#### **READINGS**

1. Bajpai, S. K. (1999) Modern information retrieval. New Delhi: Ess Ess publications.
2. Black more, Paul. (2000) Internets: a guide to their designs implementation and management. London: bell and Bain
3. Blake Monica. (1999) Tele working for Library and Information Professionals: London: Aslib.
4. Bradley, Phil. (2000) World Wide Web; How to Design and Construct Web Pages.2<sup>nd</sup> edition, London: Aslib.
5. Carbin, John. (1981) Developing computer base library system: phoenix: oryx press.
6. Clayton Martene. (1987) Managing library automation. London.
7. Chowdhry, G. G. (1999) Introduction to modern information retrieval. London: Library Association.
8. Fazle Rab. (1994) The changing frontiers of library and information science. Concepts, models and applications.
9. Gopal, Krishan. (2000) Digital Library in electronic information era. New Delhi: Authors Press.
10. Haynes, David. (1990) Information technology. London: Bowker.
11. Information and Classification: Concepts, methods and applications. (1993) edited by O. Opitz,
12. Jalaluddin Haider, Syed. (1998) Library Automation in Pakistan. International Information and Library Review.
13. Kashyap, Madan Mohan. (1999) Computer based library information systems designing of techniques. New Delhi: Sterling publishers.
14. Kawatra, P. S. 2000 plus: Library and Information System in the twenty first Century. (2000) New Delhi: Crest Publishing,.
15. Khanna, J. K. (1996) Handbook of library information system & services: a study of networks in India, UK and USA. New Delhi: Bacon Books.
16. Lovocy, Jan. (1984) Automation library procedures: a survivor's handbook. London: The Library Association.
17. Muhammad Riaz. (1991)Library Automation; an introductory text. Islamabad: EBSCO subscription.

### **642 (optional) select any ONE course from the following i.e. 642.1, 642.2, 642.3**

#### **642.1 ARCHIVE MANAGEMENT & PRESERVATION**

Definition of Archives, public and private; documents. History and origin of archives; primary division of archives; historical criticism of archives; standardization of methods. Duties of archivist; physical defense of archives; moral defense of archives. Archives arrangement; its object, chief principles, procedures slip-making class headings.

#### **READINGS**

1. Hodson, J. H. (1972) The administration of archives. Oxford: Pergamon Press.
2. Fox, Michael J. and Wilkerson, Peter. Introduction to Archival Organization and Description: Access to Cultural Heritage. Los Angeles: Getty Information Institute, 1998
3. Schulenburg, Theodore R. Modern Archives: Principles and Techniques. Chicago: University of Chicago Press, 1956.
4. Schulenburg, Theodore R. Management of Archives. New York, Columbia University Press, 1965.

#### **642.2 ACADEMIC LIBRARIES**

A study of the library needs of colleges and universities and the recent and current efforts to meet those needs and the integration of library services with their educational programmes; collection development. Maintenance and use; problems of academic librarianship in Pakistan.

#### **READINGS**

1. Academic Libraries in Urban Area and Metropolitan Areas; A Management Handbook. (1992) edited by Gerard B. McCabe. New York: Greenwood Press.
2. Alvite, Lewisa and Barrionuevo. (2011) Libraries for users: services in academic library. Oxford: Candors Publication
3. Brophy, Peter (2005) The Academic Library.
4. Clavton Peter. (1997) Implementation of organizational innovation: Studies in Academic and research libraries. London: Academic Press.
5. Collection Management in Academic Libraries. (1999) Edited by Clare Jenkins and Marley. 2<sup>nd</sup> ed. Great Britain: Gower House.
6. Feather, John and Sturges, Paul. (2003) International Encyclopedia of library & Information Science. London: Routledge.
7. Gelfand, M. A. (1968) University libraries for developing countries. (Paris: UNESCO)
8. Hanna, Kathleen A. Cooper, M. Mindy & Gumrin, Robin A. (2011) Diversity Programming & Outreach for Academic libraries. Oxford: Chandor: Publication
9. Higham, Norman. (1980) The Library in the University; observation on a services. London: Andre dectsch .
10. Jenkins, Clare and Marley, Mary. (1991) Collection management in academic libraries. Hant: Gower.
11. Lyle, G. R. (1969) Administration of college libraries. (Chicago: A.L.A.) Neal, K. W.
12. Mullen, Launa Bowering. (2010) Open access & its practical impact on the work of academic libraries. Oxford: Chandos publication.
13. Panda, B. D. (1992) The Growth of academic libraries system, New Delhi: Anmol.
14. Singh. Sewa and Arora, Madhuri Ms. (1995) Handbook of College Libraries; Problems Development, Finance and other related aspects. Delhi: Beacon Books.

#### **642.3 MEDICAL LIBRARIES AND LIBRARIANSHIP**

Definition of Medical Science; History of Medical Science and Medical Profession; Fields of Medical Sciences; Contemporary approaches of Medical Sciences; Information Needs of Medical Profession; New trends in Medical Education; Medical Librarianship; Origin and Development; Types of Medical Libraries; Functions of Medical Libraries; Role of Medical Libraries in Electronic Environment; Important and Significance of Medical Literature

#### **READINGS**

1. Booth, Andrew and Walton, Graham (2000) Managing Knowledge in Health Services. London: Library Association Publishing. 357 p.
2. Carmel, Michael (1981) Medical Librarianship. Edited by Carmel Michael. London, Library Association. Hand books on Library Prect.359 p.
3. Matthews David and Mackay, Fiona. (1979) Medical Librarianship. London: Clive Bengley 173 p.
4. Thorton, J. L. (1966) Medical books libraries and collectors; a study of bibliography and the book trade in relation to the medical sciences. Hertford Shire. A Grafton Book 445 p.

#### **662 COMPARATIVE AND INTERNATIONAL LIBRARIES OR THESIS**

Trends and issues in library development in various countries of the world. Impact of information explosion and technology on these developments; international library organizations and their role in promotion of library services with special reference to developing countries.

## **READINGS**

1. Burnett, A. D. and others. (1973) *Studies in comparative librarianship*. (London; the Library Association.)
2. Chandler, G. (1971) *Libraries in the East: an international and comparative study*. (London): Seminar Press.)
3. Chakaborty, S. (2014) *Collaboration in international and comparative librarianship*. IGI Global Books.
4. Chakraborty, S. (2013) *Collaboration in International and Comparative Librarianship* IGI Global.
5. Das, A.K. (2012) *International and comparative librarianship*. IGI Global Books.
6. *International Handbook of contemporary development in librarianship*. (1981) Westport, Ct.: Greenwood Press.
7. Jackson, M. M. (1970) *Comparative and international librarianship*. (Westport: Greenwood Publishing Corporation.)
8. Lor, P. J, (2019) *Technologies, Inc International and Comparative Librarianship – 19<sup>th</sup> ed*. Vital source.
9. Semsova, Silva and Mackee, M. (1975) *A handbook of comparative librarianship*. 2<sup>nd</sup> ed. London: Clive Bingley)
10. White, R. S. (2014) *International librarianship research for further exploration CLIP*.