

3. Buragohain, A. (2000). *Various aspects of librarianship and information science*. New Delhi: Ess Ess Publications.
4. Issac, K. (2004). *Library legislation in India: A critical and comparative study of state acts*. New Delhi: EssEss Publications.
5. Prajapati, R. (2013). *Foundations of library and information science*. New Delhi: Discovery Publishing House.
6. Ranganathan, S. R. (1999). *The Five Laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
7. Rout, R. (1986). *Library legislation in India: Problems and prospects*. New Delhi: Reliance.
8. Rowley, J., & Hartley, R. (2017). *Organizing knowledge: an introduction to managing access to information*. Routledge.
9. Venkappaiah, V., & Madhusudhan, M. (2006). *Public library legislation in the new millennium*. New Delhi: Bookwell.
10. Webster, F. (2014). *Theories of the information society*. (4th ed.). Routledge.
11. Wiegand, W. A. (1994). *Encyclopedia of Library History*. New York: Garland Publishing.

## **LIS - 501: Knowledge Organisations: Library Classification Theory and Practice**

**(4 Credits/100 Marks)**

### **Course Description:**

The course is designed to develop an understanding of the concepts, theories and importance of library classification. The coursework provides students with a solid foundation in theoretical and practical aspects of library classification.

### **Learning Objectives:**

To introduce students to the basic concept and aspects of classification. The course will highlight salient features of major classification schemes.

### **Course Outline:**

#### **Unit I - Knowledge Organization – Basics of Classification**

**10 Hours**

Concepts of Classification: Definition, need, and purpose. Notation. Species of Library Classification.

Universe of Knowledge - Concept, Meaning and Definitions; Groups and Class, Attributes, Characteristics. Modes of formation of subjects.

## **UNIT - II: Theory and Development of Library Classification**

**05 Hours**

Developments in Library Classification.

Description and Dynamic Theory. Classification Research Group.

Contribution of Dr S. R. Ranganathan - Postulates, Canons, and Principles. Fundamental categories, Facet analysis, Facet sequence, Phase Relations, Devices in library classification, Arrays, Chains.

## **UNIT – III: Methods of Knowledge Organization**

**05 Hours**

Notation: Types and functions. Mnemonics, Concept of call number, Book number, and Collection number.

Devices and indicator digits. Common Isolates and Auxiliary Tables.

## **UNIT – IV: Study of Universal Schemes of Library Classification and Current Trends**

**10 Hours**

Salient features of Dewey Decimal Classification, Universal Decimal Classification, Colon Classification, and Library of Congress Classification.

Current Trends in Library Classification – Web Dewey, Classification in online systems, Taxonomies, Folksonomy.

## **Unit V- Book Classification Practice**

**30 Hours**

Classifying the documents according to Dewey Decimal Classification (Latest Edition). Classification of simple documents. Classification of documents using common and special auxiliary tables. Classification of complex documents.

### **Learning Outcomes:**

After completing the course, the students will understand the basic principles of library classification and techniques in organizing documents in the library and develop knowledge and skills relating to library classification.

### **References/Readings:**

1. Batley, S. (2005). *Classification in Theory and Practice*. Oxford: Chandos.
2. Broughton, V. (2004). *Essential Classification*. London: Facet.
3. Dewey, M. B. (2011). *Dewey Decimal Classification and Relative Index*. Dublin, Ohio : OCLC Online Computer Library Center.
4. Hunter, E. J. (1998). *Classification Made Simple*. London: Clive Bingley.

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10. Ranganathan, S. R. (2007). *Colon Classification* (6th ed.). New Delhi: Ess Ess Publications.
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12. Rodriguez, R. D. (1984). Hulme's Concept of Literary Warrant. *Cataloguing and Classification Quarterly*, 5(1), 17-26. doi:10.1300/J104v05n01\_02
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14. Satija, M. P. (2004). *A Dictionary of Knowledge Organization*. Amritsar: Guru Nanak Dev University.
15. Satija, M. P. (2007). *The Theory and practice of Dewey Decimal Classification scheme*. Oxford: Chandos.
16. Satija, M. P. (2013). *The Theory and Practice of the Dewey Decimal Classification System*. Elsevier Science.
17. Satija, M. P. (2021). *DEWEY DECIMAL CLASSIFICATION : edition 19 1979 to webdewey 2018*. New Delhi: ESS ESS Publications.
18. Wynar, B. S. (2004). *Introduction to Cataloguing and Classification*. Colorado: Libraries Unlimited.

## **LIS - 502: Management and Functional Operations in Libraries**

**(4 Credits/100 Marks)**

### **Course Description:**

The course is to introduce and to acquaint the student with management concepts and issues from within and outside of Library and Information Science and to create an environment which will be used for professional settings and situations in the libraries.

### **Learning Objectives:**

The course is designed to understand the basics of library management theories, terminology and methods along with current issues relevant to the management of libraries and information centres and to learn the leadership and team dynamics in managing the libraries.