

FACULTY OF ARTS & SOCIAL SCIENCES

Bachelor of Library & Information Science (For Colleges) (CBGS)

SYLLABUS FOR THE BATCH 2025-26 (SEMESTER: I–II)

Examinations: 2025-26



Programme Outcome: After completion of B.Lib.I.Sc. programme, the students will be able to perform various professional practices in different types of libraries such as academic (school, college & universities), public and special libraries. They can successfully help the institutions/organizations in selection and acquisition, organisation of information sources and dissemination of information to users.

GURU NANAK DEV UNIVERSITY AMRITSAR

**Note : (i) Copy rights are reserved.
Nobody is allowed to print it in any form.
Defaulters will be prosecuted.**

**(ii) Subject to change in the syllabi at any time.
Please visit the University website time to time.**

Bachelor of Library & Information Science (Semester System) (CBGS) (Batch 2025-26)
(For Colleges)

SCHEME OF PAPERS

FIRST SEMESTER

Course No.	Course Title	Credits L-T-P
BLI01001T	Foundations of Library and Information Science	4-0-0
BLI01002T	Knowledge Organisation: Classification (Theory)	4-0-0
BLI01003T	*Knowledge Organisation: Classification (Practice)	0-0-4
BLI01004T	Information Communication Technology: Basics (Theory)	4-0-0
BLI01005L	Information Communication Technology: Basics (Practice)	0-0-4
BLI01006L	Seminar	0-0-2

SECOND SEMESTER

Course No.	Course Title	Credits L-T-P
BLI02001T	Management of Libraries and Information Centres	4-0-0
BLI02002T	Library Cataloguing (Theory)	4-0-0
BLI02003L	**Library Cataloguing (Practice)	0-0-4
BLI02004T	Information Sources and Services (Theory)	4-0-0
BLI02005L	Information Sources and Services (Practice)	0-0-4

Ist Semester: 22

IInd Semester: 20

Total Credits: 42

*** Note: Each question shall comprise of four titles equal marks i.e. four marks each.**

****Note: Each question shall comprise of one catalogue entry only.**

BLI01001T: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**Credits: 4-0-0 (L-T-P)****Total: 100 marks****Time: 3 Hrs.****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

To study library in social context and to acquaint students with basic philosophy of library and information science.

SECTION- A

1. **Meaning of Library and its Services:** Definition, purpose and functions, Changing dimensions; Five laws of Library Science: Their relevance in electronic era.
2. Role of library in dissemination of information; Role of library in social education, economic development and recreation.
3. **Types of Libraries:** Public, Academic, Special and National Libraries- Definition, purpose and functions of each type of library.

SECTION- B

4. **Library Cooperation:** Definition, types, levels; Resource sharing and library networking,
5. Public library development in India
6. **Library Legislation:** Need and purpose, a brief account of its present position in India,

SECTION- C

7. **Library and Information Profession:** Librarianship as a profession, professional ethics,
8. **Library Associations:** Role of Library Associations: ILA, IASLIC, ALA, Cipil.
9. **Promoters of Library & Information Services:** At national level RRRLF and at international level UNESCO and IFLA: their role in promotion and development of libraries.

SECTION- D

10. **Public Relations:** Definition, need, objectives and methods.
11. **Extension Services and Publicity:** Definition, need, objectives and programmes.

Suggested Readings:

1. Damrita, J. Future Concepts of Library & Information Science: Changes, Challenges and Role of Library Professionals. New Delhi: Ess Ess Publications, 2009.
2. Gerard, David, Ed. Libraries in Society: A Reader. London: Clive Bingley, 1978.
3. India, Advisory Committee for Libraries. Report. Delhi: Manager of Publications, 1957.
4. Kent, Allen, ed. Resource Sharing in Libraries, why, how, when, next action step. New York: Bekker, 1974.
5. Khanna, J.K. Library & Society. Kurukshetra: Research Publications, 1987.
6. Kumar, P.S.G. Foundations of Library & Information Science. Delhi: B.R. Publishing Corporation, 2003.
7. Mukherjee, Bhaskar. Information Communication and Society. New Delhi: ESS ESS Publication, 2012.
8. Ranganathan, S.R. Five Laws of Library Science. 2nd Ed., Reprint. Bangalore: Sharda Ranganathan Endowment for Library Science, 1986.
9. Rout, R.K. ed. Library Legislation in India. New Delhi: Reliance Publishing House, 1986.
10. Sahai, Shrinath. Library and the Community. New Delhi: Today and Tomorrow, 1973.
11. Shera, J.M. Sociological Foundations of Librarianship. Bombay: Asia Publishing House, 1970.
12. Sri Devi, J. Library & Society. New Delhi: Shree Publishers, 2005.

BLI01002T: KNOWLEDGE ORGANISATION: CLASSIFICATION (THEORY)**Credits: 4-0-0 (L-T-P)****Time: 3 Hrs.****Total: 100 marks****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

To study library classification as a base for knowledge organisation.

SECTION- A

1. **Knowledge Organisation:** Concept, Structure and attributes of Universe of knowledge.
2. **Library Classification:** Definition, need and purpose.
3. Enumerative and faceted Models of Library Classification Schemes: their merits and Demerits.

SECTION- B

4. **Library Classification Schemes:** Introduction to major schemes of classification: Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC) and Colon Classification (CC). Electronic Classification: Dewey for windows, Web Dewey, Brief Introduction to UDC Online Summary.
6. Mapping of the universe of knowledge in the major schemes of classification (DDC, UDC and CC).

SECTION- C

5. **Notation:** Need, purpose and qualities of notation.
7. Modes of formation of subjects.
8. **Classification Theory:** Canons of Classification, Postulates, steps in classification process, Principles of Helpful Sequence, Fundamental Categories and Facet Analysis, Common Isolates, Devices and Phase Relation.

SECTION- D

9. **Call Number:** Class Number, Book Number and Collection Number.
10. **Development and Trends in Classification:** Folksonomy: Basic concept, Tagging and Social Bookmarking. SKOS (Simple Knowledge Organisation System): Basic concept. Semantic Web: concept and advantages. Activities of DRTC and ISKO.

Suggested Readings:

1. Khanna, J.K. and Vashisht, K.K. Knowledge, Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.
2. Krishan Kumar. Theory of Classification. Delhi: Vikas Latest Ed.

3. Ranganathan, S.R. Descriptive Account of Colon Classification. Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
4. Ranganathan, S.R., Prolegomena to Library Classification, 3rd ed., Bombay : Asia, 1967. Duetsch, 1975.
5. Rowley, J.F. Organising Knowledge: An Introduction to Information Retrieval. Aldershot: Gower, 1987.
6. Satija, M.P. & Aggarwal, S.P. Book number: Some Indian Methods. New Delhi: Concept, 1990.
7. Satija, M.P. Colon Classification: A Practical Introduction. 7th Ed., New Delhi: Ess Ess, 1989.
8. Satija, M.P. The Theory and Practice of the Dewey Decimal Classification System. Oxford: Chandos Publishing, 2007.
9. Sayers, W.C.B. Manual of Classification for Librarians. Rev. 5th Ed., Ed by Arthur Maltby. London: Andre Duetsch, 1975.
10. Sharma, C.K. & Sharma, Amrit K. Library Classification. New Delhi: Atlantic, 2007.
11. Shabahat Hussian. Library Classification: Facets and Analyses. Delhi: B. R. Publishing, 2004.

BLI01003T: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)**Credits: 0-0-4 (L-T-P)****Total: 100 marks****Time: 3 Hrs.****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: Each Question shall comprise of four titles of equal marks.

The aim of this paper is to train students in techniques of classifying titles of documents according to the DDC 22nd edition and Colon Classification. (Rev. Ed. 6).

Copies of DDC 22nd Edition and Colon Classification. (Rev. Ed. 6) will be provided to the candidates for use in examination hall. The candidates will also be provided a standard dictionary for use in examination hall.

SECTION- A

DDC numbers using Table I and II

SECTION- B

DDC numbers using Table III and IV

SECTION- C

DDC numbers using Table V and VI

SECTION- D

Numbers according to CC 6th revised edition

Suggested Readings:

1. Dewey, Melvil: Dewey Decimal Classification. 22nd Ed. (2003)
2. Ranganathan, S.R. Colon Classification. 6th Rev. Ed., Bangalore: Sharda Ranganathan Endowment for Library Science, 1960 (Reprint 2001).
3. Satija, M.P. Exercises in the 22nd Edition of the Dewey Decimal Classification. Delhi: Ess Ess, 2004.
4. Satija, M.P. A Manual of Practical Colon Classification. 4th ed. Delhi: Concept, 2002.
5. Sewa Singh, Colon Classification: New Practical Manual, New Delhi: B.R. Publishing Corpn; 2005

Bachelor of Library & Information Science (Semester-I) (CBGS) (Batch 2025-26) (For Colleges)**BLI01004T: INFORMATION COMMUNICATION TECHNOLOGY: BASICS (THEORY)****Credits: 4-0-0 (L-T-P)****Time: 3 Hrs.****Total: 100 marks****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

To provide students the basic knowledge of Computer and its applications in library and information activities.

SECTION- A

1. **Introduction to Computers:** Generations of computers, Architecture and salient features of computers.
2. **Programming Languages:** Types and functions.
3. **Operating Systems:** Definitions and functions, types. (MS - Windows, LINUX: Basic features)

SECTION- B

4. Application Software: MS-Word; MS-Excel and MS-Powerpoint
5. **Telecommunication Technology:** Fundamentals of Telecommunication Technology, transmission, channels, media and wireless communication.

SECTION- C

6. Computer Networks Types: LAN, MAN, WAN; Topologies- BUS, STAR, RING, TREE, MESH.
7. Internet: Concept and Features of WWW and Email
8. Web Browser : Concepts and Characteristics

SECTION- D

9. **Library Automation:** Definition, purpose and need for computerization in libraries.
10. Application of computers in different areas in libraries.
11. The Invisible web: Concept. Cyber security: Concept, Common Causes, and Prevention.

Time: 3 Hrs.**Credits: 0-0-4 (L-T-P)****Total: 100 marks****Objective:**

To provide hand on experience to students about basics of computers.

SECTION- A

1. Use of Windows (Latest).
2. Creating word documents.

SECTION- B

3. Creating presentations with MS Power Point.
4. MS-Excel

SECTION- C

5. Internet searching and email
6. Searching information through search engines.

SECTION- D

7. Offline searching
8. Searching Web OPAC, IndCat, WorldCat

Note – 1. Every student will submit a report of work done during the semester to the concerned teacher.

2. Viva Voce will be conducted on the basis of the work done during the semester.

Suggested Readings:

1. Chowdhury (G G) and Chowdhury (Sudatta). Searching CD-ROM and Online Information Sources. 2000. Library Association, London.
2. Chowdhury (G G) and Chowdhury (Sudatta). Organizing information: from the Shelf to the Web. 2007. Facet Publishing, London.
3. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. Neelameghan (A) and Lalitha (S K). Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. Rajshekharan, K, Nair, R. Raman and Nafala, K.M. Digital Library Basics: A Practical Manual. New Delhi: ESS ESS Publications, 2010
6. Sharma, Neelam. Automation and Digitization of Universities Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre, 2012.
7. Simpson (Alan). Windows XP bible. 2004. John Wiley, New York.
8. UNESCO. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. Walkenbach (John), et al. Office 2007 bible. 2007. John Wiley, New York.
10. Winship (Ian) and McNab (Alison). The student's guide to the Internet. 2000. Library Association, London.

Bachelor of Library & Information Science (Semester-I) (CBGS) (Batch 2025-26) (For Colleges)**Course Outcomes:****After studying this paper, students shall be able to:**

1. Create, edit and manage files using Word Processing, MS-Excel and Power Point presentation software.
2. Have an understanding of Internet searching, searching through search engines.
3. Create their email accounts.

BLI01006L: SEMINAR

Credits 0-0-2 (L-T-P)

Students are required to give a seminar/presentation along with report on latest topics related to their degree of specialization.

BLI02001T: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**Time: 3 Hrs.****Credits: 4-0-0 (L-T-P)****Total: 100 marks****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various SECTION-s & departments in a library/ information centre.

SECTION- A

1. **Concept of Management:** Principles of scientific management and their application to libraries and information centres.
2. **TQM (Total Quality Management):** Concept and Application.
3. **Library building Planning:** Furniture and equipment; Security and Safety; Makers Space.
4. **Library Organisation:** Structure; Library authority and library committee.

SECTION- B

5. **Financial Management:** Sources of finance; Budgeting methods.
6. **Human Resource Management:** Policy and staffing; Recruitment, Job description, Job analysis and Job evaluation, Motivation, training and development. Staff manual.
7. **Collection Development:** Acquisition of library material-printed and non-printed including Electronic.

SECTION- C

8. **Technical Processing of Documents:** Classification, cataloguing and filing routines.
9. **Storage and Maintenance Section:** Stacking arrangement, open vs. closed access, binding, stock-rectification and stock verification, Preservation and Conservation of Documents, Disaster Management.
10. **Periodical Section:** Acquisition, methods of recording with special reference to Kardex.

SECTION- D

11. **Circulation Section:** Membership/Registration; Charging and discharging system; Library rules.
12. **Reference and Information Section:** Organization of Reference and Information Section.
13. **Library Statistics and Annual Report:** Need, purpose and types.

Suggested Readings:

1. Corbett, Edmund V. Fundamentals of Library Organization and Administration: A Practical Guide. New Delhi: Oxford, 1979.
2. Krishan Kumar. Library Administration and Management. New Delhi: Vikas, 1993.
3. Kumar, P. S. G. Management of Library and Information Centres. Delhi. B. R. Publishing Corp. 2003.
4. Mittal, R.L. Library Administration: Theory and Practice. New Delhi: ESS ESS Publications, 2007.
5. Morgan, Steve. Performance Assessment in Academic Libraries. New York: Mansell, 1995.
6. Narayana, G.J. Library and Information Management. New Delhi: Prentice Hall, 1991.
7. Navalani, Kishni. Library Management in Changing Scenario: Concepts, Operations and Practices. Patiala: Madaan Publishing, 2006.
8. Ranganathan, S.R. Library Administration. 2nd Ed., Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
9. Thompson, James. Introduction to University Library Administration. 3rd Ed., London: Clive Bingley, 1979.
10. Zhang, Allison B. Creating Digital Collections: A Practical Guide. Chambers Publishing, 2008.

BLI02002T: LIBRARY CATALOGUING (THEORY)**Credits: 4-0-0 (L-T-P)****Total: 100 marks****Time: 3 Hrs.****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

To study the principles and theory of library cataloguing.

SECTION- A

1. **Introduction to Library Cataloguing:** Definition, need, purpose.
2. **Physical Forms:** Conventional and Non- conventional including OPAC.
3. **Types of Catalogues:** Dictionary Catalogue, Classified Catalogue, Alphabetic-classed Catalogue.

SECTION- B

4. **Catalogue Entries:** Main entry and added entries according to CCC, 5th ed. and AACR-II.
5. **Filing of Entries:** Arrangement of entries in dictionary catalogue and classified catalogue.
6. Development of AACR and CCC.

SECTION- C

7. **Normative Principles of Cataloguing:** Canons and principles of cataloguing.
8. **Types of Authorship:** Personal and corporate: Their choice and rendering.
9. **Subject Cataloguing:** Principles Sears List of Subject Headings and Chain Procedure.

SECTION- D

10. **Cooperative and Centralised Cataloguing:** Definition, need and purpose: CIS, CIP and Pre-natal cataloguing.
11. **Current Trends in Standardisation:** ISBD, CCF, RDA and FRBR.

Suggested Readings:

1. Anglo American Cataloguing, Rules. 2nd Ed., London: Library Association, 1978.
2. Chan, Lois Mai, Cataloguing and Classification: An Introduction. 2nd Edition, New York: McGraw Hill, 1993
3. Foskett, A.C., Subject Approach to Information. 5th Ed., London: Clive Bingley, 1990
4. Girja Kumar and Krishan Kumar, Theory of Cataloguing. 5th Ed., New Delhi: Vikas, 1986.
5. Hunter, E.J. and Bakewell, K.G.B. Advanced Cataloguing. London: Clive Bingley, 1989.
6. Krishan Gopal, Library online Cataloguing in Digital Way. Delhi: Author Press, 2000.
7. Krishan Kumar, An Introduction to AACR 2. 3rd Ed., New Delhi: Vikas, 1995.
8. Ranganathan, S.R., Classified Catalogue Code. 5th Ed., Bombay: Asia, 1964.
9. Satija, M.P., Sears List of Subject Headings: A Practical Introduction for Indian Students, New Delhi: Concept, 2000.
10. Sears, Minnie Earl, Sears List of Subject Headings, 18th Ed., New York: H.W. Wilson, 2004.

BLI02003L: LIBRARY CATALOGUING (PRACTICE)**Credits: 0-0-4 (L-T-P)****Total: 100 marks****Time: 3 Hrs.****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: Each Question shall comprise of one catalogue entry only.

Copies of colon Classification (Ed 6. with amendments), Dewey Decimal Classification 22nd ed. and Sears List of Subject Headings 18th ed. will be provided to the candidates for use in the examination hall.

Objectives:

To train the students in cataloguing of documents according to AACR-II and CCC.

The following types of documents shall be catalogued according to both AACR-II and CCC.

SECTION- A**AACR II**

1. Single Personal Author
2. Joint Author
3. Pseudonym

SECTION- B**AACR II**

4. Works under editorial direction and of mixed responsibility
5. Corporate Author: Government Institution and Conference
6. Multivolume

SECTION- C**AACR II**

7. Periodicals
8. Cartographic material

SECTION- D**CCC**

9. Single personal author, joint and mixed author
10. Multi-volumes, corporate authorship, Govt. Publications, Institutions/Associations (Commission Reports, Conference proceedings are excluded)

Suggested Readings:

1. American Library Association et.al. Anglo-American Cataloguing Rules. Ed 2 1978.
2. Ranganathan, S.R. Classified Catalogue Code. 5th Ed., Bombay: Asia, 1964.
3. Sears List of Subject Headings. 18th ed. New York: Wilson, 2004.

BLI02004T: INFORMATION SOURCES AND SERVICES (THEORY)**Credits: 4-0-0 (L-T-P)****Total: 100 marks****Time: 3 Hrs.****Instructions for the Paper Setters:-**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Objectives:

The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students.

SECTION- A

1. **Documentary and Non-Documentary Sources of Information:** Print, non-print, human and institutional including electronic - definition, need and use.
2. **Categories of Information Sources:** Primary, Secondary and Tertiary.

SECTION- B

3. **Reference and Information Sources and their Evaluation:** Different types of reference and information sources, including electronic and Web resources ; Criteria for their evaluation.
4. **Reference and Information Services:** Concept, definition, need, types, theories and trends. Reference interview and search techniques.

SECTION- C

5. **Alerting Services (CAS and SDI):** Need, techniques and evaluation
6. Bibliographic, referral, document delivery and translation services.
7. **Users and their Information Needs:** Categories of information users. User studies: Concept, need, purpose and methods.

SECTION- D

8. **User Education:** Concept, goals and objectives, methods and evaluation.
9. Services and Products of Documentation and Information Centres, Information Systems and Networks at National and International levels: NIScPR, NASSDOC, INFLIBNET, OCLC.

BLI02005L: INFORMATION SOURCES AND SERVICES (PRACTICE)**Time: 3 Hrs.****Credits: 0-0-4 (L-T-P)****Total: 100 marks****Objectives:**

To train the students in the use of reference and information sources and in answering queries of users.

SECTION- A**1. Study and evaluation of information sources.**

Description and evaluation of Dictionaries, Encyclopedias, Geographical Sources and Yearbooks, New Digests, Statistical Sources.

Bibliographical Sources, Union Catalogues, Indexing and Abstracting Services.

SECTION- B**2. Compilation of bibliography.**

Every student will be given a separate topic by the class teacher to prepare a systematic bibliography of literature available on any topic for the last five year.

3. Identification of appropriate reference source for particular query.**SECTION- C****4. Compilation of Current Awareness List**

Every student will be given a separate topic by the class teacher to compile a current awareness list using any standard reference style.

SECTION- D**5. Compilation of Newspaper Clipping File:**

Every student will be given a separate topic by the class teacher to compile newspaper clipping file.

Note: The students shall maintain a record of the work done in a file and submit the same to the teacher concerned before the Major Test.

Course Outcome

After studying this paper, students shall be able to:

1. Evaluate various types of information sources.
2. Answer the reference queries of the user.
3. Enable the students to compile a systematic bibliography.

List of Reference and Bibliographical Sources for Evaluation and Practical work.

Latest editions of the following sources should be covered.

DICTIONARIES:

1. Harrod's Librarians' Glossary and Reference Book. Ashgate Pub Ltd; 10 edition.
2. Roget's International Thesaurus. London: Harper Collins.
3. Oxford English Dictionary, Third edition, Oxford. N.Y.: The Clarendon Press, 1993, 20 vols.
4. PSUTB English-Punjabi Dictionary, Chandigarh: Punjab State University Text Book Board

ENCYCLOPAEDIAS:**GENERAL:**

- 1 Encyclopedia Americana, Scholastic Library Publishing. 30 vols.
- 2 Encyclopedia Britannica, Chicago: Encyclopaedia Britannica Inc. Latest ed 32 Vols.
- 3 World Book Encyclopedia Chicago: World Book. 22 vols.

SUBJECT:

1. Encyclopaedia of Library and Information Science, New York: CRC Press.
2. International Encyclopaedia of the Social and behavioral Sciences, N.Y. : Elsevier 26 vols.
3. World Encyclopaedia of Library and Information Services. 3rd ed. Chicago: American Library Association, 1993.

BIOGRAPHICAL DICTIONARIES:

1. Dictionary of American Biography, N.Y. Charles Scribner's, 1928. 37 Vols.
2. Dictionary of National Biography, edited by S.P. Sen. Calcutta: Institute of Historical Studies, 1972-74, 4 vols.
3. India Who's Who. New Delhi: INFA Publications.
4. Oxford Dictionary of National Biography. London: Oxford University.
5. The International Who's Who. London: Routledge and CRC Press.

GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:

1. The Columbia Gazetteer of the World, N.Y.: Columbia University Press; Revised & enlarged edition (June 23, 2008).
2. The Gazetteer of India. New Delhi: Publication Division, Ministry of Information and Broadcasting. Govt. of India, 1978.
3. The Times Comprehensive Atlas of the World, London; Times Books: Haper Collins Publisner LLC

YEAR BOOKS:

1. Commonwealth Universities yearbook. London: Association of Commonwealth Universities.
2. India: A Reference Annual New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India.
3. Library and Book Trade Almanac. (formerly Bowker Annual Library and Book Trade Almanac) Medford (NJ): Information today inc.
4. The Europa World of Learning: europa publication.
5. The Europa World Yearbook: europa publication.
6. The Statesman's Yearbook, Palgrave Macmillan.
7. The world Almanac and Book of facts. US: world Almanac Books.
8. Universities Handbook. New Delhi: AIU. Latest edition.

NEWS DIGESTS:

1. Asia news digest: A Weekly Record on Governance, Economy, Development, Human Rights, and Environment, New Delhi : Asian News Chroniclers? Keesing Ask News Digest.
2. Keesing's Record of World Events (Formerly Keesing's Contemporary Archives) 1931-Longman Keesing's worldwide,LLC UK.

STATISTICAL SOURCES:

1. Census of India. Census Bureau.
2. Statistical Abstracts of Punjab Govt. of Punjab. Ministry of Statistics and Programme Implementation.
3. United Nations Statistical Yearbook.

BIBLIOGRAPHIES:

1. Books in Print: A World List of Books in English Language. R.R. Bowker.
2. British National Bibliography (BNB). Boston Spa: British Library National Bibliographical Service, 1950.
3. Indian Books in Print. New Delhi: Indian Bureau of Bibliographies.
4. Indian National Bibliography (INB). Calcutta: Central Reference Library Govt. of India Ministry of Culture.
5. Ulrich's Periodicals Directory: A Classified Guide To Current Periodicals, Foreign and Domestic.

UNION CATALOGUES:

1. National Union Catalogue of Scientific Periodical in India (NIScPR), Print form and database.
2. Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).
3. Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC).

INDEXING AND ABSTRACTING SERVICES/DATABASES

1. Guide to Indian Periodical Literature. Gurgaon: Indian Documentation Services,(Quarterly).
2. Library and Information Science Abstracts (LISA): Proquest
3. Library Information Science Technology Abstracts (LISTA)
4. Proquest Dissertation and These global (PQDT)
5. Pubmed
6. Scopus

REPOSITORIES

1. National Digital Library of India (NDLI)
2. Shodh Ganga