

**Senior Secondary Course**  
**339 – Library and Information Science**

**LAB MANUAL**

**Course Coordinators**

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**NATIONAL INSTITUTE OF OPEN SCHOOLING**

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# GENERAL INFORMATION AND INSTRUCTIONS

## NEED FOR PRACTICALS

Many of you have studied science in your secondary course and performed practicals in its examination, as the practicals are essential for full comprehension of science. Similarly study of Library and Information science is also not complete without practical work. Practical not only help you to understand different concepts clearly, but also make your experience more concrete and thereby enable you to learn faster.

## HOW TO DO THE PRACTICALS

All the information for performing practicals is given in this manual and Practical have been divided into five major parts: Title, Objective, Introduction, Procedure and Conclusion. The Practical have been so designed that you can perform these yourself with the help of this manual in the library of your study centre or of your locality. Keeping in view the availability of web based resources and their use in the libraries, many practicals in this manual can be performed on the Internet. The practicals have been grouped according to the Modules of the learning material for the sake of convenience:

Module 1. Library, Information and Society

Module 2. Information Sources

Module 3. Organization of Information Sources

Module. 4 Library and Information Services

Module 5(A) Management of Libraries

Module 5(B) Information Retrieval Systems

Each Module has three practicals. All these practicals are compulsory except learner has to perform practicals from only one optional module either 5(A) or 5(B). The steps for performing the practicals are given under “Procedure”. Observation tables or blank space have been provided to record your answers, comments and information collected by you after the completion of practicals.

Do read all instructions carefully before performing practical work.

## PRACTICAL EXAMINATION

The time allotted for the practical examination is 3 hours and maximum marks are 20. Practical examination will be conducted separately. The marks distribution is given below:

- (i) Two practicals from Core modules (Modules 1 to 4) : 8 Marks
- (ii) One Practical from Optional module( Module 5A or 5B ): 4 Marks
- (iii) Viva-Voce: 4 Marks
- (iv) Practical File: 4 Marks

During the practical examination, you will be expected to keep in mind and observe all the instructions mentioned in this manual. In the viva you will be asked some questions related to the practicals performed by you. Bring your completed practical book for evaluation during the practical examination.

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# PRACTICAL 1

**TITLE:** Observation of Library/Information Centre

**OBJECTIVE:**

To understand the functioning of Library/Information centre as an institution, with its resources and services.

**INTRODUCTION:**

You have learnt in Lesson 1 and 2, how Library/Information Centres serve the society with their resources and services. In this practical, you will visit a Library or an Information Centre and observe its resources and services.

**PROCEDURE:**

1. Visit a Library or an Information Centre of your locality.
2. Meet the head of the centre who may be a Librarian, Library and Information Officer, etc.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the working of a Library or an Information Centre.
4. Collect the following information and jot then down in your notebook, organise and record the information in your practical Book under observation table.

**OBSERVATION TABLE**

(i) Name and address of the Library: \_\_\_\_\_

(ii) Type of Library(Academic, Public, Special): \_\_\_\_\_

(iii) Information regarding users

<i>Category of Users</i>	<i>Number of the Users(if possible)</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(iv) Information Resources of the Library(Specify the numbers)

Information Resources	Available(Tick the correct one)
(a) Books	: <input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Journals/Periodicals/Magazines	: <input type="checkbox"/> Yes <input type="checkbox"/> No
(c) E-Books	: <input type="checkbox"/> Yes <input type="checkbox"/> No

- |                             |   |                          |     |                          |    |
|-----------------------------|---|--------------------------|-----|--------------------------|----|
| (d) E-Journals              | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (e) Databases               | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (f) Music scores            | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (g) Motion Pictures         | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (h) Multimedia              | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (i) CDs/DVDs                | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (j) Slides                  | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (k) Others (Please specify) | : | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

(v) Staff of the Library

<i>Designation</i>	<i>Number</i>
(a) Librarian	: _____
(b) Assistant Librarian	: _____
(c) Technical Assistant/Professional Assistant	: _____
(d) Library Assistant	: _____
(e) Supporting Staff	: _____
(f) Others (Please specify)	: _____

(vi) Scheme or Code used for:

- |                    |   |       |
|--------------------|---|-------|
| (a) Classification | : | _____ |
| (b) Cataloguing    | : | _____ |

(vii) List all the services provided by the Library

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## CONCLUSION

You have visited Library/Information Centre and collected the information to understand its resources and services. On the basis of your observation and information collected by you, answer the following questions:

- (i) Is there any reading room for the users in the library/Information Centre?
- (ii) Is there suitable sitting arrangement for the users in the reading room?
- (iii) Whether there is open access system or close access system?
- (iv) Is the catalogue manual or computerized ?

## **PRACTICAL 2**

**TITLE:** Observation of an Automated Library and its features

**OBJECTIVE:**

To understand an Automated Library and its salient features.

**INTRODUCTION:**

You have learnt in Lesson 3 of Module 1, about an Automated Library and its salient features. Through this practical, you will observe how machines, equipments, software and human efforts create an automated library.

**PROCEDURE:**

1. Visit an automated Library of your locality.
2. Meet the head of the centre who may be Librarian, Library and Information Officer, etc.
3. Introduce yourself as a student of a Library and Information Science and request for help in understanding the Library/ Information Centre.
4. Collect the following information in your notebook and write down in your practical book under observation table.

### **OBSERVATION TABLE**

(i) Name and address of the Library:

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(ii) List the functions of the Library which are automated:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

(e) \_\_\_\_\_

(f) \_\_\_\_\_

(g) \_\_\_\_\_

(iii) List the services of the Library which are automated :

(a) \_\_\_\_\_

- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_
- (f) \_\_\_\_\_
- (g) \_\_\_\_\_

(iv) Machines and equipments	Yes/No
1. Computers	_____
2. Printers	_____
3. Barcode Reader	_____
4. Barcode Printer	_____
5. Facsimile machine	_____
6. Photocopier	_____
7. Radio Frequency Identification (RFID)	_____
8. Scanner	_____
9. Server	_____
10. Router/Switch	_____

(v) Automation software used by the library:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(vi) Feedback of Librarian or Library Staff on the benefits of Automated Library:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONCLUSION:**

You have visited an automated Library and collected the information to understand its benefits. On the basis of your observation and information collected by you, answer the following questions:

- (i) How does an Automated system save the time of the Users?
- (ii) How does an Automated system save the time of the staff of the library?



## **PRACTICAL 3**

**TITLE:** Services of Public Libraries and Information Centres

**OBJECTIVE:**

To observe the services provided by a Public Library and an Information Centre.

**INTRODUCTION:** You have learnt in lessons 2 and 3 about different types of Libraries and Information Centers. In this practical, you are required to visit either a public library or search on the Web a Public Library and an Information Center and find out the types of services provided by the same.

**PROCEDURE:**

1. Go to a Public Library or Search on the Web a Public Library, e.g Delhi Public Library (<http://www.dpl.gov.in>) or any other public Library.
2. List the services provided by the Library.
3. Visit the Website of NISCAIR (<http://www.niscair.res.in>).
4. Go to the Webpage of activities and services of NISCAIR.
5. List the services provided by NISCAIR.
6. Note down the services that are not provided by the Public Library, but are provided by the Information Centre.
7. Write down the details in your practical note book under observation table.

**OBSERVATION TABLE**

<i>S. No.</i>	<i>Services of Public Library</i>	<i>Services of Information Centre</i>
1.		
2.		
3.		
4.		
5.		

**CONCLUSION:** This Practical will help you to know the types of services provided by a Public Library and an Information Centre.

## **PRACTICAL 4**

**TITLE:** Features of primary and secondary sources of information

**OBJECTIVE:**

To gain familiarity with various features of primary and secondary information sources.

**INTRODUCTION:**

You have learnt in Module 2, Lesson 5 about the categories of information sources based on the contents as primary, secondary, and tertiary. This practical will enable you to observe the features of different sources and their information content.

**PROCEDURE:**

1. Collect eight sets of information sources two from each category, viz. directory, encyclopedia, newspaper and a periodical (or a magazine) from the library.
2. Study the features of all the eight documentary sources.
3. Indicate feature details as mentioned in the first row of the observation table for each type of source. You may take photocopies of the same and fill the information therein.

**OBSERVATION TABLE**

<i>Type of Information source</i>	<i>Title</i>	<i>Publisher</i>	<i>Year of publication</i>	<i>Type of source</i>	<i>Language</i>	<i>Edition</i>	<i>Scope</i>
Directory I							
Directory II							
Encyclopedia I							
Encyclopedia II							
Newspaper I							
Newspaper II							
Periodical/							
Magazine I							
Periodical/ Magazine II							

**CONCLUSION:**

Based on the above features of primary and secondary sources, you might have observed significant differences among them. Based on their content, you have also understood why they are termed as primary or secondary sources of information.

## PRACTICAL 5

**TITLE:** Abridged and unabridged English language dictionaries

**OBJECTIVE:**

To gain insight into the scope and content of various abridged and unabridged English language dictionaries.

**INTRODUCTION:**

You have learnt about various types of English language dictionaries, e.g. Abridged and Unabridged (Comprehensive) dictionaries. You also know that information about a word in an abridged dictionary is limited as compared to an unabridged dictionary. This exercise is meant to get detailed information like pronunciation, grammatical label, forms of the word, quotation, illustration, usage notes, and etymology of words in English language dictionaries.

**PROCEDURE:**

1. Go to reference collection and take out two English language dictionaries one abridged and another unabridged.
2. Note down five typical words such as *Bureaucracy*, *Gradient*, *Memorandum*, *Pedagogy*, and *Scorpio* for the exercise.
3. Search these words in both the dictionaries and study how these words are described in both the dictionaries.
4. Fill up the second and third columns by specifying details (from serial. 1 to 4). For serial 5 to serial 11 , you may write 'yes' or 'no' for the presence or absence of that particular feature. A format of the same along with the type of features is provided below for filling up the required information by you. Repeat the exercise for all five above mentioned English language words.

**OBSERVATION TABLE**

<i>Feature</i>	<i>Abridged</i>	<i>Unabridged</i>
1. Title		
2. Publisher		
3. Edition		
4. Total number of entries		
5. Pronunciation		
6. Forms of word		
7. Etymology		

8. Quotation		
9. Usage notes		
10. Illustration		
11. World class (e.g., noun, adjective, etc.)		

**CONCLUSION:** By studying various features of the types of dictionaries, i.e., abridged and unabridged through five typical words, you might have understood clearly the differences between both type of dictionaries.

## PRACTICAL 6

**TITLE:** Answering reference queries

**OBJECTIVE:** To identify reference sources of information.

### INTRODUCTION:

In a library or information centres, we use different types of reference sources to find out the required information. In lesson 7, you have studied about reference sources and reference tools. In this practical, you will use reference sources available in a library and find out answers of any five of the following queries:

1. Who was the second Prime Minister of India and what was his tenure as Prime Minister?
2. What was the literacy rate of India in 1951 ?
3. How many women are there in India as per the 2011 census ?
4. Who is the Editor of 'India Today' magazine?
5. In which year did Rakesh Sharma go to space?
6. In which year did Dr. B. R. Ambedkar receive the Bharat Ratna award?
7. Write the name of any National newspaper of India and its Editor.
8. Who was the first Speaker of Lok Sabha ?

### PROCEDURE:

1. Visit the Library of your study centre or any other library in your locality.
2. Go to the reference section of the library.
3. Search the appropriate reference source and find out the answers of above-mentioned queries.
4. Finally write down the answers in the table given below

Name of the Library:

<i>Q. No.</i>	<i>Name of Reference Source(Bibliographic details, i.e., Title, Author, Publisher, etc.)</i>	<i>Answer</i>

## **CONCLUSION**

In this practical you have learnt the use of reference sources to find out answers of reference queries. You have also been able to know the bibliographic details of the reference sources. On the basis of the above practical exercise, you have been able to identify and locate suitable sources for every reference query.

## **PRACTICAL 7**

**TITLE:** Library Classification

**OBJECTIVE:** To understand the purpose of library Classification and identify the subject of the book from its class-number.

**INTRODUCTION:** You have learnt in lesson 10 that library classification helps to group together the books of same subject by classifying them. You have also learnt that a call number of a book consists of class number, book number and collection number.

In this practical you have to identify the main class or subject of the book from its class number and identify different parts of a call number of a book.

**PROCEDURE:**

1. Refer to the first and second summary of DDC Schedule given in the annexure ‘A’ and search for the relevant class numbers. Identify the subject of the book and write down in the column under ‘Main Subject’.
2. Break the call number into class number and book number and write down in the relevant column.
3. Refer to the Main Classes of Colon Classification Schedule given at the annexure ‘B’ and write down the Main Class for each book in the column under ‘Main Class/Subject’.
4. Similarly, break the call number into class number and book number and write down in the relevant column.
5. All the above information should be written in the observation table.

Listed below are call numbers of twenty books, ten from DDC scheme and ten from CC Scheme. Identify the main class/ subject of the book and break the call number into Class number, book number and collection number, if any.

### **OBSERVATION TABLE**

No.	Call Number (DDC)	Class Number	Book Number	Main Class/Subject
1	025.21 GUP			
2	023 BRI (R )			
3	574.5 DAS			
4	371.102 JOY			
5	616.8 VOD			
6	641.8 NAG			
7	025.435 SNN(R )			
8	025 BRI (R )			
9	050 STA			
10	030 OXF (R )			

No.	Call Number (CC)	Class Number	Book Number	Main Class/ Subject
1	L71:435.6 K7			
2	B491 M8			
3	H423:4461 L6			
4	Q6:33 N5			
5	LZ 332:915 N5			
6	Y 411:5 P9			
7	W 6:35 M6			
8	C54:38 L7			
9	J16 L5			
10	T15 N72			

**CONCLUSION:** After completing this practical you will be able to identify the subject of a book from its class number and locate the book in the library. You will also be able to answer the following questions:—

1. Why are books classified in a library?
2. What is the purpose of a call number of a book ?

(Note: two annexure are to be enclosed cc & ddc)



## **PRACTICAL 8**

**TITLE:** Understanding Catalogue

**OBJECTIVE:**

To search manual as well as computerized catalogue (OPAC) and understand different components of a catalogue.

**INTRODUCTION:**

You have learnt in lesson 10 that the process of standardized classification and cataloguing results in creation of a catalogue. A library catalogue is a record of holdings of a library, where you can search and find the books you need. In a catalogue sufficient details of a document are given so that the user can identify the type of document and locate it in the library.

In this practical, you will search the card catalogue as well as OPAC of a library to find out books by a particular author, title and subject. You will search books and note down all the details of at least five books.

Write down in detail all the information about the book that appears in the main catalogue card and retrieved records from an OPAC.

**PROCEDURE:** For searching the card catalogue go to a library.

1. Search the card catalogue of the library by author, title and subject.
2. Identify five books on different subjects.
3. Make a copy of each card and identify each item listed in the main card that is call number, author (s), title, edition, publisher, place of publication, year of publication, size, number of pages and subject headings for each book.
4. Write down this information in the catalogue cards of your practical notebook.

**For searching OPAC**

1. Go to a place where you can access the internet. You can use it at home, if you have this facility available.
2. Log on to the website of National Institute of Open Schooling- <http://www.nios.ac.in> .
3. On the home page of the website, click on the library link.
4. Web OPAC of the NIOS library opens.
5. Select books database.
6. Note down how many fields you can search in the books database.

7. Search the database by author, title and subject. For example, search for author “Ranganathan” in author field, and search for “Education” in title and subject fields. Note down how many records you retrieve under author. Select the first record and write down all the information of that record.
8. Similarly, search on title and subject fields and note down the number of records retrieved under each option. You can narrow down the subject search by specifying the type of education, for example ‘distance education’. Note down number of records retrieved under this search.
9. Select two further records of books retrieved under this search and note down all the details of each record.
10. You may search the book database by different author and different subject than that given in the above examples and note down the number of records retrieved under author and subject search.
11. Write down the above details in your practical note book under observation table.

## **CONCLUSION**

On the basis of the above practical exercise you can answer the following questions:-

- a) How many search options are available in a manual catalogue ?
- b) How many search options are available in a computerized catalogue?
- c) What type of information is given in the main card of a book in a manual catalogue?
- d) What additional information about the book is available in the retrieved record of a book from an OPAC?
- e) What are the basic differences between a manual and a computerized catalogue in respect of available search options, ease of searching, speed of searching, etc?

## PRACTICAL 9

**TITLE:** Shelving of Books

**OBJECTIVE:** To understand the classified arrangement of books on the shelves and shelving of books.

**INTRODUCTION:** You have learnt about the arrangement of books on the shelves in an open access system of a library. As you have observed that the most helpful sequence of books on the shelves is by subject classification, and within the same subject (or class number) books are arranged by book numbers.

This practical will enable you to understand the way books on a given subject are actually arranged on the shelves.

### PROCEDURE:

1. Go to a library and observe the arrangements of books on the shelves. Observe and note down how books by the same class number are arranged on the shelves in relation to each other. Find out from the library staff how multiple copies of the same book are arranged on the shelves in relation to each other.
2. Pick up a set of 10 books from a shelf on a subject you are familiar with. Note down the class number and book number of each book.
3. Prepare a list of these books by their call numbers in the same order in which these are arranged on the shelf and write this list in your practical note book.
4. Pick up another set of twelve books, three books each from four different shelves with different subject. Prepare a list of these books by their call number in the same order in which these are to be arranged on the shelves and note down the list in your practical note book.
5. Re-shelve the books in the correct sequence on the basis of class number and book number.

### CONCLUSION

After completing this practical, you have learnt how to organize the books in the proper place on the shelves. On the basis of the above practical exercise you can answer the following questions:-

- a) Have you noticed the way book number is provided and why is it important for shelving?
- b) Further, have you noted the arrangement of books, is it from left to right?
- c) Did you come across a case where more than one copy of a particular book was arranged on the shelves? If yes, then state the sequence in which these books were kept on the shelf? If no, then go to the librarian and find out how multiple copies of the same book are organized on the shelves. After finding out the above, write down in your practical note book.

# PRACTICAL 10

**TITLE:** Circulation Service

**OBJECTIVE:**

To learn basic routines of manual as well as computerized circulation service.

**INTRODUCTION:**

You have learnt in Module 4, Lessons 12 and 14 that circulation service deals with lending of books and other material to the registered members of a library. In this practical, you are required to observe and note down the type of Issue/Return system used, how transactions are carried out at the circulation desk, types of records maintained by the library, and other rules and regulations of circulation service.

**PROCEDURE:**

Go to a college library and observe how transactions are carried out at the circulation desk, such as issue, return, reissue, reservation etc. Write down following details under observation table.

**OBSERVATION TABLE**

1.	Name of the Library	
2.	Type of issue/return System Used e.g. manual or computerized	
3.	If manual, list the type of system used	
4.	If computerized, List the name of Library Management Software Used	
5.	List the type of material to be issued, such as books, journals, CDs, DVDs, etc.	
6.	List the type of material that is not issued	

**In Manual Circulation System**

1. How many cards are issued to each library member?
2. What information is there on the member's card?
3. What information is there on the book card and book slip?
4. How are the book card and members' cards arranged at the circulation desk after the book is issued?

### **In an Automated Circulation System**

1. How are books issued at the circulation desk?
2. What information is included on the membership card?
3. What is the unique number of the book which is matched with the membership number of the user for issuing and return of a book?
4. What is the importance of this unique number ?
5. What type of statistics and reports can be generated by an automated system?

### **CONCLUSION :**

Observe the differences between manual and computerized circulation services and write down in your practical book.

## PRACTICAL 11

**TITLE:** Compiling Subject Bibliography

**OBJECTIVE:**

To carry out search in a catalogue and compile a subject bibliography.

**INTRODUCTION:**

In Module 4, Lesson 13, you have learnt how to carry out literature search and compile a subject bibliography. In this practical, you are required to search for a specific subject in a library catalogue and compile a bibliography of books on that subject. You may compile a bibliography on any one of the following subjects:

- a. Chemistry
- b. Computer Science
- c. Economics
- d. Library Science
- e. Mathematics
- f. Personality Development
- g. Physics

**PROCEDURE:**

1. Go to a library and search for the books in the catalogue for any one of the above subjects.
2. Note down the call numbers of books available in the library on that subject.
3. Go to the respective shelf and take out five books from the collection.
4. Prepare an entry for each book on a card in the following format:-

Last Name of the Author, First Name of the Author. Title of the Book- Subtitle of the Book; Edition; Place of Publication: Publisher, Year of Publication.

*Example- Das, P.C. and Verma, A.K. Plant Ecology; First Edition; New Delhi: Jaico Publishing House, 2007.*

5. Write down similar entries for 10 books and arrange these cards in alphabetical order by author's last name.
6. Write down this compiled list in the same alphabetical order in the practical book under a heading 'Subject Bibliography on Computer Science' or any other subject you have searched.

**SUBJECT BIBLIOGRAPHY ON “COMPUTER SCIENCE”**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**CONCLUSION:** This practical will help you to learn the basic format of a subject bibliography.

## PRACTICAL 12

**TITLE:** Online Databases

**OBJECTIVE:**

To carry out literature search using online databases.

**INTRODUCTION:**

You have learnt in Module 4, Lesson 12 and 14 that modern library services provide access to e-databases for searching and finding recently published literature on a particular subject for research purposes as well as for solving any other problem.

In this practical, you are required to search an online e-database (such as “Pubmed” , which is accessible free on the Internet.) by using different search terms and write down about the search results.

**PROCEDURE:**

1. Go to any place where you can access the Internet. You can use it at home, if you have this facility available.
2. Log on to the website of National Library of Medicine: <http://www.nlm.nih.gov/>
3. Click on the “Pubmed/medicine” database link.
4. Pubmed webpage opens.
5. Read about Pubmed database and note it down in your practical notebook.
6. Go to the search option on the webpage and search by entering the required search terms.
7. For example, if you are to find out how many references are there in the database on certain disease, such as on “Mouth Cancer”, then enter these terms in the search box and click on the search option. Note down number of references retrieved.
8. Then search on “Mouth Cancer in India” and note down the number of references retrieved.
9. Again enter terms “Mouth Cancer in children in India” and note down the number of references retrieved.
10. If you want to know about the treatment, then enter the terms “Treatment of Mouth Cancer in Children in India”. Note down the number of references retrieved.
11. Now enter the terms “Mouth Cancer, Children, Treatment, India” and note down the number of references retrieved.
12. Select two of the retrieved references and note down the details of each reference in your practical note book.



13. You may select any topic of your choice from the field of medicine and search the “Pubmed” database starting from general subject to the specific subject terms and note down the number of references retrieved under each search option and details of five references retrieved under specific narrow search in the observation table below.

#### **OBSERVATION TABLE**

<i>S. No.</i>	<i>Topic</i>	<i>No. of References Retrieved</i>
1.	Mouth Cancer	
2.	Mouth Cancer in India	
3.	Mouth Cancer in Children in India	
4.	Treatment of Mouth Cancer in Children in India	
5.	Mouth Cancer, Children, treatment, India	

#### **CONCLUSION**

This practical will enable you to carry out literature search using e-databases and know the advantages of searching online databases.

## **PRACTICAL 13**

**TITLE:** Accession register and the process of accessioning

### **OBJECTIVE:**

To gain familiarity with various items of information and their relevance pertaining to the structure of Accession register .

### **INTRODUCTION:**

In lesson 15, you have learnt about the basics of acquisition system where it was mentioned that the maintenance of accession register is one of the most important activities of a library official. Here, in this practical exercise, you will gain more insight into the type of information entered in various columns of the accession register by actually filling up the required information for five specimen books.

### **PROCEDURE:**

1. Visit a Library/ Information Centre in your locality.
2. Meet the head of the centre who may be the Librarian, Library and Information Officer, etc.
3. Introduce yourself as a student of Library and Information Science course and request him/her to show the accession register after you explain the purpose of your visit.
4. Alternately, and for convenience, the information about various columns of the Accession register are also provided below for your reference.

Date, Serial number(represents accession number), Title (including subtitle, if any) of the book, Series, Volume Number (in case of multi-volumed books), Year of Publication, Edition, Order Number and date, Bill Number and date, Price, Mode of acquisition (by purchase or gift), Vendor/ Source, Subject or Class number and Remarks (this may be used for updated status of the book, e.g., whether missing, etc.).

You may put these items of information as various columns and take a printout and make copies of the same.

5. Collect ten books of any subject. Some of the books may include multiple volumes.
6. Write down all the details of the books in respective columns of the blank accession register.

### **CONCLUSION:**

After completing the entries for the books in the accession register, find out if all these are available in the library that you are visiting. Why is this record important from an administrative point of view? Is there any alternative to this register? In case of books received by donation or gift, is it necessary to mention the price of the same in the accession register?

## PRACTICAL 14

**TITLE:** Career in librarianship

**OBJECTIVE:** To know about designations, pay, educational and professional qualifications in the field of Library and Information Science recruited through advertisements in newspapers.

### INTRODUCTION:

In lesson 18 of Module-5A, you have studied about career in the field of Library and Information Science. There are a number of positions at different levels available in the libraries of school, college, university, government and private sector. You also have an option to choose a career in teaching at a university. You can progress from Assistant Professor to Professor level according to your qualifications and experience.

### PROCEDURE:

1. Go through a few issues of “Employment News” or any other news paper(s).
2. Find at least three advertisements for a post in libraries or in the field library and information science.
3. Study the advertisements and note down information about designation, pay, educational and professional qualifications, etc.
4. Finally fill in the information in table given below:
  1. Name of Newspaper: .....
  2. Dated: .....

<i>Name of Post/ Designation</i>	<i>Name of organisation</i>	<i>Pay Scale/ Pay Band</i>	<i>Educational &amp; Professional qualifications</i>

1. Name of Newspaper: .....
2. Dated: .....

<i>Name of Post/ Designation</i>	<i>Name of organisation</i>	<i>Pay Scale/ Pay Band</i>	<i>Educational &amp; Professional qualifications</i>

1. Name of Newspaper: .....
2. Dated: .....

<i>Name of Post/ Designation</i>	<i>Name of organisation</i>	<i>Pay Scale/ Pay Band</i>	<i>Educational &amp; Professional qualifications</i>

### **CONCLUSION**

In this practical you have learnt about career opportunities at different levels in the field of Library and Information Science. You have also learnt about designations, pay scales ,educational and professional qualifications required for these posts.

## PRACTICAL 15

**TITLE:** Periodicals publications

**OBJECTIVE:** To identify main class or subject, periodicity, name of publisher, place of publication of periodicals publications.

### INTRODUCTION:

In lesson 15 of Module-5A, you have studied about periodical section in library. Periodical section subscribes and records the receipt of periodicals in a library. Periodical publications are those publications which are published at regular intervals. Newspaper, magazine and journal are the example of periodical publications.

### PROCEDURE:

1. Go to a library of your study centre or any other library in your area.
2. Find out the periodical section of that library.
3. Take ten periodicals from the periodical section.
4. Go through the periodicals.
5. Finally fill in the information in table given below:

1. Name of Library: .....

2. Address of Library:.....

<i>S.No.</i>	<i>Name of Periodical</i>	<i>Periodicity</i>	<i>Name of Publisher</i>	<i>Place of Publication</i>	<i>Main Class/Subject</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

## **CONCLUSION**

In this practical you have learnt about identification of main class or subject of periodical publications and other details such as periodicity ,publisher and place of publication.

## PRACTICAL 16

**TITLE :** Types of indexes

**OBJECTIVE:** To gain understanding of various types of indexes

**INTRODUCTION:** You have learnt in lesson 16, Module 5 (B), about various types of indexes, e.g. Book index, Author index, Title index, and Subject index. In this practical. you are required to find and study these indexes by actually identifying these index terms from the books available in the library.

**PROCEDURE:**

- 1 . Visit a library and pick up any book or books which contain indexes normally provided at the back of the book.
2. Note down the title of the source book which contains any or all the four types of index (es) . This step may require right selection of book (s).
3. List the first three entries of each type of index as mentioned above along with page numbers given against each index term. Use the following format for listing details

**OBSERVATION TABLE**

Type of index	Source book title	Index term	Page/reference no.
Book index		1.	
		2.	
		3.	
Author index		1.	
		2.	
		3.	
Title index		1.	
		2.	
		3.	
Subject index		1.	
		2.	
		3.	

**CONCLUSION:** After completing the above exercise you will be able to identify various types of indexes and understand the need of the same .



# PRACTICAL 17

**TITLE:** Web based search

## OBJECTIVE

To understand and practice web based search techniques.

## INTRODUCTION

You have learnt in Module 5(B), Lesson 17 and 18 about Search techniques and Web based search which have made you capable of designing a search string and finding required information from the Internet using web based search engines. In this practical, you will search any two topics from the list by using two different search engines. You are required to construct a search string for each topic and carry out search on both the search engines.

List of Topics

1. Water contamination in India from 2000 to 2010.
2. Relation between unemployment and crime in India.
3. Malnutrition in children of rural areas in India.
4. Legal aspects of smoking in India.
5. Sports as a career in India.
6. Role of librarians in distance education in India.

## PROCEDURE

1. Select two topics of your choice from the list.
2. Select at least two search engines.
3. Design a query of your search according to search engines.
4. Conduct the search through both the search engines and provide following information:

### Observation Table

(i) Topic 1 : \_\_\_\_\_

Search String:

(ii) Topic 1 : \_\_\_\_\_

Search String:

(iii) Search engines and their web address

(iv) 1. \_\_\_\_\_

2. \_\_\_\_\_

(v) Search results:

Search engine one

Search engine two

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## CONCLUSION

This practical will help you to construct a search string and carry out web based search.

## PRACTICAL 18

**TITLE:** Navigational Search

**OBJECTIVE:** To visit a website by using Navigational Search

### INTRODUCTION:

In lesson 18 of Module 5B you have studied about navigational search. In this practical you will use Navigational search through a search engine and find out web addresses of any five of the following organizations:-

1. Parliament of India
2. Election Commission of India
3. Union Public Service Commission
4. Ministry of Human Resource Development
5. Central Bureau of Investigation
6. National Library Kolkatta
7. Planning Commission of India
8. Indira Gandhi National Open University
9. National Institute of Open Schooling
10. National Human Rights Commission

### PROCEDURE:

1. Visit a search engine like [www.google.com](http://www.google.com) or [www.yahoo.com](http://www.yahoo.com) or any other search engine.
2. Type the name of organization and click at search .
3. Sort out the web address of the organization and click at right web address.
4. Finally write down web address in table given below:-

<i>Q. No.</i>	<i>Name of the organization</i>	<i>Web address of the organization</i>
1.		
2.		
3.		
4.		
5.		

### CONCLUSION:

In this practical you have learnt how to Navigational search and also known details of the organization by visiting the website of that organization.

## Dewey Decimal Classification Summaries

### First Summary

#### The Ten Main Classes

- 000 Computer science, information & general works
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

### Second Summary

#### The Hundred Divisions

- |   |                                |
|---|--------------------------------|
| 000 Computer science, knowledge & systems | 500 Science                    |
| 010 Bibliographies                        | 510 Mathematics                |
| 020 Library & information sciences        | 520 Astronomy                  |
| 030 Encyclopedias & books of facts        | 530 Physics                    |
| 040 [Unassigned]                          | 540 Chemistry                  |
| 050 Magazines, journals & serials         | 550 Earth sciences & geology   |
| 060 Associations, organizations & museums | 560 Fossils & prehistoric life |
| 070 News media, journalism & publishing   | 570 Life sciences; biology     |
| 080 Quotations                            | 580 Plants (Botany)            |
| 090 Manuscripts & rare books              | 590 Animals (Zoology)          |
| 100 Philosophy                            | 600 Technology                 |
| 110 Metaphysics                           | 610 Medicine & health          |
| 120 Epistemology                          | 620 Engineering                |
| 130 Parapsychology & occultism            | 630 Agriculture                |
| 140 Philosophical schools of thought      | 640 Home & family management   |

150 Psychology	650 Management & public relations
160 Logic	660 Chemical engineering
170 Ethics	670 Manufacturing
180 Ancient, medieval & eastern philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Building & construction
200 Religion	700 Arts
210 Philosophy & theory of religion	710 Landscaping & area planning
220 The Bible	720 Architecture
230 Christianity & Christian theology	730 Sculpture, ceramics & metalwork
240 Christian practice & observance	740 Drawing & decorative arts
250 Christian pastoral practice & religious orders	750 Painting
260 Christian organization, social work & worship	760 Graphic arts
270 History of Christianity	770 Photography & computer art
280 Christian denominations	780 Music
290 Other religions	790 Sports, games & entertainment
300 Social sciences, sociology & anthropology	800 Literature, rhetoric & criticism
310 Statistics	810 American literature in English
320 Political science	820 English & Old English literatures
330 Economics	830 German & related literatures
340 Law	840 French & related literatures
350 Public administration & military science	850 Italian, Romanian & related literatures
360 Social problems & social services	860 Spanish & Portuguese literatures
370 Education	870 Latin & Italic literatures
380 Commerce, communications & transportation	880 Classical & modern Greek literatures
390 Customs, etiquette & folklore	890 Other literatures
400 Language	900 History
410 Linguistics	910 Geography & travel
420 English & Old English languages	920 Biography & genealogy
430 German & related languages	930 History of ancient world (to ca. 499)
440 French & related languages	940 History of Europe
450 Italian, Romanian & related languages	950 History of Asia
460 Spanish & Portuguese languages	960 History of Africa
470 Latin & Italic languages	970 History of North America
480 Classical & modern Greek languages	980 History of South America
490 Other languages	990 History of other areas

## Main Classes of Colon Classification

<i>Code</i>	<i>Subject</i>	<i>Code</i>	<i>Subject</i>
Z	Generalia	LX	Pharmacognosy
1	Universe of Knowledge	M	Useful Arts
2	Library Science	Δ	Spiritual Experience and Mysticism
3	Book Science	MZ	Humanities and Social Sciences
4	Journalism	MZA	Humanities
A	Natural Sciences	N	Fine Arts
AZ	Mathematical Sciences	NX	Literature and Language
B	Mathematics	O	Literature
BZ	Physical Sciences	P	Linguistics
C	Physics	Q	Religion
D	Engineering	R	Philosophy
E	Chemistry	S	Psychology
F	Technology	Ó	Social Sciences
G	Biology	T	Education
H	Geology	U	Geography
HX	Mining	V	History
I	Botany	W	Political Science
J	Agriculture	X	Economics
K	Zoology	Y	Sociology
KX	Animal Husbandry	YX	Social Work
L	Medicine	Z	Law