

### 1.3.2

## **LISc305A1T                      Documentation (Theory)                      (Credit 4)**

### **No. of Lectures/ Unit**

- 10    **Unit 1.** Information Sources: Definition and Types  
20    **Unit 2.** Information Search Pattern  
20    **Unit 3.** Information gathering skills, Data collection  
15    **Unit 4.** Data Organization with emphasis on end matter of research report  
15    **Unit 5.** Bibliography / Reference / Citations / Notes practices

### **Recommended Books:**

1. Parwat, P.P. and Kumar, T. (2002) Encyclopedia Dictionary of Library Science and Information Technology. Crest Publishing House.
2. Perry Beth and Brannon Slan. (2005) . TAIL leadership institute, TX, USA.
3. PleshKevich, E.A. (2004). Mnogoliki yanus documento vedniya (multifaceted face of documentation science). Nauchno-tekhniceskaya informatsiya.
4. Popov, S.V. (2001). Information retrieval and decision making, navchno-technickesya informatsiys.
5. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.
6. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
7. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989