



SHRI J.J.T UNIVERSITY

JHUNJHUNU

SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

(SEMESTER SCHEME)

SESSION 2020 - 2022

SYLLABUS

BLIS : Semester -I

Course No	Course Code	Type	Title of Course	Credits	L-T-P/ Week	Internal Marks	University Exam Marks	Total Marks
1	BLIS-101	Core	Library, Information and Society	4	3-1-0	30	70	100
2	BLIS-102	Core	Library Classification (Theory)	4	3-1-0	30	70	100
3	BLIS-103	Core	Library Classification (Practice)	4	0-0-8	30	70	100
4	BLIS-104	Core	Information Sources and Services (Theory)	4	3-1-0	30	70	100
5	BLIS-105	Core	Information Sources and Services (Practice)	4	0-0-8	30	70	100

BLIS : Semester -II

Course No	Course Code	Type	Title of Course	Credits	L-T-P/ Week	Internal Marks	University Exam Marks	Total Marks
6	BLIS-201	Core	Management of Library and information Centers	4	3-1-0	30	70	100
7	BLIS-202	Core	Library Cataloguing (Theory)	4	3-1-0	30	70	100
8	BLIS-203	Core	Library Cataloguing (Practice)	4	0-0-8	30	70	100
9	BLIS-204	Core	ICT Application in Library and Information Science (Theory)	4	3-1-0	30	70	100
10	BLIS-205	Core	ICT Application in Library and Information Science (Practice)	4	0-0-8	30	70	100

DETAILED COURSE CONTENTS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER -I

TITLE OF COURSE: LIBRARY, INFORMATION AND SOCIETY

COURSE CODE: BLIS- 101

UNIT – I: Role of Libraries

- Library as a Social Institution
- Development of Libraries in India
- Role of Library and Information Centers in Modern Society
- Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations

- National Library of India: Concept, Functions and Services
- Public Libraries, Academic Libraries and Special Libraries
- Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA and RTLA
- National and International Organizations: RRRLF, UNESCO and IFLA

UNIT – III: Library Legislation

- Library Legislation: Need, Purpose, Objectives and Model Library Act
- Library Legislation in India: Structure and Salient Features
- Press and Registration Act
- Delivery of Books (Public Libraries) Act

UNIT – IV: Library and Information Profession

- Professional Skills and Competencies
- Professional Ethics
- Role of Library and Information Professionals in Digital Era

Recommended Readings

- Bala, H. (2010). *Towards building a knowledge Society*. USA: Author press.
- Bawden, David & Robinson, Lyn (2012). *Introduction to information science*. London: Facet.
- Connaway, L. S. & Faniel, I. M. (2014). *Reordering Ranganathan: Shifting User Behaviors, Shifting Priorities*. Ohio: OCLC Research
- Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.
- Dhavan, S.M. (2010). *Public Libraries in the Knowledge Society*. New Delhi: Serial
- Duff, A. (2011). *Information Society Studies*. London: Routledge.
- Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*. Santa Barbara: Libraries Unlimited.
- Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.
- Ranganathan, S. R. (2006). *The five laws of Library science*. Bangalore: SaradaRanganathan Endowment.
- Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.
- Willinsky, J. (2005). *The Access Principle: The Case for Open Access to Research and Scholarship*. (Digital Libraries and Electronic Publishing). Cambridge: MIT Press.
-

TITLE OF THE COURSE: LIBRARY CLASSIFICATION (THEORY)

COURSE CODE: BLIS -102

UNIT I: Universe of Subject

- Subject and discipline: concept, features and Types
- Structure and Attributes of Universe of Subject
- Modes of Formation of Subject
- Phase Relation : level and forms

UNIT II: Library Classification

- Definition, Need, Purpose and Features of Library Classification
- Five Fundamental Categories: PMEST, Rounds and Levels
- Normative principles : laws, canons, principles and postulates
- Notation : Need, Functions and Types

UNIT III: Library Classification Scheme

- Types of Classification Schemes: Enumerative, Faceted and Analytic-Synthetic
- Mapping of Universe of subjects in major schemes of Library classification – Dewey decimal classification (DDC), Universal Decimal Classification (UDC), and Colon Classification (CC)
- Call Number: Class number, Book Number and Collection Number
- Steps involved in classifying document

UNIT IV: Current Trends in Library Classification

- Modern Knowledge Origination Tools: Thesauri, Taxonomies and Folksonomies
- Semantic Web: SKOS and OWL
- Webdewey Ontology's
- Reclassification

Recommended Readings

- British Standards Institution. (2005). *UDC: Universal Decimal Classification*. London: British Standards Institution.
- Broughton, Vanda (2015). *Essential classification*. 2nd ed. London: Facet.
- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
- Dewey, M. (2003). *Dewey Decimal classification (22nd ed., Vols. 1-4)*. Ohio: OCLC.
- Kumbhar, R. (2011). *Library Classification Trends in the 21st Century*. London: Chandos Publishing.
- Oggier, D. (2010). *Harnessing Folksonomies with a Web Crawler*. Germany: Verlag Peters, I. (2009). *Folksonomies, Indexing and Retrieval in Web 2.0*. Germany: Saur
- Ranganathan, S. R. (1962). *Elements of Library Classification*. (3rd ed). Bombay: Asia
- Ranganathan, S. R. (1989). *Prolegomena to Library Classification*. (3rd ed.) Bangalore: SRELS
- Ranganathan, S. R. (2006). *Colon classification (6th ed.)*. New Delhi: EssEss Publications.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
- Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet

TITLE OF THE COURSE: LIBRARY CLASSIFICATION (PRACTICE)

COURSE CODE: BLIS- 103

UNIT – I: Colon Classification (Ed. 6)

- Introduction, Structure and Organization
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

UNIT – II: Colon Classification (Ed. 6)

- Use of Common Isolates, Phase Relations and Devices
- Classification of Documents with Compound and Complex Subjects

UNIT – III: Dewey Decimal Classification (Latest Edition)

- Introduction, Structure and Organization
- Steps in Classification
- Classification of Documents using Table 1 and 2
- Use of Relative Index

UNIT – IV: Dewey Decimal Classification (Latest Edition)

- Classification of Documents using Tables 1 to 7

Recommended Readings

Dewey, M. (2011). *Dewey decimal classification and relative index* (23rd ed., Vols. 1-4). Ohio: OCLC.

OCLC. (2002). *Web Dewey*. Ohio:OCLC.

Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos.

Ranganathan, S R. (1963). *Colon Classification* (6thed.).(With amendments). Bombay: Asia.

Ranganathan, S. R. (1987). *Colon Classification* (7thed.). Revised and edited by M.A.Gopinath. Bangalore: SaradaRanganathan Endowment for Library Science.

Satija, M. P. (2002). *Manual of practical colon classification*.4th rev ed. New Delhi: Concept.

TITLE OF THE COURSE: INFORMATION SOURCES AND SERVICES (THEORY)**COURSE CODE: BLIS -104**

UNIT- I: Fundamental Concepts

- Meaning, Definition, Importance, Nature and Characteristics
- Printed and Electronic Information Sources
- Types of Information Sources and Services
- Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information

- Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)
- Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
- Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues

UNIT- III: Reference and Information Services

- Users and their Information Needs
- Theory and Functions of Reference and Information Service
- Enquiry Techniques
- Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

- Documentation Services: Abstracting and Indexing Services
- Alerting Services, CAS, SDI, Reprographic Service
- Translation Service, Document Delivery and Referral Service
- Recent Trends in Information Services: E-alerts, Web alerts, Web 2.0 tools for delivering information services

Recommended Readings

- Bopp, R. R. (2011). *Reference and information services: An introduction*. 4th ed. Santa Barbara, Calif: Libraries Unlimited.
- Delaney, J. (2000). *Geographical Information Systems: An Introduction*. USA: Oxford University Press.
- Holsapple, C. W. (2000). *Decision support systems: A knowledge based approach*. Stamford: Thomson Learning.
- Longley, P. A. and Others. (eds). (2005). *Geographical Information Systems: Principles, Techniques, Management and Applications*. (2nded.) Hoboken, N. J.: John Wiley and Sons.
- Marakas, George M. (2002). *Decision Support Systems*. (2nded.) New Jersey: Prentice Hall.
- Ranganathan, S. R. (1961). *Reference Service*. (2nded.) Bombay: Asia Pub. House.
- Singh, Gurdev. (2013). *Information Sources, Services And Systems*. Delhi: PHI Learning.
- Stebbins, L. (2005). *Student guide to research in the digital age: how to locate and evaluate information sources*. Santa Barbara: Libraries Unlimited.
- UNESCO. (1978). *Handbook of Information Systems*. PARIS: UNESCO
- Valacich, J. S., Schneider, C., & Jessup, L. M. (2018). *Information systems today: Managing in the digital world*. 8th ed. England : Pearson
-

TITLE OF THE COURSE: INFORMATION SOURCES AND SERVICES (PRACTICE)**COURSE CODE: BLIS-105**

Unit-I: Study and Evaluation of the following Information Sources

- Dictionaries: Oxford English Dictionary. Webster's New International Dictionary. Peter Roget's International Thesaurus. Harrods's Glossary of Library Terms. McGraw Hill Dictionary of Scientific Terms.
- Encyclopedias: New Encyclopedia Britannica. Encyclopedia Americana. International Encyclopedia of Social Sciences. McGraw-Hill Encyclopedia of Science and Technology. Encyclopedia of Library and Information Science (Marcel Dekker).
- Biographical Dictionaries: India Who's Who. International Who's Who (Europa). Dictionary of National Biography (UK and India). Webster Biographical Dictionary.

Unit-II: Study and Evaluation of the following Information Sources

- Gazetteers/Geographical Dictionaries: Columbia Gazetteer of the World. Gazetteer of India (New volumes after independence). Fodor's India.
- Year Books. State man's Yearbook. India : A Reference Annual. World's Fact Book. Bowker Library & Book Trade Almanac. Whitaker's Almanac.
- Universities Handbook : India. Commonwealth Universities Yearbook. World of Learning. Statistical Sources: Census of India. UNO Statistical Abstracts. Statistical Abstracts: India.

Unit-III: Study and Evaluation of the following Bibliographical Sources

- Bibliographies: British National Bibliography. Indian National Bibliography. Whitaker's Books in Print. Cumulative Book Index (Wilson). Books in Print (Bowker). Indian Books in Print. American Book Publishing Record (Bowker). Ulrich's International Periodicals Directory (Bowker).
- Union Catalogue: National Union Catalogues of Scientific Periodicals in India (INSDOC, NISCAIR). Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC). Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).

Unit-IV: Study and Evaluation of the following Bibliographical Sources

- Indexes: Guide to Indian Periodical Literature (Gurgaon). Library Literature (Wilson). Readers Guide to Periodical Literature.
- Abstracts: Library & Information Science Abstracts. Dissertation Abstracts International. Chemical Abstracts. Biological Abstracts. News Digest :Keesings Record of World Events Asian News Digest.

Recommended Readings

All the reference sources mentioned above will actually be consulted by the students.

DETAILED COURSE CONTENTS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER - II

TITLE OF THE COURSE: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS
COURSE CODE: BLIS -201

UNIT – I: Principles of Library Management

- Management Vs Administration
- General Principles and their Application
- Library Organization Structure and Library Governance
- Library Planning: Need, Objectives and Procedures
- Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance

- Library Budget, Budgeting and Accounting
- Human Resource Management: Selection, Recruitment, Training, Development,
- Performance Appraisal

UNIT – III: Services and Maintenance of the Library

- Circulation Work
- Maintenance Shelving and Stock Verification
- Preservation
- Library Services
- Reference and Information Service

UNIT – IV: Library Building and Resources Management

- Library Building
- Collection Development
- Acquisition of Periodicals and Serials
- Technical Processing of Documents

Recommended Readings

- Byrson, J. (2017). *Effective Library and Information Centre Managements'*: Routledge.
- Evans, G. E.&Alire, C. (2014). *Management Basics for Information Professionals*. 3rd ed. Chicago: American Library Association.
- Griffin, R. W. (2016). *Fundamentals of Management*. Boston, MA: Cengage Learning.
- Hayss, Robert M. (2001). *Models for Library Management, Decision-Making and Planning*. New York: Academic Press.
- Matarazzo, J. M.& Pearlstein, T. (2018). *The Emerald handbook of modern information management*. UK: Emerald Publishing.
- Matthews, J. R. (2018). *The evaluation and measurement of library services*. CA: Libraries Unlimited.
- Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: EssEss.
- Moran, B. B.&Morner, C. J. (2018). *Library and information center management*. California : Libraries Unlimited
- Osborne, Larry N&Nakamura, Margaret. (2000). *Systems Analysis for Librarians and Information Professionals*. 2nded. Englewood Cliffs: Libraries Unlimited.
- Simmons-Welburn, J.& McNeil, B. (2004). *Human resource management in today's academic library: Meeting challenges and creating opportunities*. Westport, Conn: Libraries Unlimited.
- Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

TITLE OF THE COURSE: LIBRARY CATALOGUING (THEORY)

COURSE CODE: BLIS- 202

UNIT – I: Fundamental Concepts and Types of Catalogue Entries

- Library Catalogue: Definition, Objectives, Purposes and Functions
- Physical Forms and Types of Catalogues
- Kinds of Entries, Data Elements in Different Types of Entries
- Filing of Entries in Classified and Alphabetical Catalogues

UNIT –II: Choice and Rendering of Headings

- Personal Authors: Western and Indic Names
- Corporate Authors
- Pseudonymous, Anonymous Works and Uniform Titles
- Non-Print Resources

UNIT – III: Subject Cataloguing

- Subject Cataloguing: Concept, Purpose and Problems
- Chain Indexing
- Subject Headings Lists: LCSH, SLSH

UNIT –IV: Trends in Library Cataloguing

- Centralized and Cooperative Cataloguing
- Bibliographic Standards: ISBD, MARC, CCF, etc.
- ISBN and ISSN

Recommended Readings

- American library association. (1968). *ALA Rules for filing catalog cards*. Chicago: ALA.
- Broughton, Vanda. (2011). *Essential Library of Congress Subject Headings*. London: Facet Publishing.
- Chambers, Sally (ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.
- Chaudhary, G. G. &Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .
- Cutter, Charles A. (1949). *Rules for a Dictionary Catalogue*. London: Library Grafton &Co.
- Foskett, A. C. (1996). *Subject Approach to Information*. 5thed. London: Library Association.
- International Federation of Library Associations and Institutions.,& International Federation of Library Associations and Institutions. (2011). *ISBD: International Standard Bibliographic Description*. Berlin: De Gruyter Saur.
- Joint Steering Committee for Revision of AACR, & American Library Association. (2005). *Anglo-American cataloguing rules*. (2nded). (1988). Chicago: American Library Association.
- Lazinger, S. S. (2005). *Digital preservation and metadata: History, theory and practice*. Englewood: Libraries Unlimited.
- Library of Congress. (2000). *MARC 21 concise format for bibliographic data*. Washington D.C.: Library of Congress, Network Development and MARC Standards Office.
- Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
- Miller, J. (2011). *Sear's list of subject headings*. 21sted. New York: H.W. Wilson.
- Ranganathan, S. R. (1964). *Classified Catalogue Code with additional rules for Dictionary catalogue code*. 5thed. Bombay: Asia.
- Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer.
- Welsh, Anne (2019). *Cataloguing and Decision-Making in a Hybrid Environment: The transition from AACR2 to RDA*. London: Facet.
-

TITLE OF THE COURSE: LIBRARY CATALOGUING (PRACTICE)

COURSE CODE: BLIS -203

Note: Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments)
And AACR - II along with Sears List of Subject Headings (Latest edition).

UNIT - I: Classified Catalogue Code

- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multivolume Works and Pseudonymous

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous

UNIT - III: Classified Catalogue Code

- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction

Recommended Readings

- Fritz, D. A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials*. Chicago: American Library Association.
- Hunter, E. J. (1989). *Examples illustrating AACR-2*. London: Library Association.
- Joint Steering Committee for Revision of AACR, & American Library Association. (2005). *Anglo-American cataloguing rules*. 2nd ed. Chicago: American Library Association.
- Jones, E. (2013). *RDA and serials cataloguing*. London: Facet Publishing.
- Kumar, K. (1990). *An introduction to AACR-2*. New Delhi: Vikas Pub. House.
- Maxwell, R. L. (2004). *Maxwell's handbook for AACR2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update*. Chicago: American Library Association.
- Miller, J., &Goodsell, J. (2004). *Sears list of subject headings*. New York: Wilson.
- Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet.
- Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21.5thed*. Westport, Conn.: Libraries Unlimited.
- Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings*. 20th ed. New York: H.W. Wilson.
- Weber, M. B., & Austin, F. A. (2011). *Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians*. London: Facet.

**TITLE OF THE COURSE: ICT APPLICATION IN LIBRARY AND INFORMATION SCIENCE
(THEORY)**

COURSE CODE: BLIS- 204

UNIT – I: Introduction to Computers

- Computers: Generations, Types, Input and Output Devices, Computer Architecture , Data Representation and Storage
- Introduction to System Software and Application Software
- Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
- Word Processing, Spreadsheets, PowerPoint Presentation

UNIT – II: Library Automation

- Library Automation: Planning and Implementation
- In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
- Bibliographic Standards and Metadata: CCF and MARC 21
- Library Software Packages: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

- Database: Concepts and Components
- Database Structures, File Organization and Physical Design
- Database Management System: Basic Functions, Potential Uses

UNIT – IV: Introduction to Internet

- Basics of Internet
- Search Engines and Meta Search Engines
- Internet Search Techniques
- E-resources and Online Databases

Recommended Readings

- Deepali (Talagala). Web interface for CDS/ISIS :GENISISweb v.3.0. 2003. SriLanka Library Association, Colombo.
- Haravu (L J).Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
- INFLIBNET.Software for university libraries user manual. 2003. INFLIBNET,Ahmedabad.
- Neelameghan (A) and Lalitha (S K). Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. SaradaRanganathan Endowment for Library Science, Bangalore.
- Negus (Christopher). Linux bible. 2005. John Wiley, New York.
- Rajaraman (V). Introduction to information technology. 2007. Prentice-Hall ofIndia, New Delhi.
- Simpson (Alan). Windows XP bible. 2004. John Wiley, New York.
- Simpson (Alan) and JONES (Bradley L).Windows vista bible. 2007. John Wiley,New York.
- UNESCO. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
- Walkenbach (John), et al. Office 2007 bible. 2007. John Wiley, New York.

**TITLE OF THE COURSE: ICT APPLICATION IN LIBRARY AND INFORMATION SCIENCE
(PRACTICE)**

COURSE CODE: BLIS-205

UNIT – I: Operating Systems and Application Software

- Installation and Functions of Different Operating Systems: Window XP, Vista, Windows, NT, Linux
- Setting of Desktop, Library Server and its Maintenance
- Creating Presentations with PowerPoint
- Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software

- Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
- Alice for Windows: Installation, Configuration and Functions
- Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface

- GENISIS: Installation, Configuration and Functions
- Web Interface to WINISIS using GENISIS

UNIT – IV: Online and Offline Searching

- Web Searching
- Advanced Internet Searching
- Search through Meta Search Engines
- Offline Databases
- Internet and E-mail

Recommended Readings

- Chowdhury (G G) and Chowdhury (Sudatta). Searching CD-ROM and online information sources. 2000. Library Association, London.
- Cooper (Michael D). Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
- INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
- 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.
- Negus (Christopher). Linux bible. 2005. John Wiley, New York.
- Simpson (Alan). Windows XP bible. 2004. John Wiley, New York.
- Unesco. Cds/isis for windows: reference manual v1.5. 2004. UNESCO, Paris.
- Walkenbach (John), et al. Office 2007 bible. 2007. John Wiley, New York.
- Winship (Ian) and McNAB (Alison). The student's guide to the Internet. 2000. Library Association, London.