

FACULTY OF LIBRARY
&
INFORMATION SCIENCE



BACHELOR OF LIBRARY AND INFORMATION SCIENCE

B.Lib.Sc.

SYLLABUS

2018-19

Semester First

Paper – I FOUNDATION OF LIBRARY & INFORMATION SCIENCE (LIB010)

Unit – 1

Social and historical foundation of library, Five laws of Library Science, Types and Functions of libraries, Library of Congress (Washington) and British Library (London), Digital Library, Electronic Library and Virtual Library, Role of library in Formal and Informal Education.

Unit – 2

Library Movement in India, UK and USA, Library Development Plan and Programs in India, Role of Library in Modern Society.

Unit – 3

Library Legislation in Indian states and their salient features. Books Delivery Act, Intellectual Property Rights, Right to Information.

Unit – 4

Library Building: Planning and Designing Location Lighting and Ventilation. Role of Librarian in Designing of Building, Furniture etc. library Extension Services.

Unit – 5

Library Cooperation and Resource Sharing, Role of Professional Association with Special Reference to ALA, ILA, IASLIC, ASLIB, Role of International Organizations: UNESCO, FID, IFLA.

BOOKS/ REFERENCES

1. Yadav, Ashwani, Foundation of Library and Information Science: Agra, Shruti Publication, 2018.
2. Ranganathan, S.R. Five Laws of Library Science, Madras Library Association, Madras, 1957
3. India, Libraries (Advisory Committee for) Report, Manager of Publication, Delhi, 1959.
4. UNESCO, National Library their problems and prospects Unesco, Paris, 1960.
5. Agrawal, S.S. Granthalaya Sanchalan Tatha Prabandh, Shri Ram Mehra, Agra, 1876.
6. Shrivastava, S.N. & Verma, S.C. Pustkalaya Sang than Avum Sanchalan, Rajasthan Hindi Granth Academy, Patna, 1973.
7. Sharma, H.D. Library Building and Furniture, 1970.
8. Kaula, P.N. Library Building Planing & Design, Vikas, Delhi, 1971.
9. Sharma, J.S. Library Organization, Vikas, Delhi, 1978.
10. Krishan Kumar Library Organization, Vikas, Delhi, 1978.
11. Mittal, R.L. Library Administration: theory and practice, Metropolitan, Delhi.

Paper – II MANAGEMENT OF LIBRARY & INFORMATION CENTRES (LIB020)

Unit – 1

Concept of Management: Principles of Scientific Management. Management of Schools of Thought. Library Organizational Structure. Policy Making Bodies of Libraries. Library Authority and Library Committee.

Unit – 2

Library Personnel: Job analysis, Job description in service training. Staff Recruitment procedures, formula. Library finance: Budgeting (PPBS, ZBB). Library Statistics and Annual Report. Library Rules and Regulations.

Unit – 3

Collection Development: Types of Documents and Selection principles, Acquisition Procedure.

Unit – 4

Technical Section: Preparation of Books for use. Routines of Classification and Cataloguing, Filing Routines. Serial Control: Acquisition methods, Methods of recording: Three Card System and Kardex System.

Unit – 5

Management and Operation of Various Section (Shelving and Stock Verification, Binding), Circulation Section (Browne System, Newark System and Register System), Marketing of Information Products and Services.

BOOKS/ REFERENCES

1. Mittal, R.L. Library Administration: theory and practice, Metropolitan, Delhi.
2. Htt, Michael. [et al.] Effective Management, West Publishing, New York, 1978.
3. Koontz, Harold. [et al.] Management Ed. 8. McGraw Hill, New York, 1984.
4. Tripathi, P.C. and Reddy, P.N. Principles of Management Ed.2 Tata McGraw Hill, New Delhi, 1991.
5. Kaula, P.N. Library Building Planning and Design, Vikas Publication, New Delhi, 1971.

Paper – III KNOWLEDGE ORGANISATION & PROCESSING (THEORY) **(LIB030)**

Unit – 1

Universe of Subjects – Structure, Attributes & Modes of Formation, Library Classification: Definition Need & Purpose; Canons of Classification.

Unit – 2

General theory of Library Classification including Normative Principles. Facet Analysis, Five Fundamental Categories, Common Isolates, Phase Analysis, Notation.

Unit – 3

Design & Development of Schemes of Library Classification, Introduction to CC, DDC & UDC. Trends in Library Classification.

Unit – 4

Library Cataloguing: Definition, Need & Purpose. Inner and Physical Form. Standard Codes of Cataloguing – CCC & AACR – II. Kinds of Entries and their Function. Personal & Corporate Authorship. Canons of Cataloguing.

Unit – 5

Principles of Subject Cataloguing. Current Trends in Standardization Description & Exchange AACR- II, ISBD, MARC, CCF. Introduction to ISBN & ISSN.

BOOKS/ REFERENCES

1. Ranganathan, S.R. Elements of Library Classification. Ed.3. Asia Publishing House, Bombay, 1962.
2. Ranganathan S.R. Descriptive Account of Colon Classification, Asia Publishing House, Bombay, 1967.
3. Sayers, W.B.C. Introduction to Library Classification. Ed. 9. Grafton, London, 1958.
4. Shrivastava, A.P. Theory of Knowledge Classification in Libraries, Laxmi Book Store New Delhi, 1973.
5. Mills, O. Modern Outline of Library Classification, Chapman and Hall, London, 1960.
6. Ranganathan, S.R. Prolegomena to Library Classification.

**Paper–IV KNOWLEDGE ORGANISATION & PROCESSING
(CLASSIFICATION PRACTICAL: CC Rev. 6 Ed. & DDC 19th Ed.) (LIB040)**

Classification of Books according to Colon Classification (Rev. 6thEd) and Dewey Decimal Classification (19th Ed.). Adequate Number of Titles will be given from all Disciplines, Candidates will be required to classify 20 Titles in all. Ten Titles should be classified by CC and DDC both. Whereas Five Titles should be classified by both CC and DDC.

BOOKS/ REFERENCES

1. Champavat, S.S. Colon Classification: practical study, RBSA, Jaipur, 1986.
2. Comaromi, J.P. & Satija, M.P. Dewey Decimal Classification: practice, Sterling, Delhi, 1989.
3. Sood, S.P. and Raotani, M.R. Practical book of Decimal Classification, RBSA, Jaipur, 1987.
4. Ranathan, S.R. Elements of Library Classification. Ed.2, SR Endowment, Bangalore, 1989.
5. Satija, M.P. Manual of Practical Colon Classification. Ed. 2, Sterling, New Delhi, 1989.

Semester Second

Paper – V REFERENCE SERVICES & SOURCES OF INFORMATION (LIB050)

Unit – 1

Documentary Sources of information: Print, Non Print Including Electronic Media. Nature, Characteristics, Utility and Evaluation of Different type of Information Sources. Non Documentary Sources of Information. Categories: Primary, Secondary and Tertiary Information sources.

Unit – 2

Reference Service: Meaning, Scope. Type of Reference Service: Short Range and Long Range Reference Service. Reference Services in Public, Academic and Special Libraries. Reader's Initiation/Orientation. User Education.

Unit – 3

Bibliographies (Definition, Need and Purpose). Type of Bibliographies. Methods of Compilation of a Bibliography. National Bibliography: INB, BNB, Trade Bibliography.

Unit – 4

Intellectual Property Right in Library and Information Services, Encyclopedias: Encyclopedia Britannica, Encyclopedia of Library and Information Science, McGraw Hill Encyclopedia of Science & Technology, Yearbooks and Almanac Dictionaries, Directories, handbooks, Guides and Geographical Sources. Biographical Sources. Criteria for Evaluation of Information Sources.

Unit – 5

Indexing Periodical, Criteria and evaluation of Indexing Periodicals, Index Medicus, Current Content, Reader Guide to Periodical Literature, Guide to Indian Periodical Literature. Abstracting Periodical: Biological Abstract, Chemical Abstract, Library and Information Science Abstract. Union Catalogue: Historical Development of Union Catalogue.

BOOKS/ REFERENCES

1. Ranganathan, S.R. Reference Service, Ed.2, Asia, Bombay, 1971.
2. Rowland, Arthur Ray Reference Service, Shoestring Press, Hamden, 1964.
3. Wilson, T.D. & Stephenson, J. Dissemination of Information, Ed.2, Clive Bingley, London, 1969.
4. Sundesewaran. Sandarbh Sewa Hindi Granth Academy, Bhopal.
5. Susheela Kumar. Changing Concepts of Reference Service, Vikas, Delhi, 1974.
6. Katz, William. Introduction to Reference Work: basic information sources, Vol. 1, Ed.5, Mac Graw Hill, New York, 1987.
7. Sengupta, B, Indian reference and Information Sources, World Press, Calcutta, 1981.
8. Krishan Kumar. Reference Service, Ed. 4, Vikas, Delhi, 1991.
9. Mukherjee, A.K. Reference Work and its Tools, Ed.2, World Press, Calcutta, 1971. Bombay, 1967.

Paper – VI DOCUMENTATION & INFORMATION RETRIEVAL

(LIB060)

Unit – 1

Documentation: Meaning, Genesis and Scope, Facets of Documentation, Documentation List. Documentation activities in India.

Unit – 2

Indexing: Need and Purpose, Techniques of Indexing (Pre and Post Coordinate Indexing).

Unit – 3

Abstracting: Need and Purpose, Guidelines for Preparing Abstract, Principles of Abstracting, Types, CAS and SDI Services.

Unit – 4

National and International Information Centre. UNESCO, FID, IFLA, VINITI, INSDOC, NASSDOC, DESIDOC, SENDOC.

Unit – 5

Information Storage and Retrieval System: Meaning, Purpose and Evaluation. Search Strategies. Concept of Vocabulary Control.

BOOKS/ REFERENCES

1. Sood, S.P. Documentation and Information Science. Agra: Y.K. Publisher.
2. Chakrabarti, A.R. and Chakrabarti, B. Indexing: Principles, Process and Products. Calcutta: World Press, 1983.
3. Foskett, D.J. Information Services in Libraries. Ed.2, Archon Books, Hamden, 1967.
4. Hutchins, Margaret Introduction to Reference Works, ALA, Chicago, 1944.
5. Ranganathan, S.R. Reference Service, Ed.2, Asia, Bombay, 1961.
6. Wilson, T.D.O. & Stephenson, J. Dissemination of Information, Ed.2, Clive Bingley, London, 1969.
7. Chakrabarti, B & Sengupta, B.O. Fundamentals of Reference Services, World Press, Calcutta, 1969.
8. Krishna Kumar. Reference Service, Ed.4, Vikas, Delhi, 1991.
9. Mukherjee, A.K. Reference Works and its tools, Ed.2, World Press, Calcutta, 1971.

Paper – VII INFORMATION TECHNOLOGY: BASIC (LIB070)

Unit – 1

Concept and Terminology of Computer. Evolution of a Computer and Computer Generation. Categorization of Computer. Hardware, Software: System Software, Application Software, Storage Devices, Processing of Computer.

Unit – 2

Library and Information Networks: Definition and Objective, The range of Network Services, Types of Networks, and Library networks in U.S.A., U.K. and India. Communication technology: Radio frequency (RFID), Satellite wireless, Fax and e-Mail communication and its importance in Library and Information Science.

Unit – 3

Computerized Information Retrieval System: Definition of IRS, Component and function of IRS, Software operations of IRS. CDS/ISIS: Main features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.

Unit – 4

Library Automation: Brief history, Factors and goals, Need for Library Automation, Problems and issues of Library Automation. Management of Computerized Library: Ordering and Acquisition

Systems, Cataloguing Systems, Circulation Control System, Serial Control System, Management Information.

Unit – 5

Features of Indian Software Packages: Software Development at Institutional level, commercially available library Software Systems. Library Housekeeping Software: Libsys, SANJAY, MAITRAYEE, Alice for Windows.

BOOKS/ REFERENCES

1. Rajaraman, V. Fundamentals of Computers, Prentice Hall of India, New Delhi, 1991.
2. Sehgal, R.L. Information Technology for Libraries, Ess Ess Publication, New Delhi, 1998.
3. Sinha, P.K. Computer Fundamentals, BPB Publication, New Delhi.
4. Bowden, D and Blackman, K. Going Automated, ASLIB, London, 1990.
5. Nolan, J.M. Micro Software Evaluation, Nolan Information Service, 1984.
6. Rowley, Jennifer. The Electronic Library, Ed. 4, LA Publishing, London, 1998.

Paper – VIII KNOWLEDGE ORGANISATION & PROCESSING (Cataloguing Practical) (LIB080)

Cataloguing Practical: Anglo-American Cataloguing Rules 2 – 1978. In CCC Class Index Entries will be prepared through Chain Procedures. Candidates will be required to prepare catalogue Fully Five Titles in all Minimum two by CCC and two by AACR – 2.

BOOKS/ REFERENCES

1. Sengupta, B. Cataloguing Theory and Practice Ed.3, World Press, Calcutta, 1974.
2. Vishwanathan, C.G. Cataloguing Theory and practice Ed.4, Today and Tomorrow Printers and Publishers, 1970.
3. Krishna Kumar. Introduction to cataloguing practice, Rev.Ed.3, Vikas Publishing, Delhi, 1986.
4. Sood, S.P. Cataloguing procedure: based on CCC Ed.5 with amendments, Jaipur, 1994.