

DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(“A” Grade, NAAC Accredited)

SCHEME OF PAPERS

FOR

BACHELOR OF LIBRARY & INFORMATION SCIENCE

SESSION 2012-13

Paper No.	Nomenclature of Papers	Max. Marks
I	Library and Information Society	100
II	Knowledge Organisation, Information Processing & Retrieval	100
III	Management of Libraries and Information Centres	100
IV	Information Sources	100
V	Users and Information Services	100
VI	ICT Applications in LIS (Theory and Practice)	100
VII	Library Classification Practice	100
VIII	Library Cataloguing Practice	100
	Total	800

PAPER – I: LIBRARY AND INFORMATION SOCIETY

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To introduce students to the field of Library and Information Science;
- (ii) To introduce students to the concepts of information society; and
- (iii) To provide an overview of the entire programme.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of **10** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Concept of Library in Society

- Social and historical foundations of library.
- Development of libraries with special reference to India.
- Different types of libraries - their distinguishing features and functions.

Unit-II: Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities.

Unit-III: Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.
- Copyright Act and Delivery of Books (Public Libraries) Act.
- Librarianship as a Profession
- Professional ethics

Unit-IV: Professional Association, Public Relations, Extension Activities and Resource Sharing

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

Books Recommended:

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study, Paris, UNESCO, 1971.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship. London. Clive-Bengley, 1987.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries, Delhi, Manager of Publications, 1959.
4. JEFFERSON (G). Libraries and Society, London, James Clarks and Co., 1969.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society, Kurukshetra; Research Publication, 1987.
7. SAINI (O P). Pustakālaya aura samāja. (Hindi medium)

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PAPER – II: KNOWLEDGE ORGANISATION, INFORMATION PROCESSING & RETRIEVAL

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To introduce the structure and attributes of Universe of Knowledge.
- (ii) To develop skills in subject analysis and proficiency in using standard schemes of classification and subject cataloguing; and
- (iii) To familiarise with the principles and practice of document description including electronic documents.

Note: The paper is divided into 4 Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I-IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit-I: Universe of Knowledge

- Universe of Subjects: Definitions and Purpose.
- Modes of Formation of Subjects.
- Library Classification: Definition, Need and Purpose.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number

Unit-II: Library Classification Theory

- Postulational Approach: Postulates, Facet Analysis, Fundamental Categories, Phase Analysis, Principles of Helpful Sequence and Facet Sequence.
- Standard Schemes of Library Classification; Introduction, features and applications of CC, DDC and UDC.
- Current Trends: Developments in DDC and UDC, Computers and Classification.

Unit-III: Bibliographic Description

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue - Physical forms: Conventional and Non-conventional; Kinds of Entries and their functioning according to CCC and AACR-2. ALA Rules for filing Entries

Unit-IV: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF.

Books Recommended:

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.
2. DHYANI (Pushpa). Theory of Library Classification, 2000. Vishwa Prakashan, Delhi.
3. FOSKETT (A C). Subject approach to information. 5th Ed. 1990. Bingley, London.
4. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
5. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
6. RANGANATHAN (S R) Prolegomena to library classification. 3rd ed. 1967. Sarda Ranganathan Endowment, Bombay.
7. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Cataloguing theory (Hindi Medium). 1998. Y.K. Agra.
8. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.

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PAPER – III: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Max. Marks: 100
Time: 3 Hours

Objectives:

- (i) To introduce environmental factors of Libraries and Information Centres.
- (ii) To understand organisational structure.
- (iii) To study functions and routines of different sections.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of **10** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Library Environment

- Organisation, Management and Administration: A Conceptual Framework.
- Relationship of the library with its parent organisation.
- Library Organisational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers.

Unit-II: Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

Unit-III: Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section.

Unit-IV: Maintenance, Building and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic elements in designing library building.
- Furniture and Equipments.

Books Recommended:

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5th ed. New Delhi, Metropolitan, 1983.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. Calcutta; World Press, 1972.
4. PANWAR (B S) and VYAS (S D). Library Management; Delhi; R.R. Publishing Corporation, 1986.

5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay; Asia, 1967.
6. SINGH (M). Library and Information Management: Theory and Practice Delhi; IBT, 1983.
7. SINGH (R S P). Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.
8. STEUART (Robert) and EASTLICK (John T). Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.
9. WILSON (A). The Planning approach to Library Management.
10. TRIPATHI (S M). Granthalya prabandh (Hindi medium).

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PAPER – IV: INFORMATION SOURCES

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To acquaint with various types of information sources.
- (ii) To familiarize with different types of reference books.
- (iii) To develop evaluative and practical skill in dealing with information sources.

Note: The paper is divided into 4 Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I-IV). The Examiner will set *Two* questions from each Unit. Question 1 will consist of 10 Information Queries (2 marks each). The examinees must give only *one* standard Source of Information (which according to the examinee is the most appropriate) along with complete bibliographical details.

Unit-I: Reference and Information Sources

- Documentary Sources of Information: Print, Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Human and Institutional: Nature, types, Characteristics and utility
- Internet as a Source of Information.
- Different types of reference books and Criteria for evaluation of Reference Sources.

Unit-II: Types, Criteria and Evaluation of Reference Sources – I

- **Encyclopaedias:** New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.
- **Dictionaries:** Oxford English Dictionary, Samantar Kosh: Hindi Thesaurus, Rogets International Thesaurus.
- **Geographical Sources:** Gazetteer of India, Times Atlas of the World, Fodor's India.
- **Biographical Sources:** India Who's Who, International Who's Who, Dictionary of National Biography (India). Chamber's Biographical Dictionary.

Unit-III: Types, Criteria and Evaluation of Reference Sources – II

- **Reference Sources for Current Events:** Asian News Digest, Keesing's Record of World Events.

Ready Reference Sources:

- **Year Books:** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.

- **Directories:** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.
- **Statistical Sources:** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.
- **Handbooks:** Limca Book of Records, Guinness Book of World Records.

Unit-IV: Bibliographical Sources

- Bibliographical Sources: Functions, Types and Branches.
- Uses and criteria for evaluation of National Bibliography.

Evaluation of:

- **National Bibliography:** Indian National Bibliography, British National Bibliography.
- **Trade Bibliography:** Books-in-Print (Bowker), Indian Books-in-Print.
- **Indexing and Abstracting Sources:** Chemical Abstracts, Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.

Books Recommended:

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service, Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K. Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom kriyatmak. 1994. RBSA, Jaipur. (Hindi medium).

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PAPER – V: USERS AND INFORMATION SERVICES

Max. Marks: 100

Time: 3 Hours

Objectives

- (i) To introduce with various categories of Users and their Information Needs.
- (ii) To familiarise with different types of Information Services.
- (iii) To introduce with various Information Systems.
- (iv) To introduce with methods of organising User Education Programmes.
- (v) To develop practical skills in preparation of selected Information Products.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit – I: Information Users and their Information Needs

- Categories of Information Users.
- Information Needs: Definition and Characteristics.
- Information Seeking Behaviour: Models.
- User Studies: Methods and Techniques.

Unit – II: Reference and Information Services

- Reference Service: Need and Types.
- Reference Process: Reference Questions, Reference Interview.
- Referral Service.
- Information Literacy and User Education: Concepts and Methods.

Unit – III: Information Services

- Information Services: Evolution, Need and Types.
- Current Awareness Type of Services: CAS & SDI.
- Indexing and Abstracting Services.
- Document Delivery Service
- Translation Service.
- Trends in Reference and Information Services.

Unit-IV: Information Systems and their Services

- Overview of National and International Information Systems and Networks.
- Introduction to the Background, their Services and Products: DELNET, INFLIBNET, ENVIS, INIS, AGRIS and OCLC.

Books Recommended:

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press Calcutta.
4. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5. TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K. Agra.
6. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K. Agra.
7. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Saidhantik avom Kriyatmak 1994. RBSA, Jaipur. (Hindi medium).

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PAPER – VI: ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)**Max. Marks: 100****Objectives:**

- (i) To acquaint the students with the basic concepts of computers.
- (ii) To understand various aspects of library automation.
- (iii) To develop skills in using computers technologies.

Part-I: Theory**Max. Marks: 60****Time: 3 Hours**

Note: The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of **5** short Answer (3 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit – I: Overview of Information Communication Technology

- Overview of Computer Technology, Communication Technology, Reprography & Micrograph and Printing and Publishing Technology

Unit – II: Introduction to Computers and Computer Architecture

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer.
- Digital vs. Analog Computers.

Computer Architecture:

- Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

Unit – III: Software Concept

- **System Software/Operating System (OS)**
 - Definition of OS.
 - Principal functions of the OS.
 - Various Operating Systems: Single and Multiuser.
 - Basic Features of Windows XP.
- **Programming Languages: Concepts and Tools.**
- **Application Software Packages.**
- **Word Processor Software: MS-WORD:**
 - Creating a Document.
 - Editing a Document.
 - Formatting a Document.
 - Maintaining Mailing List.

Part-II: Practice

Max. Marks: 40

Time: 3 Hours

Note: There will be *One* question each from the following units. The examinees will be required to attempt *Two* questions in all. The candidates will be required to record the steps of database creation on the assigned area.

Unit – I: Operating System: Introduction to WINDOWS XP

- Important Features of Windows.
- Desktop, My Computer, Control Panel, Windows Explorer.
- Accessories Applets.

Unit – II: MS Office

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Slide Show. Customizing and Printing.

Unit – III: WINISIS

- Overview of WINISIS features.
- Installation of WINISIS.
- SYSPAR.PAR Parameters.
- WINISIS Windows and Dialog Boxes.
- Database Creation.
- Formatting Language: Additional Features – Hypertext Link (within a database and among databases), Handling Multimedia.
- Database Searching, Sorting and Printing.

Books Recommended:

1. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2. BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3. COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi.
4. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
5. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
6. WINISIS. Library & Information Division, Kerala Institute of Local Administration, India. Available at: <http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving%20Guide.pdf>
7. ROWLEY (J E). Basics of Information Technology.
8. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
9. RUTKOSKY. MS PowerPoint 2007. BPB Publications. New Delhi.
10. RUTKOSKY. MS Word 2007 (W/CD). BPB Publications. New Delhi.
11. JAIN (S). MS PowerPoint 2007- Made Simple. BPB Publications. New Delhi.
12. JAIN (S). MS Word 2007- Made Simple. BPB Publications. New Delhi.
13. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
14. TAXALI (R K). PC software for Windows made simple. Tata McGraw Hill.
15. UNESCO. CDS/ISIS for WINDOWS ver. 1.5: Reference Manual. Paris. 2004.
16. WEIXEL. Learning Microsoft Office XP. BPB Publications. New Delhi.

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PAPER-VII: LIBRARY CLASSIFICATION PRACTICE

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To familiarise with the process of classification.
- (ii) To familiarise with various provisions of CC and DDC.
- (iii) To familiarise with the process of assigning Class Number in these schemes.

Note: The question Paper should be made out in *Three* Parts:

Part – I: Colon Classification and Dewey Decimal Classification	Marks: 30
Part – II: Colon Classification	Marks: 35
Part – II: Dewey Decimal Classification	Marks: 35

In **Part I** *Five* Titles having compound subjects should be given and the candidates be asked to classify all titles both with CC and DDC. In **Part II (CC)** *Seven* titles of compound and complex nature should be given from which candidates be asked to classify any *Five* titles. In **Part III (DDC)** *Seven* titles of compound and complex nature should be given from which candidates be asked to classify any *Five* titles.

PART – I: Colon Classification and Dewey Decimal Classification

Classify all the Titles both with CC and DDC.

PART – II: Colon Classification

Classify any *Five* Titles of the following:

PART – III: Dewey Decimal Classification

Classify any *Five* Titles of the following:

Books Recommended:

1. RANGANATHAN (S.R.). Colon Classification, Ed. 6, 1963. (Reprinted with amendments).
2. DEWEY (Melvil). Dewey Decimal Classification, Latest available edition.

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PAPER – VIII: LIBRARY CATALOGUING PRACTICE

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To familiarise with the process of cataloguing.
- (ii) To familiarise with various provisions of CCC and AACR II.
- (iii) To familiarise with the process of preparation of Entries according to CCC and AACR II.

Note: The Paper will be divided into Two Parts:

Part – I: Classified Catalogue Code (CCC)

Part – II: AACR – II

Part – I and II will consist of *Five* Titles each and the Examinees will be required to Catalogue any *Five* Titles in all, selecting at least *Two* Titles from each Part. All Titles carry equal marks.

Part – I: Classified Catalogue Code (CCC)

- Sections and Skeleton Card of Main and Added Entries (Class Index, Book Index, Cross Reference Index and Cross Reference Entry).
- Cataloguing of Personal Authorship, Pseudonym Work.
- Cataloguing of Multi - Volume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications).

Part – II: AACR – II

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Books Recommended:

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. RANGANATHAN (S. R.). Classified Catalogue Code with additional Rules for Dictionary Catalogue Code. Ed. 5. 1964.
3. SEARS (M. E.). Sears List of Subject Headings. Latest edition.

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