

SCHEME OF PAPERS
FOR
BACHELOR OF LIBRARY & INFORMATION SCIENCE
SESSION 2011-12

SEMESTER – I

Paper No.	Nomenclature	Internal Assessment	Max. Marks
I.	Library and Information Society	20	100
II.	Knowledge Organisation, Information Processing & Retrieval	20	100
III.	Information Sources (Theory and Practice)	20	100
IV.	Library Classification & Cataloguing Practice –A	20	100

SEMESTER – II

V.	Management of Libraries and Information Centres	20	100
VI.	Users and Information Services (Theory and Practice)	20	100
VII.	ICT Applications in LIS (Theory and Practice)	20	100
VIII.	Library Classification & Cataloguing Practice – B	20	100

SEMESTER – I**PAPER I: LIBRARY AND INFORMATION SOCIETY****Max. Marks: 100****Time: 3 Hours****Theory: 80 Marks****Internal assessment: 20 Marks** (Assignment – 10 + Class Test – 5 + Attendance – 5)**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 5 Units. The question paper will consist of *Ten* questions (*Two* questions from each Unit). The examinees will be required to attempt *Five* questions in all selecting at least *One* question from each Unit.

Unit-I: Concept of Library in Society

- Social and historical foundations of library.
- Changing role of Library and Information Centers in Society.
- 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: Need and essential features.
- Library Legislation in India (Descriptive study to be excluded)
- Copyright Act and Delivery of Books (Public Libraries) Act.

Unit-IV: Library and Information Profession

- Librarianship as a Profession.
- Professional ethics.
- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO.

Unit-V: Public Relations, Extension Activities and Resource Sharing

- 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.

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PAPER-II: KNOWLEDGE ORGANISATION, INFORMATION PROCESSING & RETRIEVAL

Max. Marks: 100

Time: 3 Hours

Theory: 80 Marks

Internal assessment: 20 Marks (Assignment – 10 + Class Test – 5 + Attendance – 5)

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 5 Units. The question paper will consist of *Ten* questions (*Two* questions from each Unit). The examinees will be required to attempt *Five* questions in all selecting at least *One* question 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.

Unit-II: Library Classification Theory

- Postulational Approach: Postulates, Facet Analysis, Fundamental Categories, Phase Analysis, Principles of Helpful Sequence and Facet Sequence.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number

Unit-III: Knowledge Organisation in different Schemes of Library Classification

- 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-IV: 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-V: 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: INFORMATION SOURCES (THEORY AND PRACTICE)

Max. Marks: 100

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.

Part-I: Theory

Marks: 60

Time: 3 Hours

Theory: 50

Internal assessment: 10 Marks (Attendance (includes attendance of Practical Classes also) – 5 +
Class Test – 5)

Note: The paper is divided into 3 Units. The question paper will consist of ***Eight*** questions (atleast ***Two*** questions from each Unit.) The examinees will be required to attempt ***Four*** questions in all selecting atleast ***One*** question from each Unit.

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.

Unit-II: Types and Evaluation of Reference Sources

Different types of reference books and Criteria for evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

Unit-III: Bibliographical Sources

- Bibliographical Sources: Functions and types.
- Uses and criteria for evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Part-II: Practice

Max. Marks: 40

Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

Section – A

Marks: 15

- a) **Assignments: 10 marks**
- b) **Viva-voce: 05 marks**

Section – B**Marks: 25**

1. The examinees will be required to evaluate *One* Information Source. **Marks: 15**
2. This part will consist of **10** Information Queries. The examinees must give only *one* standard Source of Information (which according to the examinee is the most appropriate) along with complete bibliographical details. **Marks: 10**

Study and Evaluation of following Information Sources:**1. Bibliographical Sources:**

Indian National Bibliography, Indian Books-in-Print, Books-in-Print (Bowker), Whitaker's Books-in-Print.

2. Indexing and Abstracting

Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.

3. Encyclopaedias:

New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.

4. Dictionaries:

Oxford English Dictionary, Webster's Third New International Dictionary, Samantar Kosh: Hindi Thesaurus, Rogets International Thesaurus.

5. Geographical Sources:

Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.

6. Biographical Sources:

India: Who's Who, International Who's Who, Dictionary of National Biography (India). Chamber's Biographical Dictionary.

7. Reference Sources for Current Events:

Asian News Digest, Keesing's Record of World Events.

8. Year Books:

Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.

9. Directories:

Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.

10. Statistical Sources:

Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.

11. Handbooks:

Limca Book of Records, Guinness Book of World Records.

12. Almanacs:

Whitaker's Almanac.

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 (SM). 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.

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PAPER-IV: LIBRARY CLASSIFICATION & CATALOGUING PRACTICE – A

Max. Marks: 100 (50+50)

Part – I Colon Classification (6th revised edition)

Max. Marks: 50

Time: 2 Hours

Practical Examination: 40 Marks

Internal assessment: 10 Marks (Attendance (includes attendance of Cataloguing Practical classes also) – 05 Marks + Class Test – 05 Marks)

Objectives:

- (i) To familiarise with the process of classification.
- (ii) To familiarise with various provisions of CC

Note: There will be *Ten* Titles and the examinees will be required to classify any *Eight* titles only.

Classification of Documents

- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.
- Representing Complex Subject.

Books Recommended:

1. RANGANATHAN (S.R.). Colon Classification, Rev. ed. 6. 1963.

Part – II: Classified Catalogue Code (CCC)

Max. Marks: 50

Time: 2 Hours

Practical Examination: 40 Marks

Internal assessment: 10 Marks (Assignments – 05 Marks (Preparation of Cataloguing Copy) + Class Test – 05 Marks)

Objectives:

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

Note: There will be *Five* Titles in all and the Examinees will be required to attempt any *Three* Titles only. All Titles carry equal marks.

Classified Catalogue Code

- 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).

Books Recommended:

1. RANGANATHAN (S R). Classified Catalogue Code with additional Rules for Dictionary Catalogue Code. Ed. 5. 1964.

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Semester – II

PAPER-V: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Max. Marks: 100

Time: 3 Hours

Theory: 80 Marks

Internal assessment: 20 Marks (Assignment – 10 + Class Test – 5 + Attendance – 5)

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 5 Units. The question paper will consist of *Ten* questions (*Two* questions from each Unit). The examinees will be required to attempt *Five* questions in all selecting atleast *One* question 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.

Unit-III: Sections of the Library (A)

- Book Selection and Procurement.
- Technical Processing Section.
- Periodicals Section.

Unit-IV: Sections of the Library (B)

- Circulation Section.
- Maintenance Section.
- Reference Section
- General Administration: Annual Report, Library Statistics, Library Rules.

Unit-V: Building and Space Management

- 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 (RL) 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 (BS) and VYAS (SD). Library Management; Delhi; R.R. Publishing Corporation, 1986.

5. RANGANATHAN (SR) 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 (RSP). 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.

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PAPER-VI: USERS AND INFORMATION SERVICES (THEORY AND PRACTICE)

Max. Marks: 100

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.

Part-I: Theory

Marks: 60
Theory: 50

Time: 3 Hours

Internal assessment: 10 Marks (Attendance (includes attendance of Practical Classes also) – 5 + Class Test – 5)

Note: The paper is divided into 3 Units. The question paper will consist of **Eight** questions (atleast **Two** questions from each Unit.) The examinees will be required to attempt **Four** questions in all selecting atleast **One** question 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.
- Information Literacy and User Education: Concepts and Methods.

Unit-II: Information Services and Products

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.
- Reference Process: Reference Question; Interview; Search Strategy and Reference Service

Unit-III: Information Systems and their Services

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

Part-II: Practice

Max. Marks: 40

Time: 2 Hours

The Distribution of Marks and scheme of examination will be as follows:

Section – A

Marks: 15

a) **Assignments: 10 marks**

b) **Viva-voce: 05 marks**

Section – B

Marks: 25

Note: There will be *ONE* question from the following for each examinee:

1. Preparation of Current Contents List on a specified subject (Broad Subject Heading arrangement).
2. Preparation of a Subject Bibliography (of about 20 books) on a specified subject.
3. Preparation of Newspaper Clippings on a specified subject.

Syllabus:

Preparation of: Current Awareness Bulletin, Newspaper Clippings, Contents List, Subject Bibliography.

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.

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PAPER-VII: 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

Marks: 60

Time: 3 Hours

Theory: 50

Internal assessment: 15 Marks (Attendance (includes attendance of Practical Classes also) – 5 + Assignment – 10)

Note: The paper is divided into 3 Units. The question paper will consist of *Eight* questions (at least *Two* questions from each Unit). The examinees will be required to attempt *Four* questions in all selecting at least *One* question from each Unit.

Unit – I: Overview of Information Communication Technology

- Overview of Computer Technology, Communication Technology, Reprography & Micrography 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****Practical Exam: 30 Marks****Internal assessment: 5 Marks** (Class Test – 5)

Note: There will be *One* question each from the following units. The examinees will be required to attempt *Two* questions in all.

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-VIII: LIBRARY CLASSIFICATION & CATALOGUING PRACTICE - B

Max. Marks: 100 (50+50)

Part – I: Dewey Decimal Classification

Max. Marks: 50

Time: 2 Hours

Practical Examination: 40 Marks

Internal assessment: 10 Marks (Attendance (includes attendance of Cataloguing Practical Classes also) – 05 Marks + Class Test – 05 Marks)

Objectives:

- (i) To familiarise with the process of classification.
- (ii) To familiarise with various provisions of DDC.

Note: There will be *Ten* Titles and the examinees will be required to classify any *Eight* titles only, using latest available edition of DDC.

Classification of Documents

- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.
- Representing Complex Subject.

Books Recommended:

1. DEWEY (Melvil). Dewey Decimal Classification, Latest available edition.

Part – II: AACR – II**Max. Marks: 50****Time: 2 Hours****Practical Examination: 40 Marks****Internal assessment: 10 Marks** (Assignment – 05 Marks (Preparation of Cataloguing Copy) + Class Test – 05 Marks)**Objectives:**

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

Note:

1. There will be **Five** Titles and the examinees will be required to attempt any **Three** Titles. All titles carry equal marks.
2. Anglo-American Cataloguing Rules – II

Conventional Documents

- 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. SEARS (ME). Sears List of Subject Headings. Latest edition.

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