COUSES OF STUDIES FOR THE
BACHELOROFLIBRARYAND INFORMATIONSCIENCE EXAMINBATION
(Effective / Due to start from the academic session 2012-13)

COURSE STUCTURE:-

Paper-I	LIBRARY AND INFORMATION SOCIETY	100marks
Paper-II	LIBRARY & INFORMATION MANAGEMENT	100 marks
Paper-III	LIBRARY CLASSIFICATION & CATALOGUING (Theory)	100 marks
Paper-I V	INFORMATION SOURCES & SERVICES	100 marks
Paper-V	COMPUTER APPLICATION (THEORY)	100 marks
Paper-VI	CLASSIFICATION PRACTICE	100 marks
Paper-VII	CATALOGUING PRACTICE	100 marks
Paper-VIII	RECORDS & ASSIGNMENTS	100marks

Total- 800 Marks

DETAILED COURSE
PAPER-1
LIBRARY AND INFORMATION SOCIETY   100marks

UNIT-I   Libraries, Modern Concept, Role and Type:
   A] Library and Information, their definition, concept and role in Society
   B] Ranganathan's Five Laws and their implications
   C] Different Library Systems, their salient features and functions
   ─Public Library System
   ─Academic Library System
   ─Special Library System

UNIT -II   Development of Libraries and Library Movement :
   A] A brief sketch of Library Movement in India since 1990.
   B] Library Development in USA and UK
   C] Role of   UNESCO in the development of libraries

UNIT- III   National Libraries, the Concept and their Services :
A] National Library of India
            B] Library of Congress, USA
C] The British Museum /Library, UK

UNIT-IV   Library Association/ Professional Bodies, their Aims and Objectives,

Function, Types and Activities, etc :
A] ILA
B] IASLIC
C] IFLA

UNIT-V   Resource sharing and Networking:
a] Resource sharing: Definition, concept And the areas of Resource sharin
      b] Why and how of Resource sharing
c] Resource sharing Networks in India: An outline – INFLIBNET, CALIBNET,   DELINET
UNIT-6   Library Legislation and Prevailing Acts :
A] Library Legislation: concept, need and their salient features.
B] A brief sketch of Library Legislations so far made in different states in India.
C] Indian Copyright Act.
D] Delivery of Book and Newspapers (Publications) Act,1954

References:
1) Chakravarty, B.: Library & Society, World Press, Calcutta, 1993
2) Corbott, E.V. : Fundamentals of Library Organaisation & Administration, IBH, New Delhi.
3) Khanna, J.K. : Library & Society, Kurukshetra Research Pub., 1987
4) Murisen, W.A. : Public Library, its origin, purpose & significance, London, Horrup.
5) Panda, K.C. : Some Miens of Modern Librarianship, Ajanta Book International, Delhi,1991
6) Ranganathan, S.R :Five Laws of Library Science, 2nd edn., Madrass Library Association,1957
7) Rath, M. Rath, P.: Sociology of Librarianship, Delhi, Prativa Prakashan , 1992
8) Rout, R.K.ed : Library Legislation in India, Relience, New Delhi, 1986
9) Sharma, Panday, S.K. : Libraries & Society,Ess Ess Publications, New Delhi
10) Sadhu, S.N & Saraf, P.N.: Library Legislation in India, A History & Comparative study, Sagar Pub
11) Shera, G.N. : The Foundations of Education of Librarianship. Asia Pub., 1994
12) Satish, G.N : Attitude towards information, a study of social scientists concept Pub., 1994.
13) UNESCO : National Libraries, the problems & prospects, Paris, UNESCO, 1960
14) Vankatappiah, V.ed. : Dimensions of LIS, Kaule Festschrift concept pub.1990

PAPER-II

LIBRARY & INFORMATION MANAGEMENT   100 marks

Unit-I   Management Fundamentals & Principles:
a] Administration, Organization & Management,
    their basic concept, purpose & related functions
b] Element of Management process-POSDCORB

        c] Principles of Scientific Management - its purpose and application.

Unit-II Personnel Management:

        a] Human Resource Planning

        b] Staff Recruitment - Selection & Training

        c] Staff Development, Motivation & Quality Improvemant.

        d] Staff Formula- Job Analysis & Job Description

        e] Staff Manual

        f] Library Committee - its composition,role, power and functions.

Unit-III Financial Management:

        a] A brief outline of the various sources of Library revenue

        b] Budgeting -its concept and types of budgeting

        c] Methods of Budgeting

Unit-IV Routing Procedures:

        a] Acquisition, Technical Processing, Circulation
         Serials Control, Reference Service & other
         different sections of a Library & Information
         system and their releted functions.

        b] Maintenance of Library Records and Statistics

        c] Annual Report

        d] Stock verification vrs. Stock ractification

        e] Weeding and withdrawal of books

Unit-V Physical Environmental:

        a] Basic considerations in Library Planning and building

        b] Planning-its concept,elements,types.

        c] Planning of furniture, fittings and equipments

        d] Standings & Specifications relating to Library planning.

        e] Preservation and Conservation of Library materials.

Unit-VI Organization of Records:

        a] Preparation of Accession Register

        b] Preparation of Book Selection Cards

        c] Preparation of Shelf List cards

        d] Preparation of Organisational charts

REFERENCE

1) Bufa E.S. : Operational Management,Problems and models,3rd ed.Wiley,Newyork.

2) Cowley,J. : Personal Management in Libraries, 1982

3) Daugherty, R.M.etal : Scientific Management of Library operation,2nd ed. ,1989

4) Einder, p. : Information system Management an analytical tools and techniques ,1985.

5) Evans, S. E. : Management techniques for Libraries 2nd ed.,Academic press,New York.

6) Gelfand, M A. : University libraries for devoleping countries, UNESCO, pairs

7) Johnes, N. and Jordan , P. : Staff Management in Library and Information world, New edition.

8) Krishna Kumar : Library Administration and Managment

9) Kulshresth, A. : System analysis and knowledge , Communication,Botra,Jaipur, 1988

10) Lyla,G. R. : Library

11) MARDIC : Information systems for morden management

12) Mittal, R. L. : Library administration- theory and Practices(4th ed.), Metropol, New Delhi,1984

13) Morse, P. M. : Library Effectiveness -A system Approch, MIT press ,Cambridge.
14) Metcalf, K.D. : Planning Accademic and Research Library Building ,Mc. Graw Hill,N. Y. 1965
15) Mason, D. : Information Management,1976.
16) Panda,K.C. : Some Miens of Morden Librarianship,Ajanta Books Pnt. , New Delhi, 19945
17)Rout, R. K. : Operational Management of University Libraries in India, Relience, New Delhi,1991
18) Wilson,A. : The Planning Approach to Library Management
19) Wilson & Tauber : University Library Administration

PAPER-III
LIBRARY CLASSIFICATION & CATALOGUING (Theory) 100 marks
GROUP-A
Classification (Theory)
50 marks

Unit-1 Fundamentals:
  a] Introduction to basic concept of Classification
      and its terminologies.
  b]   Definition, need, purpose & functions of
       Classification.
  C]   Subjects formation, Structures and developments,
       Simple, compound and complex subjects.
Unit-II Schemes of Classification:
   a] knowledge classification vs. document classification.
   b] Enumerative scheme vs. Analytic synthetic scheme.
   c] Steps in classifying a title.
Unit-III Isolates & their Arrangement:
   a] Fundamental categories
   b] Principles of fact sequence & Helpful sequence.
   c]   Concept of systems & specials
   d] Common isolates.
Unit-Iv Notational system:
   a] Notation qualities & types
   b] capacity of notational system, connecting symbols/indicator digits
   c] Call number and devices.

GROUP-B

Cataloguing (Theory)   50 marks

Unit-I Basic concepts & types of catalogues:
   a] Basic concepts in cataloguing, Library catalogue,
      Definition need & purpose.
    Library Catalogue vrs. Shelf list & Bibliography
   b] Types of library catalogues & their function
   c] Outer forms & Inner forms of catalogues.

Unit-II Subject Cataloguing:
    a] subject cataloguing, Study of Sears list of
      Subject heading, Library of congress list of
      Subject Heading and chain Indexing.
Unit-III Forms of Catalogues:
    a] Simplefied and selective cataloguing.Corporative
      and centralised cataloguing. Union catalogues.
Unit-IV Indexing:
    Indexing principles, Features of pre and
    Post-coordinate Indexing system.
   -KWIC
   -KWOC
   -POPSI
   -PRECIS
Unit-V   Trends in Cataloguing: ISBD, ISBN,ISSN,MARC and computerised cataloguing.

PAPER-IV
INFORMATION SOURCES & SERVICES   100 marks

Unit-I   universe of Documents :(General view)
    a] origin,development,types & characteristics.
    b] Documentary sources- primary, secondary, Tertiary and mixed.
    c] Audio and video and non-book materials, Non-documentary sources.

Unit-II   Sources of Information:
    a] Categories of Information & reference tools
    b] User and their information requirements, User education.
    c] Reference queries and their categories, Methods of answering
    d] Organization of Information Department
Unit-III   Information service:
    a] Need and purpose.
    b] Types of services-Rangananthan's Theory-
      Ready Reference service, Long Range Reference service.
    c] Current Awareness service and selective Dissemination of service.
    d] Abstracting-Definition, Types, various parts, cannon.
    e] Critical study of Indian science Abstracts and chemical Abstracts.
    f] Impact of technology and recent trends of information service.
Unit-4 Bibliographical Organisation:
    a] Preparation of subject bibliography of a givenesearch topic and ISI standard.
    b] Evaluation of selected Information sources.
    c] Diary of Information queries and answer ,from standard sources.
Reference:
1) Bradford, S.C. : Documentation ,London ,Crosby luckwood, 1948.
2) Fartner ruth comp: A guide to selected computerbased Information services, London, Aslib, 1972.

3) Foskett ,D.J.: Information services in Libraries, London,   Butterworths , 1974.

4) Grogan Denis:More case studies in Reference   Word. Vol.1.6,London,Cliva Bingley,1972.

5) Guha,B.:Documentation and Information Services,   Techniques and Systems,Rev.2nd ed. Calcutta World Press, 1983.

6) Girija Kumar &Krishna Kumar : Philosophy of User   Education. New Delhi,Vikas,1983.

7) Ghose, G.B. & Banarjee, B. N.: Trends of Information   Service in India, Calcutta World Prees,1974.

8) Honson,C.W.:Introduction to Science-Information   Work,London,Aslib,1973.

9) Langridge,D.W.: Classification and Indexing in   The Humanities, London Butterworths,1976.

10) Ranganathan,S.R.: Reference Service,2nd ed.   Bombay, Asia, 1961.

11) Radhakrishna,S.& Iyengar, T.K.S.Ed.:Technical   Information Service for developing Countries.   ICCU, Committee on Science and Technology   In Developing Countries,1977.

12) Vicker,B.C.Information Systems, London, Butterworths, 1973.

PAPER-V
COMPUTER APPLICATION
(THEORY)   100 marks

Unit-1 Computer Origin and Development:
   a) Early Development
   b)   Era of Automation
   c)   Computer Generation

Unit-2 Computer Fundamentals:
   a) Computer-Definition, Characteristics and
        Nature of Problems solved.
   b) Computer- Essential computer/Units.
   c)   Basic idea about important computer related terminologies.

Unit-3 Computer: Major Group Components:
   a) Computer Hardware – CPU. Memory, Storage Media, Input & Output peripherals.
   b) Computer Software- System Software , Application Software, Operating System, Utility Programme &
   c) Pre- Written Software Packages- Preliminary Knowledge about the availability of Library Application Software's

Unit-4 Computer Taxonomy:
   a) Analogue Vs. Digital Computer
   b) Micro, Mini, Mainframe Computer
   c) Micro Computer vs. Microprocessors.

Unit-5 Computer Programming Languages:
   a) Programming Languages- Meaning, Concept, Characteristics & Why of Programming Language / word star fundamentals
   b) Preliminary knowledge on the use of CDS /ISIS

c) Basic knowledge about Flow Charting

References :
1) Bose Sanjay : Hardware & Software of Personal Computers, New Delhi, Wiley Eastern, 1991
2) Burgeoir Alaka :   Computer Application & Information Technology in Libraries,1994
3) Chen, C.C. & Bressler, S E. : MicroComputers   in Libraries, New York, Neil Schuman,1982
4) Ettlin Walter A. : Word star Made Easy, 2nd edn.Berkeley, Osnorn/ Mc. Graw Hill,1982
5) Frost R.A. : Database Management System , 1984
6) Hunt Roger & Shelle John : Computers & Cmmon sense, 4th ed. New Delhi, Prentice Hall, 1990
7) Lehmann,K.K.D : The application of Micro Computers in Information Documentation & Libraries
8) Mahapatra,P.K : The Computer Library Services Calcutta, World Press,1985
9) Panda, K.C. : Some Mimes of Librarianship, Ajanta Books International, New Delhi,1994
10) Panda, K.C. & Karisiddappa, C.R.: Some New Dimensions in Information Science & Technology , New Delhi, Perimal Pub.,1993
11) Kashyap, M.M : Database System- Design & Development, Delhi, Sterling Pub., 1993
12) Pandey Sharma: Fundamentals of Library Automation. Delhi, Ess Ess Publication, 1994
13) Rrice, W.P.: Introduction to Computer Data Processing,N.Y., Holt Rinehart & Winston, 1981
14)Reylond, D.: Library Automation. London, R.R. Bowker

15)Rajaraman,V.:FundamentalsofComputer. New Delhi, Prentice Hall,1991
16) Ravichandra Rao, I.K.: Library Automatic.New Delhi, Wiley Eastern, 1990
17) Rowley, J.E. : Computer for Libraries   N.Y., K.G. Saur, 1980
18) Salman, S.R.: Library Automation System. N.Y., Marcel Dekeer, 1975
19) Scheid Francis: Introduction to Computer Science. Singapur, Mc Graw Hill, 1986
20) Spencer, D.D.: Computers and Information Processing,London,   Charles   E, Mervill, 1985
21) Spencer, D.D.: An introduction to Computer, 1983
22) Stelton, Nelds and Burton, Sharon : Using Wordstar, New Delhi, Galgotia, 1990
23)Subramanian,N:Introductiontocomputers, Fundamentals of computer science, New Delhi,Tata Mc Graw Hill, 1990
24) Tedd,LucyA.:Introductiontocomputerbased   Library System. N.Y., John Wiley, 1984
25) Willis, Jerry and Miller, Merl: Computer for   Everybody, Delhi, BPB. 1987

26) Zorkoogy, P.: Introduction to technology, 1985.

PAPER-VI
CLASSIFICATION PRACTICE   100 marks

Classification of simple, compound and complex
Titles using DDC-8th and CC-6th (revised) editions

PAPER-VII
CATALOGUING PRACTICE   100 marks
(Practical)
Cataloguing of books and periodicals according to
AACR-2,1988 Revision and LCC Rules,5th ed.
With amendments.
—Single personal author
—joint Author
—Multiple Author
—Pseudonymous Author
—Corporate Authors
—Simple Periodical Publication

References :
1) Dewey,Melvil:DDC,18th ed.
2) Ranganathan,S.R.:CC 6th revised edition.
3) Satija,M.P. :Manual of Practical CC.,3rd rev. ed.,1995,sterling,New Delhi.
4) Satija,M.P.& Comercial ,jhon P. :Introduction toThe Practical of DDC,1988.Sterling,New Delhi,ALA AACR-2,1988 Rev.
5) GIrija Kumar &Krishan Kumar:CatologuingPractice,Vikas,New Delhi.
6) Hunter,E.j. :Illustrating Examples in AACR-2,1988
7) Krishana Kumar: Introduction to AACR-2,Vikas,New Delhi,1986.

PAPER-VIII
RECORDS & ASSIGNMENTS   100marks

i] Study Tour Report

               20 marks

ii] Evaluation of 5 standard   20 marks
   Reference tools.

iii]Preparation of ACC Register With   20 marks
    (Minimum of 50 entries)

iv] Compilation of a Subject Bibliography   20 marks

v] Viva-voce(to be conducted by both   20 marks
    Internal & external examiners)

Paper- I

UNIT-I: Libraries, information & communication

i)Library: concept, definition &role in the society
ii) Information: charecteristics, nature, & its role
iii) Conceptual difference between data, information and knowledge
iv) Communication channels, models & barriers
v) National Knowledge Commission and Information Policy

UNIT-II (unit IV will became unit-II):
Different library systems, their salient features and functions
i)   –Public Library System
–Academic Library System
–Special Library System
--- Digital Libraries
ii) Library Association/ Professional Bodies, their Aims and Objectives,
Function, Types and Activities, etc:
A] ILA
B] IASLIC
C] IFLA
D]ALA

UNIT -III   National Libraries, the Concept and their Services:

A] National Library of India

B] Library of Congress, USA
C] The British Museum /Library, UK

UNIT- IV   Development of Libraries and Library Movement:

a] A brief sketch of Library Movement in India since 1990.
b] Library Development in USA and UK
c] Role of   UNESCO, RRRLF & UGC in the development of libraries

UNIT-V   Resource sharing and Networking:

a] Resource sharing: Definition, concept And the areas of Resource sharing

b] Why and how of Resource sharing

c] Concept of Networking, Resource sharing Networks in India: An outline of –   INFLIBNET,
CALIBNET,   DELINET

UNIT-VI   Library Legislation and Prevailing Acts:

A] Library Legislation: concept, need, purpose and model Library Act.

B] A brief sketch of Library Legislations so far made in different states in India.

C] Indian Copyright Act.

D] Delivery of Book and Newspapers (Publishions) Act, 1954

PAPER-II

Unit-I   Management Fundamentals & Principles:
a] Administration, Organization & Management, their basic concept, purpose & related functions
b] Element of Management process-POSDCORB
c] Principles of Scientific Management - its purpose and application
d]Basic of Total Quality Management .(new unit should be included)

PAPER-III
Unit-II Schemes of Classification:
    a] knowledge classification vs. document classification.
    b] Enumerative scheme vs. Analytic synthetic scheme.
    c] Steps in classifying a title
    d] Introduction to major schemes of classification (CC, DDC, UDC)
    e] Current Trends in classification
    (Two new units)
Unit-III Isolates & their Arrangement:
    a] Idea Plane ,Verbal Plane & notational Plane
    b] Canons, Principles and postulates of Classification
    c] Concept of Fundamental categories, Devices, systems & specials
    d] Common isolates, Phase Relation
Unit-Iv Notational system:
    a] Notation qualities & types
    b] Capacity of notational system, connecting symbols/indicator digits

    c] Call number: Class Number, Book Number, Collection Number

GROUP-B

Cataloguing (Theory)   50 marks
Unit-I Basic concepts & types of catalogues:
    a] Basic concepts in cataloguing, Library catalogue, Definition need & purpose. Library Catalogue
    vrs. Shelf list & Bibliography
    b] History and development of Library catalogue Code
    c] Types of library catalogues & their function
    d] Outer forms & Inner forms of catalogues
Unit-II Subject Cataloguing:
    a] subject cataloguing: concept, purpose and problems
    Study of Sears's list of Subject Heading (SLSH), Library of congress list of
    Subject Heading (LCSH) and chain Indexing.

PAPER-IV
INFORMATION SOURCES & SERVICES

Unit-I origin of Documents & sources of Information :(General view)
    a] origin,development,types & characteristics.
    b] Documentary & Non-documentary sources of information.
    c] Types of information sources and services: primary, secondary, Tertiary and mixed.
    d] Criteria of evaluation of reference sources

Unit-II Information service:
    a] Need and purpose, types of services(Reference service, Indexing, Abstracting &
    TranslatingService, Alerting services, CAS, SDI, Reprographic Service, Document Delivery and Referral
    service)
    b] Rangananthan's Theory-Ready Reference service, Long Range Reference service.
    c] Impact of technology and recent trends on information services
    d] Role of Reference Librarian in Digital Environment

Unit-III Bibliographical Organization:
    a] Preparation of subject bibliography of a given Research topic and ISI standard.
    b] Abstracting-Definition, Types, various parts, cannon.
    c] Critical study of Indian science Abstracts and chemical Abstracts

d] Reference queries and their categories, Methods of answering from standard sources

e] Organization of Information Department

Unit-IV User Education:

a] Types of User and their information requirements,

b] User Education & User studies: Concept, goals, objectives, Levels, Techniques &   methods

c] Information Literacy: Definition, need, purpose & programmes.

PAPER-V
COMPUTER APPLICATION

Unit-I Computer Origin & Fundamentals:

a) Computer- History, Generation, , Definition, Characteristics and Nature of Problems solved.

b) Types of Computer: Aalog, Digital, Hybrid, Mini, Micro, Mainframe & Super

c) Basic idea about important computer related terminologies.

d) Computer- Essential components/Units, computer Architecture.

Unit-II Computer Major Components:

a) Computer Hardware: CPU, Memory, Storage Media, Input &Output Peripherals

b) Computer Software: System Software, Application Software, Utility Software

c) Operating System: Meaning, Function, Types, Basic knowledge of DOS, WINDOWS, LINUX

d) Basic knowledge about Flow charting.

Unit –III Database Management System:

a) Database: Meaning, Concepts and Components

b) Data Stucture, File Organisation &Physical Design

c) Database Management System: Meaning, Basic functions   & Uses

Unit -IV Library Automation:

a) Library Automation: Meaning, Planning, Implementation.

b) In House operations: Acquisition, cataloguing, Circulation, Serial Control, OPAC etc

c) Library Software Packages: Overview and Housekeeping operations

d) Preliminary Knowledge on CDS/ISIS, SOUL, LIBSYS

Unit –V Introduction to Internet:

a) Basics of internet

b) Search engines and Meta search engines.

c) Internet services & Facilities

d) World Wide Web(WWW)

PAPER-VIII
RECORDS & ASSIGNMENTS

i] Computer practical (MS-Office & internet)   20 marks

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