

Controller of Examinations
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA
Sambalpur (Odisha), PIN- 768 019



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Urgent

(Both by post and by e-mail)

No. 635 / Acd.-I

Dated: 01-02-18

To

The Principals,

(All the Affiliated Colleges under Sambalpur University having
Three Year Degree Courses excluding Autonomous Colleges.)

Sub: Syllabus for Skill Enhancement Courses (SEC- courses for Lib. & Inf. Sc. Hons. /Pass)

Sir,

I am directed to intimate you that, the Vice- Chancellor has been pleased to approve the syllabus for Skill Enhancement Courses in Lib. & Inf. Sc. Hons. /Pass courses (SEC- A for Hons. and SEC- A/ B for Pass Students) for CBCS Three Years Degree Courses under 6 (15) of O.U. Act -1989 giving it effect from the Academic Session, 2016-17 . Copy of the approved syllabuses is enclosed herewith for your Kind reference.

. It is to be noted that these courses are to be offered to Hons. students as SEC- A during III Semester and to the Pass Students as SEC- A/ B during III / IV Semester as per the Regulation.

It may be made available / notified to teachers and students concerned of your College / Institution. Any error and omission etc. may kindly be intimated to this office.

. Any queries on the matter may be made through e-mail: coesuniv@gmail.com.

Thanking you,

Yours faithfully,

Encl:- As above

A handwritten signature in black ink, followed by the date '29/1/18' and the printed name 'Controller of Examinations'.

P.T.O.

Memo No. 636 /Acad.-I(BOS), dtd. 01-02-18

Copy forwarded with enclosure for information and necessary action to:

1. The Chairman, Post Graduate Council, Sambalpur University.
2. The Director, College Development Council, Sambalpur University.
3. The Director, Directorate of Distance and Continuing Education, Sambalpur University.
4. The Co-ordinator, Private Examination Cell, Sambalpur University.
5. The H.O.D. , P.G. Department of Library & Information Science , Sambalpur University.
6. Asst. Registrar (Examination), Sambalpur University.
7. Programmer, University Computer Unit, Sambalpur University.
8. Asst. Controller of Examinations, Sambalpur University.
9. Section Officer / Assistant -in- Charge, *e - Governance Cell*, Sambalpur University with request to make necessary addition/ correction in the syllabus to be made available in the official web- (**as + 3 cbcs-syllabus - Library & Inf. Sc. -Final**) accordingly .
10. Section Officers, Computer Unit, E.G.-I, EG-II , E.C.- I , EC-II,EC- VI Sections.
11. Five spare Copies for Academic-I Sections with enclosure.

P.K.W.
29/1/18
Controller of Examinations

Memo No. 637 /Acad.-I(BOS), dtd. 01-02-18

Copy forwarded without enclosure for information and necessary action to:

1. *The Dy. Director, e - Governance Cell*, Sambalpur University with request for needful to provide all the materials in the official web- site accordingly.
2. P.A. to the Vice- Chancellor, Sambalpur University.
3. P.A. to the Registrar, Sambalpur University.
4. P.A. to the Controller of Examinations, Sambalpur University.

P.K.W.
29/1/18
Controller of Examinations

SYLLABUS FOR SEC-A (For Hons. & SEC-A/B (For Pass) COURSES IN LIBRARY & INFORMATION SCIENCE.

Sec – LIB -

Reference Sources and Services.

UNIT-I AN OVERVIEW REFERENCE SOURCES

- Reference Sources: Concept, need and importance.
- Kinds of Reference Sources : Dictionaries, Encyclopedias, Biographical, Geographical Sources, Guidebooks, Gazetteers.
- Types of Reference Queries : Author/title queries, Fact-finding queries, and Research queries.

UNIT – 2: EVALUATION OF REFERENCE SOURCES

- Evaluation of Dictionaries
- Evaluation of Encyclopedias
- Evaluation of Ready Reference Sources: Yearbooks, Manuals, Guide-Books

UNIT – 3 REFERENCE SERVICES

- Definition, Need, Nature and Scope of Reference Service
- Types of Reference Services: Ready and Long Range Reference Services, Anticipatory and Responsive Services
- Trends in Reference Services: Electronic Document Delivery Service, Alerting Service, Online News-Paper Clipping Service

Suggested Readings Books

Katz, William A. (1992). Introduction to Reference Work, Vol.I. Basic Information Sources. 6th ed. New York: McGraw-Hill.

Krishna Kumar.(1996). Reference Service. 5th ed. New Delhi: Vikas.

Sharma, J.S. & Grover, D.R. (1987). Reference Services and Sources of Information. New Delhi: Ess Ess Publication.

Ranganathan, S.R. (2006) Reference Service, Bangalore: Ess Ess Publication.