Syllabus and Course Scheme
Academic Year 2019-20

B. Lib
Examination - 2020

CAREER POINT UNIVERSITY, KOTA
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SYLLABUS FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE

STUDENTS

Session 2019-20

BLIBL101- LIBRARY AND SOCIETY

UNIT – 1  Role of Libraries Library as a Social Institution Development of Libraries in India Role of Library and Information Centres in Modern Society Five Laws of Library Science


UNIT – 5  Library and Information Profession Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era

1.  LIBRARY CLASSIFICATION (Theory)

UNIT – 1  Elements of Library Classification Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes

UNIT – 2  Theory and Development Historical Development General Theory: Normative Principles Modes of Formation of Subjects

UNIT – 3  Approaches to Library Classification Postualational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification

UNIT – 4  Notation and Construction of Classification Number Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers
2. **LIBRARY CLASSIFICATION (Practical)**

- **UNIT – 1** Colon Classification (Ed. 6) Introduction, Structure and Organisation Steps in Classification, Classification of Documents with Basic Subjects Classification of Documents with Compound Subjects
- **UNIT – 2** Dewey Decimal Classification (Latest Edition) Introduction, Structure and Organisation Steps in Classification, Classification of Documents using Table 1 and 2 Use of Relative Index
- **UNIT – 3** Colon Classification (Ed. 6) Use of Common Isolates, Phase Relations and Devices Classification of Documents with Compound and Complex Subjects
- **UNIT – 4** Dewey Decimal Classification (Latest Edition) Classification of Documents using Tables 1 to 7

3. **LIBRARY CATALOGUING (Theory)**

- **UNIT – 1** Fundamental Concepts and Historical Developments Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues
- **UNIT – 2** Types of Catalogue Entries Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues
- **UNIT – 3** Choice and Rendering of Headings Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non-Print Resources
- **UNIT – 4** Subject Cataloguing Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists : LCSH, SLSH
- **UNIT – 5** Trends in Library Cataloguing Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

4. **LIBRARY CATALOGUING (Practical)**

- **UNIT – 1** Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition).


5. LIBRARY MANAGEMENT AND INFORMATION CENTRES


UNIT – 3  Library Building and Resources Management Library Building Collection Development Acquisition of Periodicals and Serials Technical Processing of Documents

UNIT – 4  Services and Maintenance of the Library Circulation Work Maintenance Shelving and Stock Verification Preservation Library Services Reference and Information Service


6. INFORMATION SOURCES AND SERVICES

UNIT – 1  Fundamental Concepts Meaning, Definition, Importance, Nature and Characteristics Printed and Electronic Information Sources Types of Information Sources and Services Criteria for Evaluation of Reference Sources

UNIT – 2  Sources of Information Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.) Secondary Information Sources: Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals Tertiary Information Sources: Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues

UNIT – 3  Reference and Information Services Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry Techniques Role of Reference Librarian and Information Officer in Electronic Environment
UNIT – 4 Types of Information Services Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

UNIT – 5 Information Literacy Programmes Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, ascertaining users Information needs Information Literacy Products

7. LIBRARY INFORMATION TECHNOLOGY


UNIT – 4 Web Interface to WINISIS Databases Introduction to Web Interface: WWWISIS Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: GENISIS

UNIT – 5 Introduction to Internet Basics of Internet Search Engines and Meta Search Engines Internet Search Techniques E-resources and Online Databases