

## **SYLLABUS FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE STUDENTS**

**Session 2017-18**

### **1. LIBRARY, INFORMATION 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 – 2 Types of Libraries, Professional Associations and Organizations National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA Digital Libraries
- UNIT – 3 Library Legislation Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features Press and Registration Act Delivery of Books (Public Libraries) Act
- UNIT – 4 Information and Communication Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers National Knowledge Commission and Information Policy Information Intermediaries
- UNIT – 5 Library and Information Profession Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era

### **2. 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 Postulational 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
- UNIT – 5 General and Special Classification Schemes Dewey Decimal Classification Universal Decimal Classification Colon Classification Current Trends in Library Classification

### **3. 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

### **4. 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

## **5. 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).
- UNIT – 2 Classified Catalogue Code Works of Single and Shared Authorship Works of Mixed Responsibilities Editorial Publications Series Publications Multi volume Works and Pseudonymous
- UNIT – 3 Anglo American Cataloguing Rules (Latest Edition) Works of Single and Shared Authorship Works of Shared Responsibilities Editorial Publications Multivolume and Pseudonymous
- UNIT – 4 Classified Catalogue Code Works of Corporate Authorship Works of Conflict of Authorship Periodical Publications Ordinary and Artificial Composite Books
- UNIT – 5 Anglo American Cataloguing Rules (Latest Edition) Works of Corporate Bodies Serial Publications Works of Editorial Direction.

## **6. LIBRARY MANAGEMENT AND INFORMATION CENTRES**

- UNIT – 1 Principles of Library Management Management Vs Administration General Principles and their Application Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management
- UNIT – 2 Financial and Human Resource Management Library Finance and Sources of Finance Library Budget, Budgeting and Accounting Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- 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
- UNIT – 5 Library Records and Statistics Staff Manual Library Statistics Annual Report

## **7. 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

## **8. LIBRARY INFORMATION TECHNOLOGY**

- UNIT – 1 Introduction to Computers Generations, Types, Input and Output Devices, Computer Architecture Data Representation and Storage Introduction to System Software and Application Software Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation Graphics Software: Basic Functions and Potential Uses Communication Software
- UNIT – 2 Library Automation Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies: WINISIS, Alice for Windows and SOUL
- UNIT – 3 Database Management Systems Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses

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

### **REFERENCE BOOKS (B.Lib)**

- 1) Library Organisation By Krishan Kumar Vikas Publication, New Delhi
- 2) History & Development of Libraries in India by R K Bhatt, Mittal Publication , New Delhi
- 3) Theory of classification.by. Krishan Kumar Vikas Publication , New Delhi.
- 4) Prolegomena to library classification .by S R Ranganathan Ed.6. Sarada Ranganathan  
Endowment for Library Science, Bangalore.
- 5) Colon classification By RANGANATHAN (S R). Ed.6..Sarada Ranganathan  
Endowment for Library Science, Bangalore.
- 6) The theory and practice of the Dewey Decimal Classification system. by SATIJA (M P). Chandos  
Publishing, Oxford.
- 7) Software for university libraries user manual. 2003. INFLIBNET,Ahmedabad
- 8) Tutor + : A learning and teaching package on hypertext link commands in WINISIS. Sarada Ranganathan  
Endowment for Library Science, Bangalore.
- 9) Library management in electronic environment. By KRISHAN KUMAR. Har-Anand Publications, New Delhi.
- 10) Library administration. By RANGANATHAN (S R). Ess Ess, New Delhi.
- 11) Reference service. By KRISHAN KUMAR.. Vikas Publishing, New Delhi
- 12) Reference service. By RANGANATHAN (S R).Ranganathan Endowment for Library Science, Bangalore.
- 13) Theory of cataloguing. By KUMAR (G) and KUMAR (K).. South Asia Books, New Delhi.
- 14) Classified catalogue code with additional rules for dictionary catalogue code. By RANGANATHAN  
(S R ) Sarada Ranganathan Endowment for Library Science, Bangalore.