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 – 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).


6. 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

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 – 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
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.
8) Tutor + : A learning and teaching package on hypertext link commands in WINISIS. Sarada Ranganathan Endowment for Library Science, Bangalore.
10) Library administration. By RANGANATHAN (S R). Ess Ess, New Delhi.
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.