

ANNEXURE 1
(w.e.f. Session 2007-2008)
Scheme of Examination

B. Lib & I. Sc. (First Semester)

S.N.	Subject Code	Subject Name	Distribution of Marks		Sub. Total
			IA	ESE	
1-	B.L.I.Sc. 101	Foundation of Lib. & Inf. Sc. ✓	25	75	100
2-	B.L.I.Sc. 102	Knowledge Organization: Classification Theory ✓	25	75	100
3-	B.L.I.Sc. 103	Knowledge Organization: Classification Practice – I ✓	15	35	50
4-	B.L.I.Sc. 104	Knowledge Organization: Cataloguing Theory ✓	25	75	100
5-	B.L.I.Sc. 105	Knowledge Organization: Cataloguing Practice. ✓	25	75	100
6-		Viva-Voice ✓			50
Total-					500

B. Lib & I. Sc.(Second Semester)

S.N.	Subject Code	Subject Name	Distribution of Marks		Sub. Total
			IA	ESE	
1-	B.L.I.Sc. 201	Management of Lib. & I Sc. ✓	25	75	100
2-	B.L.I.Sc. 202	Reference Sources and Information Systems ✓	25	75	100
3-	B.L.I.Sc. 203	Information Retrieval Systems and Services ✓	25	75	100
4-	B.L.I.Sc. 204	Information Technology: Basics ✓	25	75	100
5-	B.L.I.Sc. 205	Knowledge Organization: Classification Practice-II ✓	15	35	50
6-	B.L.I.Sc. 206	Information Technology : Practical ✓	25	75	100
7-		Viva-Voice ✓			50
Total-					600

* Tour Report 25marks + Viva Voce 25marks = 50marks

L: Lecture, T: Tutorial, P: Practical, IA: Internal Assessment, ESE: External Semester Examination.

B.Lib. & I.Sc..

(w.e.f. session 2007-2008)

B.Lib.&I.Sc. 101: Foundation of library & Information Science

UNIT 1:

- Social and historical foundation of Library
- Five Laws of Library Science and their implementations
- Role of Library in formal and informal education

UNIT 2:

- Development of libraries with special reference to India
- Library Legislation – need and essential features
- Library Legislation in India with special reference to library acts in states such as Tamil Nadu, Karnataka, Maharashtra and West Bengal

UNIT 3:

- Different types of Libraries Main features and functions
- Delivery of Books(Public Libraries) Act
- Intellectual Property Rights : Copy Right law in India
- Role of Library in Indian society

UNIT 4:

- Library Information policy at National level with particular reference to India
Library extension services, Public relations and publicity
- Role of National and International Organization: RRRLF, UNESCO
- Role of UGC in the development of Universities libraries in India

UNIT 5:

- Librarianship as a Profession, professional ethics
- Role of National and International Library Associations – ILA, ALA, ASLIB and IASLIC, IFLA.
- Library and Information Science Education In India

Suggested Readings:

1. Augustine (C.A.) & Devarjan (G), Ed, Public Library System in India.- New Delhi: Ess Ess Publications, 1990.
2. Guha (B). Documentation & Information Services and Systems.
3. Jafferson, G. Library Cooperation. London: Andre Deutsch, 1977.
4. Kent, Allan. Resource Sharing in Libraries: why, how, when next action step. New York, Dekker, 1974.
5. Khan (T M), Information Organization and Communication, New Delhi, Ess Ess, 1998.
6. Khanna (J.K.), Library and Society Ed.2.- New Delhi: Ess Ess Publications, 1994
7. Mittal (R L), Library Administration.
8. Mohammed Taher. Libraries in India's National Developmental Perspective: A saga of fifty years since independence. New Delhi: Concept Publishing, 2001.
9. Nair (R. R.) & Rajeshkhran (K.) Ed. Academic Library Effectiveness, New Delhi. Ess Publication 1992. New York: Dekker, 1974.
10. Pandey S.K. Sharma. Libraries and Society. New Delhi: Ess Ess, 1992.

B.Lib.&I.Sc. 102: Knowledge Organization: Classification Theory

UNIT 1:

- Universe of Knowledge: structure and attributes
- Different types of subjects
- Modes of formation of subjects

UNIT 2:

- Classification: Definition, need, purpose & scope
- Species of classification schemes
- Knowledge Classification and Book Classification
- Normative Principles

UNIT 3:

- Theory of Classification
 - Postulates
 - Principles
 - Principles for facet sequence
 - Principles of Helpful sequence
- Standard schemes of Library Classification
 - Introduction, features and applications: CC, DDC & UDC

UNIT 4:

- Notations and Notational Systems
- Canons and Planes of works: Idea plane, Verbal plane , Notational Plane
- Phase relation

UNIT 5:

- Devices: Chronological, Geographical, Subject, Alphabetical, Enumerative, Super-imposition device, classic Device
- Call Number : Book Number, Collection Number, Class Number
- Mnemonics and Common Isolates
- Recent Trends in Classification

Suggested Readings:

1. Bakewell, K.G.B. Classification and Indexing Practice. London: Clive Bingley, 1978.
2. Bavakutty, M. Canons of Library Classification. Trivandrum: Library Association, 1981.
- ✓ 3. Dhyani, (Pushpa), Library Classification: Theory and Principles, New Delhi, Vishwa, 1998.
4. Foskett, A.C. Subject Approach to Information. 5th ed. London: Library Association, 1996.
5. Krishan Kumar; Theory of Library Classification. Vikas House, 1945.
6. Mills, J. Modern Outline of Library Classification. London: Chapman & Hall, 1962.
7. Hussain, S. Library classification. New Delhi, B.R. Publishing House, 2003.

B.Lib.&I.Sc. 103 Knowledge Organization: Classification Practice-I

- Classification of documents by Colon Classification (6th Rev. edition)

- (Simple, Compound and complex cases)

Tools for classifying documents:

1. Rangnathan (SR), Colon Classification - 6th Rev.Edition

B.Lib.&I.Sc.104: Knowledge Organisation : Cataloguing Theory

UNIT 1:

- Cataloguing: Definition, need, purpose & functions
- Types and physical forms of the catalogue
- Filing rules: CCC & ALA
- Historical development of Library Catalogue code: CCC & AACR-II.
- Cataloguing and Classification : Symbiotic relationship

UNIT 2:

- Kinds of catalogue entries and their functions and parts of entries.
- Normative principles of cataloguing
- Principles of subject cataloguing

UNIT 3:

- Comparative study of CCC5th ed. & AACR-II for Joint author, Corporate authors, Pseudonyms.
- Structure of Names and their Rendering Indic
- Centralized, Cataloguing, Co-Operative Cataloguing, Cataloguing –in-Publication and Pre-Natal cataloguing, Union Cataloging

UNIT 4:

- Subject Heading and their features: LCSH, SLSH and Chain Procedure.
- Vocabulary Control and tools for Vocabulary control
- Structure of Thesaurus

UNIT 5:

- Current Trends in Standardization in description and exchange: AACR-II, ISBDs, MARC Formats,
- Introduction to ISBN and ISSN

Suggested Readings:

1. Girija Kumar and Krishan Kumar. Theory Cataloguing Ed 5, Delhi Vikas 1986.
2. Guha (B). Documentation & Information Services and Systems
3. Khan(T M), Information and Communication
4. Miller (J), Ed. Sear's List of Subject Heading. Ed 15 New York, Wilson 1994.
- ✓ 5. Rangnathan (SR), Classified Catalogue Code with Additional Codes Ed 5 Bombay, Asia 1969
6. Sharma, Pandey S.K. Cataloguing Theory, New Delhi : Ess. Ess, 1986.
- ✓ 7. Vishwanathan, C.G. Cataloguing: Theory and Practice, 6th rev. ed. N. Delhi : ESS ESS Pub, 2002

B.Lib.&I.Sc.105: : Knowledge Organisation : Cataloguing Practice

1. AAC R-2 R.

- a. Works of Single Authorship
- b. Works of Shared Authorship and Editorial Directions
- c. Uniform Titles
- d. Corporate Bodies
- e. Composite books
- f. Serials

References:

1. ALA : Anglo-American cataloguing rules, Chicago: ALA, 1978
2. Sehgal, (R.L.): Cataloguing manual: AACR-II, New Delhi: Ess Ess, 1993
3. Gautam, (J.N.): Advanced cataloguing practices: AACR-II and CCC, Agra: Y.K. Publishers, Agra.

B.Lib.&I.Sc. 201: Management of Library & Information Centers

UNIT 1:

- Management: Concept, definition and scope
- Management schools of thoughts
- Functions and principles of Scientific Management and their application to Library Management
- Library Organization Structure
- Library Authorities and Library Committees

UNIT 2:

- Human Resource Management
- Manpower Planning: Job analysis, Job description, job evaluation
- Selection, Recruitment, Training and Development, Staff formula
- Library rules and regulation
- MIS
- SWOT Analysis

UNIT 3:

- Financial Management: Library Finances and Budget
- Principles of Budgeting, Budgeting Techniques – PPBS, ZBB etc.
- Cost Effectiveness and cost Benefit Analysis
- Library statistics and Annual reports

UNIT 4:

- Different Sections of Library and Information Center and their Functions
- Collection development Policies and Procedures
- Books, Serials, Non-book Materials: Selection, Acquisition, Technical Processing, Maintenance
- Serial Control, Circulation Control
- Stock Verification: Policies and Procedures

UNIT 5:

- Weeding,

- Archiving : Conservation and Preservation.
- Library Building and Equipment
- Planning responsibility, qualities of library buildings, utilities, location. cost. furniture and equipment, care and upkeep

Suggested Reading:

1. Emery, James C. Management Information Systems: The Critical Strategic Resource. New York : Oxford University Press, 1987.
2. Krishan Kumar , Library Administration and Management. New Delhi, Vikas.
3. Mittal (R L), Library Administration
4. Raanganathan (S R), Library Administration. Ed.2.Bombay, Asia. 1959
5. Ranganathan, S.R. Library Book Selection. Bombay: Asia Pub. House, 1966.
6. Ranganathan, S.R. Library Manual for Library Authorities, Librarians and Library Work. Bangalore: SRELS, 1988.

B.Lib.&I.Sc. 202: Reference Services & Information Sources

UNIT 1:

- Reference Services: Concept, Definition, Need and Purpose.
- Types of Reference Services
- User's Initiation/ Orientation and User education
- Information User's and their need

UNIT 2:

- Source of Information – Primary, Secondary and Tertiary
- Nature, characteristics, utility and criteria for evaluation of Reference Sources
- Non-documentary Information Sources

UNIT 3:

- Bibliographical Source – Bibliographies: INB, BNB
- Union Catalogue:NUCSSI
- Indexing Journals : Index India,Index Medicus
- Abstracting Journals: Chemical Abstract, Biological Abstract

UNIT 4:

- Reference / Information sources
- Encyclopaedias: Britannica, McGraw-Hill Encyclopaedia of Science & Technology
- Dictionaries: The New International webesters concise dictionary of English language; Oxford Advanced Learner
- Year Books : Europa; India reference annual

UNIT 5:

- Directories and Handbook : Ulrich International Periodical Directory ; Guide to Indian Periodical literature; World of Learning & University Handbook
- Geographical Sources : Lippincott Gazetteer of the World; Gazetteer of India, Fodder's Guide
- Biographical Sources: International Who's Who; Dictionary of National Biography (India)
- Current Information Sources : Keesing contemporary ;Facts on file ; Asian Recorder

Suggested Readings

1. Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.

2. Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Books. 1967.
3. Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
4. Katz, William A. Introduction to Reference Work. New York: McGraw-Hill. 1987.
5. Khan(T. M) Information and Communication
6. Kumar (Krishan) Reference Services. New Delhi, Vikas
7. Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press. 1975.
- ✓ 8. Ranganathan (SR) Reference Service ed. 2. Bombay, Asia. 1961.
9. Satyanarayan, (R). Information and its Facets
10. Sheehy, Eugene P., ed. Guide to Reference Books. 10th ed. Chicago: A.L.A., 1986.

B.Lib.&I.Sc. 203: Information Retrieval Systems and Services

UNIT 1:

- Documentation: Meaning, Need and objectives
- Genesis and brief history of Documentation
- Facets of Documentation, preparation of Documentation List

UNIT 2:

- Index and Indexing: scope and importance
- Types of Indexes: Pre and Post Coordinate Indexing Systems
- Uniterm, Keyword Indexing (KWIC, KWOC, KWAC, KWWC)

UNIT 3:

- Abstract and Abstracting: Scope and Importance
- Types of Abstract, characteristics and elements of Abstract
- Ranganathan's Canon of Abstracting

UNIT 4:

- National International and Commercial Information Systems and their Services: NISSAT, AGRIS, INIS
- National Documentation Center: NISCAIR, NASSDOC, DESIDOC

UNIT 5:

- Information Storage and Retrieval: Meaning, Purpose and Process
- Information services and Products
- Information Services: Concept, Definition, Need,
- Alerting Services: CAS, SDI, DDS, Literature search

Suggested Reading:-

1. Bradford, S.C. Documentation. 2nd ed. London: Lockwood, 1953.

2. Guha (B). Documentation & Information Services and Systems.
3. Kawtra, P.S. Fundamentals of Documentation with special reference to India. New Delhi: Sterling, 1983.
4. Khan(T M) Information and Communication
5. Khanna, J.K.. Documentation and Information Services, Systems and Technique. Agra: Y.K. Publishers, 2000.
6. Krishan Kumar. Reference Services. New Delhi, Vikas
7. Mohd. Riaz, Advanced Indexing and Abstracting Practices. Lahore: Nadeem Book House, 1987.
7. Prasher, R.G. Index and Indexing. New Delhi: Medallion Press, 1989.
8. Rajan, J.N. ,ed. Indexing Systems: Concepts, Models and Techniques. Calcutta:IASLIC, 1981.
9. Ranganathan (SR) Reference Service, ed. 2. Bombay, Asia. 1961.
- ✓ 10. Ranganathan, S.R ,ed. Documentation and its Facets. London: Asia Publishing House, 1963.
11. Satyanarayana [R], Information and its Facets.

B.Lib.&I.Sc.204: Information Technology: Basics

UNIT 1:

- Computer: Definition, Need and application.
- Historical Background of Computers
- Input/Output Devices.
- Hardware and Software Devices.
- Operating System: Concept and types
- Single User Operating System: MS-Windows.
- Multi User Operating System: Unix/Windows NT.
- An introduction to Programming Languages. Algorithms, flowcharts.

UNIT 2:

- Information Technology: Definition, Need, Scope, Objectives and Application.
- Components of Information Technology
- Networks and Networking: definition, Need, Purpose, Scopes and objectives
- Type of Networks: LAN, MAN, WAN
- LAN Topologies: Bus, Star, Ring, Mesh
- Application of Computer Networks

UNIT 3:

- Library Automation
 - Planning and Implementation of Library Automation
 - Automation of In-house operations
 - Acquisition Control
 - Cataloguing
 - Circulation
 - Serials Control
 - OPAC
 - Library Statistics
- Retro conversion, Bar-coding

UNIT 4:

- Software: dBase, CDS/ISIS and WINISIS.
- Library Automation Software-SOUL/Alice for Windows/LIBSYS
- E-Publishing, E-Bulletin, E-Journals.

UNIT 5:

- Current Trends of Information Technology application in Libraries.

- Digital Libraries: an Introduction.
- Examples of Digital Libraries at National and International level
- Management of Information: Concept, definition and scope.

Suggested Readings:

1. Mittal, [C], Fundamentals of Information Technology
2. Ram[B], Computer Fundamentals
3. Sinha [P K], Computer Fundamentals ✓
4. CISTems School of Computing, Internet: an Introduction
5. Tanenbaum, A S, Computer Networks
6. Forouzan, B, Introduction to Data Communication and Networking
- ✓ 7. Amba (Sanjeevi) and Raghwan (K S), CDS/ISIS: A primer.- New Delhi: Ess Ess.
- ✓ 8. Nair(R Raman), Computer Application to Library and Information Services. - New Delhi: Ess Ess.
9. Sharma (Pandey S K), Library Computerization.- N Delhi: Ess Ess.
10. Vasanth (N) and Mudhol (M V), Software
11. Chand Kuldip. Current Trends in Information Technology: Its impact on Information Science in India. New Delhi: Batra 1993.
- ✓ 12. Devrajan, G and Rahelamma, A.V., ed. Library Computerization in India. NewDelhi: Ess Ess, 1990
13. Esperanza, M. A.C. Library and Information Science: Emerging Trends. NewDelhi: Concept, 1995.
14. Kumar, P.S.G. Computerization of Indian Libraries. Delhi: B.R. Publisher, 1987.
- ✓ 15. Pandey S.K. Sharma. Library Computerization: Theory and Practice. New Delhi:Ess Ess, 1993.
16. Patil, D.B. dBase III Plus in Libraries and Information Centres: Theory and Practice. New Delhi: Ashish Pub, 1991.
17. Satyanarayana, N.R. A Manual of Library Automation and Networking. 2nd ed. Lucknow: New Royal Book, 2003.

B.Lib.&I.Sc. 205 Knowledge Organization: Classification Practice-II

- Classification of documents by Dewey Decimal Classification (21st edition)
- (Simple, Compound and complex cases)
- Classification of documents by Universal Decimal Classification (3rd Abridged edition)
- (Elementary Level)

Tools for classifying documents:

1. DDC -21st Ed.
2. UDC- 3rd Abridged Ed.

B.Lib.&I.Sc. 206: Information Technology- Practical

- Use of Operating Systems (DOS, Windows)
- MS-Office.
- CDS/ISIS (DOS-Version)