PT.RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR
Bachelor of Library and Information Science
Syllabus: 2018-2019

Paper	Subject	Internal Marks	Examination Marks	Duration	Total Marks
1	Library Organization and Management	20	80	3 Hrs.	100
2	Library Cataloguing and Bibliography	20	80	3 Hrs.	100
3	Reference sources and Services	20	80	3 Hrs.	100
4	Documentation and Information Services	20	80	3 Hrs.	100
5	Computer Application in Libraries	20	80	3 Hrs.	100
6	Library Classification(Theory)	20	80	3 Hrs.	100
7	Library Classification(Practice)	20	80	3 Hrs.	100
8	Library cataloguing (Practice)	20	80	3 Hrs.	100
	Total Marks	160	640		800

PAPER – I LIBRARY ORGANISATION AND MANAGEMENT

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I

- Library Organization :   Meaning , importance, principles and types
- Library Committee : Definition , types and functions
- Different Library systems- their salient feature and functions
- National Libraries of India, UK and USA
- Role of libraries as Academic and social institution

UNIT -II

- Ranganathan's five laws of library science and their applications
- Library legislation in India
- Library movement in India, UK and USA. NKC
- Library association / Professional organizations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC,ILA

UNIT – III

- Management : Definition, Components, features and principles of management
- Administration versus Organization
- Library rules and regulations.
- Scientific management
- Personnel management

UNIT –IV

- Physical Environment : Basic consideration in planning of library building, furniture, fittings and equipments
- Routine procedures: Acquisition, circulation , serials control, stock verification Vs stock rectification
- Public relation and extension activities.

UNIT -V

- Financial Management
- Budgeting : its concepts , types and methods
- Collection Development : Different types of selection tools and their importance
- Maintenance of library record and statistics
- Annual report
- Resource sharing

PAPER-II LIBRARY CATALOGUING AND BIBLIOGRAPHY
Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I

- Library Catalogue: Objectives , purpose and functions
- Different between bibliography, catalogue and documentation list
- Canons and normative principles of cataloguing
- Physical and inner forms of library catalogue
- Selective and simplified cataloguing
- Descriptive cataloguing including

UNIT-II

- Entries-their types and functions
- Filling of entries
- Cooperative and centralized cataloguing
- Cataloguing in source and cataloguing in publication
- Comparative study of CCC and AACR-2
- Organization and management of cataloguing department

UNIT-III

- Subject cataloguing – meaning , purpose and objectives
- Subject Headings –Need and basic principles
- Derivation of subject headings-LCSH, Sears list of subject headings
- Chain procedures
- Study of ISBN and ISNN

UNIT-IV

- Bibliography – definitions , aims, need ,functions and types
- Subject bibliography
- National bibliography-need, scope and coverage
- Study of INB and BNB
- Trade bibliography
- Universal bibliography

UNIT-V

- Bibliography control
- Bibliography and documentation activities in U.S.A. and U.K.
- Bibliographical organizations in India and their services.

PAPER-III REFERNCE SOURCES AND SERVICE

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I

- Reference service-concept , definition and importance
- Theories and philosophy of reference service
- Kinds and nature of reference service in different types of libraries
- Short range and long range services
- Orientation of a freshman
- User education

UNIT-II

- Enquiry techniques and methods of answering reference questions
- Classification of reference sources and their evaluation
- Organization and management of reference department
- Non-Documentary Sources of Information, Digital Sources

UNIT-III

- Dictionary –scope , purpose ,types, uses and alternative names
- Glossary, Thesaurus, Lexicon, Concordance etc.
- Checklist for evaluation of dictionaries
  Study of-

  (i) Random House Dictionary of English Language
  (ii) Webster's Third New International Dictionary of English Language
  (iii) Oxford English Dictionary
  (iv) Roget's International Thesaurus

- Encyclopedias-Scope, purpose, types and importance, criteria for evaluation
   Study of-

  (i) New Encyclopedias Britannica
  (ii) Encyclopedia American
  (iii) Encyclopedia of Library and Information Science
  (iv) International Encyclopedia of Social Science and Technology
  (v) McGraw –Hill Encyclopedia of Science and Technology
  (vi) Van Nostrand's Scientific Encyclopedia

UNIT-IV

- Years Books and Almanacs – scope , definition and purpose
  Study of-
    (i)   Europa Yearbook
    (ii) Stateman's Yearbook
    (iii) India: a Reference Annual
    (iv) World Almanac and Book of Facts

- Directories –Definition, scope and types
  Study of-

    (i)   World of Learning
    (ii) Study Abroad
    (iii) Times of India Directory and Yearbook including Who's Who
    (iv) Universities Handbook, India

- Current reference sources-
    (i)   Asian recorder: a weekly digest of Asian events with index
    (ii) Facts on file: weekly world news digests
    (iii) Keesing's contemporary archives

UNIT-V

- Geographical Sources –scope and categories – Gazetteers , guide books , maps ,atlases and globes
  Study of-

    (i)   Colombia lipncott gazetteer of the world
    (ii) Gazetteer of India
    (iii) Fodor's India

- Biographical sources –scope , categories , characteristics
  Study of-

    (i)   Dictionary of American biography
    (ii) Dictionary of National biography
    (iii) Dictionary of scientific biography
    (iv) India who's who

- Reference questions and their information sources with bibliographical description

PAPER-IV DOCUMENTATION AND INFORMATION SERVICE
Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I

- Documentation : meaning and definition , its aim, scope and development
- Documentation work and their scope
- Documentation services and their scope
- Documentation lists-their kinds and preparation
- Reprographic and translation service

UNIT-II

- Information science –its definition , aims and scope
- Changing concept of information science
- Information users-their needs and information seeking behavior
- Nature of information needs
- Information services : CAS,SDI

UNIT-III

- Abstracting- definition , aims and scope
- Types of abstracts
- Canons of abstracting
- Characteristics and qualities of good abstracts
- Methods and stages of abstracting
- Study of Chemical abstracts , Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts

UNIT-IV

- Indexing-definition and functions
- Pre-coordinate indexing, chain indexing, PRECIS,POPSI
- Post coordinate indexing-Term entry system , peek-a-boo-system,edgenotched
- Punch card system
- Citation indexing
- Key word indexing

UNIT-V

- Documentation centers and systems-FID,VINITI,
- NISCAIR**,** DESIDOC,NASSDOC,UNISIST AND NISSAT

PAPER-V COMPUTER APPLICATION IN LIBRARIES

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I Computer Basics

- Computer: Definition , Development and Computer Generation.
- Types of computers and their use
- Basic components of a computer, Computer Peripherals
- Electronic data processing

UNIT-II Hardware and Software Components

- Computer Hardware: Components and Functions
- Computer Software : Types and Uses
- Operating System, functions and their commands: Window and UNIX/LINUX
- Flow Chart

UNIT-III Software Packages

- Word Processing Packages
- Desktop Publishing
- Library Application Software: CDS/ISIS
- Different types of Library Software

UNIT-IV Library Automation

- Library House Keeping Operations
- Computerized Information Services
- Selection of Library Software Packages
- Use of INTERNET for various library activities, e-journals, e-books

UNIT-V Networking

- Definition, Need, Client Server Architecture
- Types of Network: LAN, WAN, MAN
- Network Topologies: Bus, Star, Ring etc.
- Library Information Network: DELNET, INFLIBNET, CALLIBNET, UGC-Infonet

PAPER-VI LIBRARY CLASSIFICATION (THEORY)

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

UNIT-I
- Library classification: Its definition, aims & function 3.
- Species of classification schemes- Enumerative & Faceted : their features, merits & demerits
- Basic subject & their kinds
- Comparative study of colon classification & Decimal classification

UNIT-II
- Knowledge classification & its canons
- Hospitality in array & chain
- Facet analysis
- Five fundamental categories & their postulates
- Principles for facet sequence

UNIT-III
- Types of isolates: common, special
- Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

UNIT-IV
- Notation: definition, need & functions
- Types, structure & qualities of notation
- **Mnemonics: 1its types & canons**
- Indicator digits

UNIT-V
- Book classification: purpose & meaning
- Canons for book classification
- System of book number
- Knowledge classification vs book classification
- Rules for classifying books
- Steps in practical classification

PAPER-VII   LIBRARY CLASSIFICATION (PRACTICE)

Full Marks:100 (Practice: 80, Internal Assessment: 20) Pass Marks 35%

Classification of documents by using latest available edition of DDC and colon classification (6 th ed. Reprint).

PAPER-VIII   LIBRARY CATALOGUING (PRACTICE)

Full Marks:100 (Practice: 80, Internal Assessment: 20) Pass Marks 35%

Cataloguing of documents and continuing resources according to AACR-II(R)