PT.RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR
Bachelor of Library and Information Science
Syllabus : 2013-2014

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 Services and sources	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

Max. Marks 80 Pass Marks 35%

UNIT-I

- Organization :   Meaning , importance, principles and types
- Committee : Definition , types and functions of library committee
- Different Library systems- their salient feature and functions
- Library rules and regulations.

UNIT -II

- Ranganathan's five laws of library science and their applications
- Role of libraries in Academic and social institution
- Library legislation in India
- 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
- Scientific management
- Personal 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
- Library finance and budget
- Budgeting : its concepts , types and methods
- Collection development : Principles and policies
- Different types of selection tools and their importance
- Maintenance of library record and statistics
- Annual report
- Resource sharing

PAPER-II LIBRARY CATALOGUING AND BIBLIOGRAPHY

Max. Marks 80 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 ISBN

UNIT-II

- Entries-their types and functions
- Filling of entries
- Cooperative and centralized cataloguing
- Cataloguing in publication and MARC
- 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
- PRECIS and POPSI

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 SERVICE AND SOURCES

Max. Marks 80 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

- Search strategy
- Enquiry techniques and methods of answering reference questions
- Kinds of reference books and their evaluation
- Sources for reviews of reference books
- Organization and management of reference department

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

Max. Marks 80 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
- Change of terms from information science to informatics
- Sources of information-primary , secondary and tertiary
- 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 and principles 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, INSDOC,DESIDOC,NASSDOC,UNISIST AND NISSAT

PAPER-V COMPUTER APPLICATION IN LIBRARIES

Max. Marks 80 Pass Marks 35%

UNIT-I

- History and generations of computers
- Types of computers and their use
- Organization and characteristics of digital computer
- Electronic data processing
- Input and output devices
- Memory organization-memory system, internal , external memories , CD-ROM

UNIT-II

- Software aspects- system software, operating systems, utility software
- Assembler, Compiler, Interpreter, Debugging.
- Software packages used in libraries- an overview.

UNIT-III

- Programming Technique- Algorithm, Flow chart.
- Objective of programming, batch processing, time sharing, real time processing.
- Computer Virus- Introduction, Classification, types and prevention.

UNIT-IV

- High Level Languages- an overview, scope, merit and limitation of FORTRON, COBOL, BASIC, PASCAL and c languages.
- Familiarization with CDS/ ISIS

UNIT-V

- Library Automation- meaning, definition and advantages of library automation.
- Area of computer application in library
- Network System of libraries- concept, definition and types, Topology of Network.
- Library network in India- an overview.
- Objectives, functions and services of INFLIBNET.

PAPER-VI LIBRARY CLASSIFICATION (THEORY)

Max. Marks 80 Pass Marks 35%

UNIT-I
- Library classification: Its definition, aims & function
- Species of classification schemes- Enumerative & analytical pattern: 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 and deviced isolates (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

UNIT-IV
- Notation: definition, need & functions
- Types, structure & qualities of notation
- Canons of notation
- Mnemonics: its 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)

Max. Marks 80 Pass Marks 35%

Classification of books and periodicals by DDC (19th /18th /21st ed.) and colon classification (6 th ed. Reprint). (Note- The candidate should mention the edition of DDC used)

PAPER-VIII   LIBRARY CATALOGUING (PRACTICE)

Max. Marks 80 Pass Marks 35%

Cataloguing of books and periodicals according to C.C.C.(5 th ed. With amendments of rules) and AACR-2