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**SYLLABUS**

2015-2016



PT. RAVISHANKAR SHUKLA UNIVERSITY RAIPUR

CHHATTISGARH

**PT.RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR**

**Bachelor of Library and Information Science**

**Syllabus : 2015-16**

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| --- | --- | --- | --- | --- | --- |
| Paper | Subject | Internal Marks | Examination | | Total Marks |
| Marks | Duration |
| 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