

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Ch. Charan Singh University, Meerut

SYLLABUS

OF

BLISc. Course

Effective from
SESSION 2005 – 2006

Detailed Course Contents of B.L. & I. Sc. Course

Paper I Library and Society

- Unit I Changing concept of Modern Library, Social functions of libraries, Five Laws of Library Science, Library services in Adult Education Programme. Impact of IT on Society
- Unit II History of libraries with special reference to India and UK, Library education in India and UK, Library legislation in India
- Unit III Types of libraries their organization and functions, Public libraries, Academic libraries, Research and Technical libraries, National Library of India, Library resource sharing and networks, Inter-library loan and extension service.
- Unit IV Role and activities of Library Associations : IFLA, ILA, IASLIC, ALA and LA in the development of libraries, UGC and the development of University and College libraries, Role of UNESCO in the development of libraries.
- Unit V Book Selection principles & policies, Delivery of Books Act, IPR, Press and Regulation Act of Periodicals.

Recommended Books

1. Jafferson, G : Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan : Resource sharing in libraries. New York : Dekker, 1974.
3. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
4. Pandey, SK Sharma : Libraries and Society. New Delhi : Ess Ess, 1992.
5. Ranganathan, SR : The Five Laws of Library Science. Bangalore : Sarda Ranganathan Endowment for Library Science, 1988.

Paper II Library Management

- Unit I General principles of administration and management their applications to libraries, Organisational structure their outlines and functions of various sections of library : Acquisition, Circulation, Technical and Periodical.
- Unit II Library authority and Library committee, Library finance, Budget : importance, structure, principles and qualities.

Unit III	Personnel management, Recruitment and training, Job supervision, Staff formula and Staff manual, Library rules and regulations.
Unit IV	Annual report, Stock verification, Library statistics.
Unit V	Preservation of library material and Library binding. Library building and Planning, Role of librarian and Architect, Furniture and fittings.

Recommended Books

1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.
2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.
3. Brown, James Duff : Manual of Library Economy. London : Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess Ess, 2003
5. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.

Paper III Library Classification (Theory)

Unit I	Library classification : its need and purposes, Knowledge classification and Book classification, Species of Classification : Enumerative, Almost enumerative, Almost faceted, Rigidly faceted, Freely faceted, Introduction to DDC and CC.
Unit II	Planes and their canons, Principles of Helpful sequence and their application in the arrangement of classes and isolates in an array.
Unit III	Five fundamental categories, Concept of Rounds and Levels, Devices in classification : Subject device, Chronological device, Geographical device, Alphabetical device, Super-imposition device.

- Unit IV Common isolates : Space and Time isolates, Systems and Specials, Notation : qualities, types and functions, Mnemonics : meaning, purpose and types.
- Unit V Concept of Book Number and Collection Number, Comparative study of DDC and CC, Postulational approach, Steps in classification, Recent trends in Library classification.

Recommended Books

1. Hussain, Shabahat : Library Classification, facets and analysis. 2nd rev. ed. New Delhi : B. R. Publishing Corp., 2004.
2. Krishan Kumar : Theory of Classification. 4th rev ed. Delhi : Vikas Publishing House, 1988.
3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.
4. Ranganathan, SR : Prolegomena to Library Classification. Assisted by M.A. Gopinath. 3rd reprint ed. Bangalore : SRELS, 1989.
5. Satija, MP : Colon Classification 7th Edition, some perspective. New Delhi : Sterling, 1993.
6. Bavakutty, M : Canons of Library Classification. Trivendrum : Library Association, 1981.
7. Foskett, AC : Subject approach to information. 5th ed. London : Library Association, 1996.

Paper IV Library Cataloguing (Theory)

- Unit I Library Catalogue : its need and purpose, History and evolution of Library catalogue, Developments of Catalogue Codes.
- Unit II Requirements of Good catalogue, Forms of Library catalogue : Outer forms and Inner forms, advantages and disadvantages; their suitability for different types of libraries.
- Unit III Types and functions of Entries, Unit card and machine readable cards, Comparative study of Classified Catalogue Code and AACR II in relation to Personal authorship, Corporate authorship, Pseudonyms, Simple Periodicals.
- Unit IV Subject Cataloguing : concept, importance and general principles, Methods of assigning Subject Headings : Chain procedure, Sear's List of Subject Headings, Rules for filing entries.
- Unit V Modern developments in Library Cataloguing and revision of rules, Normative principles and recommendations of ICCP, Centralised and Cooperative

cataloguing, Union catalogue, Planning and organization of Cataloguing department.

Recommended Books

1. Sen Gupta, B : Cataloguing, its theory and practice. 3rd rev. ed. Calcutta : World Press, 1974.
2. Sharma, Pandey SK : Cataloguing Theory. New Delhi, Ess Ess, 1986.
3. Vishwanathan, CG : Cataloguing, theory and practice. 6th rev. ed. New Delhi : Ess Ess, 2002.
4. Wynar, Bohdan S : Introduction to Cataloguing and Classification. 6th ed. New York : Libraries Unlimited, 1982.
5. Needham, CD : Organising Knowledge in Libraries. 2nd rev ed. London : Andre Deutsch, 1971.

Paper V Reference Service and Information Sources

- Unit I Concept of Reference and Information Service : definition, need, kinds and purpose, Organisation of Reference Department, Five Laws and Reference Service, Initiation and Role of Reference Librarian.
- Unit II Kinds of Information sources : primary, secondary and tertiary sources, Search techniques, Criteria of evaluation of reference sources.
- Unit III Encyclopedias : definition, general and special encyclopedias : scope, purpose, Year Books, Almanacs and current sources (evaluation of two sources in each category).
- Unit IV Bibliographic sources : purpose and scope, Language sources : purpose and scope, General and special dictionaries, Biographic sources, Geographical sources their purpose and scope (evaluation of two sources in each category).
- Unit V Classification of Reference queries, Directive types, Bibliographical sources, Indexes and abstracts, Background sources, Geographical sources, Directories, Year Books, Source of statistics.
Note : Objective type questions are to be set under this unit.

Recommended Books

1. Foskett, OJ : Information Service in Libraries. 2nd ed. Connecticut, Archon Books, 1967.
2. Katz, William A : Introduction to Reference Work. New York, McGraw Hill, 1987.
3. Krishan Kumar : Reference Service. 5th rev ed. New Delhi, Vikas, 1982.
4. Ranganathan, SR : Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961.
5. Mukherjee, AK : Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975.
6. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.

Paper VI Information Storage and Retrieval System

- Unit I Information science : definition, importance, scope, need and functions, Documentation : definition, importance, aims and objectives, Brief history of documentation, Elementary idea of information services, CAS, SDI, Trend report.
- Unit II Index indexing, Indexing language, Subject indexing, Per-coordinate indexing, Post coordinate indexing system, Five representative national and international services.
- Unit III Abstract and abstracting : scope and importance, Types of abstract, uses of abstract, How to prepare abstract and their bibliographical information. Elementary idea of Indian Science abstract, Chemical abstract, Biological abstract and their indexes.
- Unit IV Online services and how to access them, Computer application in information retrieval, Video disc and compact disc, Dissemination of knowledge and information.
- Unit V Brief idea about the concept and structure of some important institutions, systems, services and networks viz. NISCAIR, NASSDOC, DESIDOC, UNISIST, INIS, AGRIS, MEDLARS, DIALOG, NICNET, Bibliographic control.

Recommended Books

1. Bradford, SC : Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC : Subject approach to Information. 5th ed. London, Library Association, 1997.

3. Guha, B : Documentation and Information : services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW : Information Retrieval Systems : Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.

Paper VII Library Classification (Practical)

Classification of documents by Dewey Decimal Classification (19th Edition) and Colon Classification (6th Revised Edition).

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| Part 1 | Documents in this part are to be classified according to Dewey Decimal Classification Scheme (19 th Edition). This part contains 30 marks. |
| Part 2 | Documents in this part are to be classified according to Colon Classification Scheme (6 th Revised Edition). This part contains 30 marks. |
| Part 3 | Documents in this part are to be classified according to both Dewey Decimal Classification Scheme (19 th Edition) and Colon Classification Scheme (6 th Revised Edition). This part contains 15 marks. |

Recommended Books

1. Dewey, Melvil : Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR : Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR : prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP : Colon Classification : a practical introduction. Delhi, Ess Ess, 1989.
5. Ranganathan, SR : Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
6. Satija, MP : Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.

Paper VIII Library Cataloguing (Practical)

Documents are to be catalogued according to Classified Catalogue Code (5th Edition with amendments) and AACR II. In CCC Class Index Entries will be prepared through Chain procedure. In AACR II, Subject entries will be prepared according to Sear's List of Subject Headings. Candidates will be required to catalogue fully FIVE titles in all, TWO by CCC and THREE by AACR II or Vice Versa.

Note : The practical Class record of the items catalogued and entries made will be maintained by each student. The Class record duly checked by the teacher is to be produced at the time of practical examination. The question paper will consist of Two parts.

- Part A : This part is to be catalogued according to CCC
Part B : This part is to be catalogued according to AACR II

Recommended Books

1. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
2. Ranganathan, SR : Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
3. Ranganathan, SR : Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
4. Sear's List of Subject Headings. Ed by B. M. Westby. 11th ed (or latest edition). New York, HW Wilson, 1977.
5. Boll, John J. Introduction to cataloguing. Vol. I. New York, McGraw Hill, 1970.

Paper IX Application of IT in Libraries

- Unit I Introduction to Computers : Computer systems : composition and components, computer system organization, Hardware, Software, Softwares : types and applications, Proprietary & Open source, MS-DOS and MS Office, Programming languages, generation, translators.
- Unit II Libraries and Softwares : software packages, application software, Library automation software packages, Application of library automation software packages in Libraries, Criteria for selection of Library automation software packages.
- Unit III Internet : Internet and Intranet, features, applications, browsing and web browsers, search engines : ISDN, OSI.
- Unit IV Networking and Telecommunication : Network Media, UTP, Optical fibre, Network interface card, hub, router, modem, Types of Networks : LAN, MAN, WAN, Network topologies.
- Unit V Digital libraries : various components, artificial intelligence, Expert systems, Online database searching, Hypertext, Hypermedia and Multimedia.

Recommended Books

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV : Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Patil, DB : dBase III Plus in Libraries and Information Centres : theory and practice. New Delhi : Ashish Pub.,1991.



