FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

Bachelor of Library & Information Science
(Semester System)

Session: 2013-14

GURU NANAK DEV UNIVERSITY
AMRITSAR

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## SCHEME OF PAPERS

### FIRST SEMESTER

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<tr>
<th>Paper. No.</th>
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<th>Practical Examination</th>
<th>Written Examination</th>
<th>Total Marks</th>
<th>Examination Duration</th>
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<tbody>
<tr>
<td>I.</td>
<td>Foundations of Librarianship</td>
<td>---</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
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<tr>
<td>II.</td>
<td>Knowledge Organisation: Classification (Theory)</td>
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<td>100</td>
<td>100</td>
<td>3 hrs.</td>
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<tr>
<td>III.</td>
<td>Knowledge Organisation: Classification (Practice)</td>
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<td>100</td>
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<td>IV.</td>
<td>Information Technology: Basics (Theory &amp; Practice)</td>
<td>30</td>
<td>70</td>
<td>100</td>
<td>3 hrs.</td>
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### SECOND SEMESTER

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<th>Total Marks</th>
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<tr>
<td>V.</td>
<td>Management of Libraries and Information Centres</td>
<td>Apprenticeship-20</td>
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<td>VI.</td>
<td>Library Cataloguing (Theory)</td>
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<td>100</td>
<td>100</td>
<td>3 hrs.</td>
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<td>VII.</td>
<td>Library Cataloguing (Practice)</td>
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<td>100</td>
<td>100</td>
<td>3 hrs</td>
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<td>VIII.</td>
<td>Information Sources And Services (Theory &amp; Practice)</td>
<td>20</td>
<td>80</td>
<td>100</td>
<td>3 hrs.</td>
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</tbody>
</table>
INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 100 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks.
The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit.
The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

Objectives:
1. To study library in social context and to acquaint students with basic philosophy of library and information science.

UNIT-I
1. Concept of Library and its Services: Definition, purpose and functions, changing dimensions; Five laws of Library Science: Their relevance in electronic era.
2. Library as a Social Institution: Role of library in dissemination of Information; Role of library in social education, economic development and recreation.

UNIT-II
4. Library Cooperation: Definition, types, levels; Resource Sharing and library networking, Role of INFLIBNET.

UNIT-III
5. Development of Libraries: Public library development in India

UNIT-IV
7. Library and Information Profession: Librarianship as a profession, professional ethics, professional education and research.
8. Library Associations: Role of Library Associations: ILA, IASLIC, ALA, LA.
9. Promoters of Library & Information Services: At national level RRRLF and at international level UNESCO and IFLA: their role in promotion and development of libraries.

UNIT-V
11. Extensions Services: Definition, need, objectives and programmes
12. Publicity: Definition, need, objectives and programmes
Suggested Readings:

Paper-II: KNOWLEDGE ORGANISATION: CLASSIFICATION (Theory)

Lectures to be Delivered: 60                   Maximum Marks: 100
Time allowed: 3 hrs.                     Pass Marks: 40 %

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 100 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks. The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit. The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

Objectives:
To study library classification as a base for knowledge organisation.

UNIT-I
2. Mapping of Knowledge: Mapping of the universe of knowledge in the major schemes of classification.
3. Modes: Modes of formation of subjects.

UNIT-II
4. Concept of Library Classification: Definition, need and purpose.
5. Models of Classification Schemes: Enumerative and faceted- their merits and demerits.

UNIT-III
6. Classification Schemes: Introduction to major schemes of classification: Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC), Dewey for windows, Web Dewey and Colon Classification (CC). Electronic Classification
7. Development and trends in classification: Role of CRG, DRTC and ISKO.

UNIT-IV

UNIT-V
10. Concept of Call Number: Class Number, Book Number and Collection Number.
Suggested Readings:

BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)

PAPER-III
KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

Lectures to be Delivered: 60
Time allowed: 3 hrs.

Maximum Marks: 100
Pass Marks: 40%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 100 marks. Duration of the paper is three hours. Separate titles should be given for classification by Colon Classification and Dewey Decimal Classification.
The question paper should be divided into two Parts. Part-I should include at least fifteen titles of documents out of which the candidates be asked to classify any ten titles according to Colon Classification. (6th Ed. with amendments). It will carry 40 marks. Part-II should include at least twenty titles of documents out of which candidates may be asked to classify any fifteen titles according to Dewey Decimal Classification, 22nd ed. It will carry 60 marks.
Whenever a title warrants use of Chronological Device, the period should be indicated by the paper setter. Title should be expressive. Whenever necessary, annotation may be given to clarify the subject of document.
No titles warranting use of classic device should be given for classification.
Copies of colon classification, 6th revised Ed. (with amendments) and Dewey Decimal Classification, 22nd edition. will be provided to the candidates for use in examination hall.
The candidates will also be provided a standard dictionary for use in the examination hall.

Objectives:
The objective of this paper is to give practice and train students in the techniques of classifying titles of documents according to colon classification. (Rev. Ed. 6) and Dewey Decimal Classification, 22nd edition.

Classification practice of titles of the Colon and Dewey Decimal Schemes of classification (editions mentioned above).

Suggested Readings:
BACHELOR OF LIBRARY & INFORMATION SCIENCE
(SEMESTER-I)

PAPER-IV: INFORMATION TECHNOLOGY: BASICS

Lectures to be Delivered: 60
Time allowed: 3 hrs.
Pass marks 40 %

Maximum Marks: 100
Theory: 70
Practical: 30

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 70 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks.
The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit.
The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

Objectives:
To provide students the basic knowledge of Computer and its applications in library and information activities.

PART-I (THEORY)
UNIT-I
1. Introduction to Computers: Generations of computers, Architecture and salient features of computers.
2. Types of Computers: Super computers, mainframes, mini and microcomputers.

UNIT-II
4. Software: System software and application software (Basics only).

UNIT-III
6. Programming Languages: Types and functions.
7. Flowcharting.

UNIT-IV
9. Library Softwares: Essential features (LIBSYS, WINSIS)

UNIT-V
11. Application of computers in different areas in libraries.

PART-II PRACTICAL
30 Marks

Note:
Modalities for the conduct of Practical Exam:
It will consist of the following units:
Unit-I  Word Processing 10 Marks
Unit-II Power Point Presentation 10 Marks
Unit-III Operating a library software (LIBSYS/WINSIS) 05 Marks
Unit-IV Searching Internet through search engines & URL,s 05 Marks

Note: Practical Exam will be conducted by an external Examiner.
Suggested Readings:

BACHELOR OF LIBRARY & INFORMATION SCIENCE  
(SEMESTER - II)

PAPER-V: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Lectures to be Delivered: 60  
Maximum Marks: 100

Time allowed: 3 Hrs.
Pass Marks: 40 %
Marks: 80

Part-I (Theory)

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 80 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks.
The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit.
The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

Objectives:
The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections & departments in a library/ information centre.

UNIT-I
1. **Concept of Management**: Principles of scientific management and their application to libraries and information centres.
2. **Library Planning**: Need, purpose and objectives; Policies and procedures.
3. **Library Organisation**: Structure; Library authority and library committee.
4. **Total Quality Management**: Definition, concept and elements.

UNIT-II
5. **Library Finance**: Sources of finance; Budgeting procedure and accounts; Cost effectiveness and cost-benefit analysis.
6. **Human Resource Management**: Policy and staffing- Selection, recruitment, training and development, performance appraisal; Staff manual.

UNIT-III
7. **Collection Development**: Acquisition of library material-printed and non-printed including electronic; Policy and procedures.
8. **Technical Processing of Documents**: Classification, cataloguing and filing routines.
9. **Storage and Maintenance Section**: Stacking arrangement, open vs. closed access, binding, stock- rectification and stock verification, Preservation and Conservation of Documents, Digitization.
UNIT-IV

10. **Periodical Section:** Acquisition, methods of recording with special reference to Kardex.
11. **Circulation Section:** Membership/Registration; Charging and discharging system; Library rules.
12. **Reference and Information Section:** User education and bibliographic instruction; Organization of Reference and Information Section.

UNIT-V

13. **Library Building and Equipment:** Planning responsibilities; Library building: qualities, location and environment etc.; Furniture and equipment.
14. **Library Statistics:** Need, purpose and types.
15. **Annual Report:** Need, purpose and contents.

Part-II

**Apprenticeship**

Marks-20

Each B. Lib I. Sc student shall undergo Apprenticeship at any reputed library approved by the Department for a period of one month immediately after the second Semester Examination. During the Apprenticeship, the student shall prepare a report of the work done by him/her in the library and submit the same to the department within one week of the termination of the Apprenticeship. It will be evaluated for 20 marks by the BOC of the Department. Successful completion of Apprenticeship is a must for the final result.

Suggested Readings:

PAPER-VI: LIBRARY CATALOGUING (Theory)

Lectures to be Delivered: 60
Time allowed: 3 hrs.
Maximum Marks: 100
Pass Marks 40%

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 100 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks.
The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit.
The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

Objectives:
To study the principles and theory of library cataloguing.

UNIT-I
1. Library Catalogue: Definition, need, purpose and functions.
2. Physical Forms: Conventional and Non-conventional including OPAC.

UNIT-II
4. Catalogue Entries: Main entry and added entries according to CCC, 5th ed. and AACR-II.

UNIT-III
6. Standard Codes of Cataloguing: AACR and CCC.

UNIT-IV
8. Authorship: Personal and corporate: Their choice and rendering.
9. Subject Cataloguing: Principles of subject cataloguing; Subject heading lists and their features.(Sears List of Subject Headings and Library of Congress List of Subject Headings); Chain Procedure.

UNIT-V
11. Current Trends in Standardization, Description and Exchange: ISBD, MARC and CCF.
Suggested Readings:

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 100 marks. Duration of the paper is three hours. Separate titles should be given for cataloguing by AACR-II(Part-I) and CCC(Part-II). The Marks for AACR-2(Part-1) are 80 and 20 marks are for CCC(Part-II). The questions in Part-I carry 16 marks each and in Part-II 10 marks each. The question paper should be divided into two parts. Part –I carries 80 marks. It should include at least ten transcriptions of titles, out of which the candidates be asked to catalogue fully any five titles according to AACR-II, supplemented by Sears List of Subject Headings, 18th ed. Part-II should include at least four transcriptions of titles out of which the candidate be asked to catalogue fully any two titles according to Classified Catalogue Code (Ed. 5) by S.R. Ranganathan. In no case a question should be asked outside the syllabus. Copies of Colon Classification. (Ed 6. with amendments), Dewey Decimal Classification 22nd ed. and Sears List of Subject Headings 18th ed. will be provided to the candidates for use in the examination hall.

Objectives:
To train students in cataloguing of documents according to AACR-II and CCC.
The following types of documents shall be catalogued according to both AACR-II and CCC.

Part-I (AACR-II)
Single personal author, joint author, single and joint pseudonym, works under editorial direction and of mixed responsibility; Corporate author: Government, Institution and Conference, Ordinary composite book, multivolumes, periodicals, Cartographic materials.

Part-II (CCC)

Suggested Readings:
PAPER-VIII: INFORMATION SOURCES AND SERVICES

LECTURES TO BE DELIVERED: 60
TIME ALLOWED: 3 HRS.
PASSED MARKS: 40%

PART-I (THEORY)

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:
The paper carries 80 marks. Duration of the paper is three hours. At least there should be ten questions from which the candidates be asked to answer any five selecting one question from each unit. All questions should carry equal marks.
The syllabus has been divided into five units. The question paper should also correspondingly, be divided into five units. Two questions should be set from each unit.
The questions should be evenly distributed over the entire syllabus. In no case, a question should be asked from outside the syllabus and question paper should be strictly according to the instructions mentioned above.

OBJECTIVES:
The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students and to give them practice in the use of these in answering queries of users.

UNIT-I

1. Documentary Sources of Information: Print and non-print including electronic-definition, need and use.
3. Categories of Information Sources: Primary, Secondary and Tertiary.

UNIT-II

4. Reference and Information Sources and their Evaluation: Different types of reference and information sources, including electronic and Web resources; Criteria for their evaluation.
   Bibliographical sources: Criteria for evaluation of different types of bibliographical sources.

UNIT-III

5. Reference and Information Services: Concept, definition, need, types and trends;
6. CAS and SDI Services: Need, techniques and evaluation.

UNIT-IV

8. Information Users and their Information Needs: Categories of information users; Ascertaining user information needs.
10. User Education: Concept, goals and objectives, techniques and methods; Evaluation of user education programmes.
UNIT-V
11. Services and Products of Documentation and Information Centres, Information Systems and Networks at National and International levels: NISCAIR, NASSDOC, INFLIBNET, OCLC, FID (International Federation for Information and Documentation)

PART-II (PRACTICAL)

Time: 2 Hours

Unit I: Study and evaluation of select information sources. 20 Marks

Concerned teacher will guide the students to describe and evaluate 20-25 reference sources available in any library used for practice in this paper.

Unit II: Compilation of current awareness list/bibliography/Newspaper Clippings File. 5 Marks

By the class teacher every student will be given a separate topic to prepare a systematic bibliography of literature available on the topic for the last five years/Press clipping file on any current event.

Unit III: Identification of appropriate Reference Source for particular query

The students will be given fifteen queries out of which they are to attempt ten. 10 Marks

The students shall maintain a record of the work done in separate notebooks and submit those to the examiner on the day of examination.

Further as per university policy the practical exam will take place at least 2 weeks before the start of the theory papers.

Note: Practical Exam. will be conducted by an external Examiner.

Suggested Readings:
List of Reference and Bibliographical Sources for Evaluation and Practical work.

**DICTIONARIES:**

**ENCYCLOPAEDIAS:**
**GENERAL:**
2. Encyclopaedia Americana, New York: Grolier Inc. 30 vols.

**SUBJECT:**

**BIOGRAPHICAL DICTIONARIES:**

**GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:**
YEAR BOOKS:


NEWS DIGESTS:

1. Keesing’s Record of World Events (Formerly Keesing’s Contemporary Archives) 1931- Longman Group, UK.

STATISTICAL SOURCES:

2. Census of India.

BIBLIOGRAPHIES:


UNION CATALOGUES:

1. National Union Catalogue of Scientific Serials in India (NUCSSI), Print form and database.
2. Union Catalogues, Published by National Social Science Documentation Centre, New Delhi.
INDEXING SERVICES:


ABSTRACTING SERVICES:

3. *Biological Abstracts*. Philadelphia: Biosciences Information Services (BIOSIS), 1926-