FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

DIPLOMA IN LIBRARY SCIENCE
(Semester–I&II)

Session: 2013-14

GURU NANAK DEV UNIVERSITY
AMRITSAR

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# DIPLOMA IN LIBRARY SCIENCE

## SCHEME OF PAPERS

### Semester-I

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Total Marks</th>
<th>Exam. Duration</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Library Organisation &amp; Management</td>
<td>100</td>
<td>3 Hours</td>
</tr>
<tr>
<td>II</td>
<td>Organisation of Library Materials (Library Classification: Theory)</td>
<td>100</td>
<td>3 Hours</td>
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<tr>
<td>III</td>
<td>Library Classification: (Practice)</td>
<td>100</td>
<td>3 Hours</td>
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### Semester-II

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<tr>
<th>Paper</th>
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Semester-I

Paper – I: Library Organization and Management

Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters / Examiners:
Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly be divided into two parts, at least five questions should be set from each part.

The questions should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

Part-I

Libraries: Different Types of libraries organization, purpose and functions of libraries. Five Laws of library science; Library movement in India after 1947; Library Cooperation; Resource sharing and networking.

Part-II

Management of Library Operations: Different sections of the library and their functions; Acquisition, Technical, periodical, Reference, Circulation and Maintenance; Library Rules (Emphasis shall be on practical knowledge of these topics).

List of Readings:

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<tr>
<td>4.</td>
<td>Hakam Singh</td>
<td>Library Science Di Jan Pachhan, Chandigarh: Punjab University, Text Book Board, 1974</td>
</tr>
<tr>
<td>5.</td>
<td>Sewa Singh</td>
<td>Library Ate Samaj, Patiala, Punjabi University, 1996</td>
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Paper – II: Organization of Library Materials (Library Classification : Theory)

Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters / Examiners:

Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly be divided into two parts, at least five questions should be set from each part.

The questions should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

Part-I

1. **Library Classification:** Definition, need & purpose
2. **Models of Classification Schemes:** Enumerative and faceted- their merits and demerits
3. **Classification Schemes:** Introduction to Dewey Decimal Classification and Colon Classification

Part-II

4. **Classification theory:** Fundamental categories and facet analysis; Notation, Call number: Class number, book number and collection number

Note: Elementary knowledge about above listed topics is to be imparted

**List of Readings:**

|------------------|-------------------------------------------------------------------------|
Instructions for the Paper Setters / Examiners:

The paper carries 100 marks. Duration of the paper is 3 Hours. Separate titles should be given for Classification by CC and DDC. The question paper should be made out in two parts. Each part should be printed on separate sheet of paper and given to the candidates separately.

Part I should include 20 titles out of which candidates be asked to classify any 10 titles according to colon classification, 6th Rev. Ed.,

Part II should include 20 titles out of which candidates be asked to classify any 10 titles according to Dewey Decimal Classification, 18th Ed.

Whenever titles warrant use of chronological device, the period should be indicated by the paper setter.

In no case a title should be included from outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

Copies of the CC-6th revised and DDC-18th will be provided to the candidates in the examination centre. The candidates will also be provided a standard dictionary for use in the examination centre.

The relevant instructions should be given in the question paper by the paper setter.

Classification practice of simple titles by colon classification (6th rev. ed.) and Dewey Decimal Classification (18th Ed.)

List of Readings:

<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dewey Melvil</td>
<td>Decimal Classifications and Relative Index, 18th Ed., 2 Vol.</td>
</tr>
</tbody>
</table>
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Semester-II

Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters / Examiners:
The paper carries 100 marks. Duration of the paper is 3 hours, all question carry equal marks.

The syllabus has been divided into three parts. The question paper should be set in three parts. In Part 1: Reference Service, four questions should be set. Similarly, In Part 2: Document Bibliography, Four questions should be set. Candidates be asked to answer any four questions, selecting at least one question from each part.
In Part: 3 (practice) one compulsory question containing 20 objective type reference / bibliographical questions be set, out of which the candidates be asked to answer any ten questions. The candidates may be asked to mention at least one reference / information source in answer to each reference question. The reference questions should cover the various categories of reference sources. The questions should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus, and the question paper should be set strictly according to the instructions mentioned above.

3. Practice: Acquaintance with at least FIFTY important reference sources (appendix enclosed).

Notes:
1. Elementary Knowledge about the above topics is to be imparted.
2. A list of important reference sources given in the appendix should be sent to the paper setters /examiners.

List of Readings:

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<tr>
<td>Krishan Kumar</td>
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<td>6. Satija MP and</td>
<td>Sanderbh ate Soochnasarat, Patiala: Punjabi University, 19</td>
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<td>Sewa Singh</td>
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DIPLOMA IN LIBRARY SCIENCE


Time: 3 Hours
Max. Marks: 100

Instructions for the Paper Setters / Examiners:

Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly be divided into two parts, at least five questions should be set from each part.

The question should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

Part-I
1. Library Catalogue: Definition, need & purpose and functions
2. Outer forms of Catalogue: Physical forms
3. Types of Catalogues: Dictionary Catalogue and Classified Catalogue
4. Catalogue Entries: Types of entries and their functions, Parts of entries

Part-II
5. Filing of Entries: Arrangement of entries in Dictionary Catalogue and Classified Catalogue
6. Standard Codes of Cataloguing: AACR and CCC
7. Canons of Cataloguing: Canons of Cataloguing
8. Subject Cataloguing: Subject Headings and Chain Procedure

Note: Elementary knowledge about above listed topics is to be imparted

List of Readings:

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<tbody>
<tr>
<td>1.</td>
<td>Girja Kumar &amp; Krishan Kumar</td>
<td>Theory of Cataloguing- New Delhi: Vikas</td>
</tr>
<tr>
<td>2.</td>
<td>Minnie Earl Sears</td>
<td>Sears List of subject Headings.</td>
</tr>
</tbody>
</table>
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Paper – III: Library Cataloguing (Practice)

Instructions for the Paper Setters / Examiners:
The Paper carries 100 marks. Duration of the paper is 3 hours. Separate titles should be given for Cataloguing by CCC and AACR. The question paper should consist of two parts, each carrying 50 marks. Part I should include titles to be Catalogued according to CCC (5th Ed.). Part II should include five titles to be Catalogued according to AACR (2nd Ed.) supplemented by Sears List of Subject Headings.

Candidates should be asked to Catalogue fully any five titles in all, selecting at least two titles from each part.

Titles having complicated personal names and those having complexities in descriptive Cataloguing should be excluded.

Cataloguing of corporate authors, composite books, multivolume books and periodical publications is excluded.

In no case, a title should be set from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

The following instructions should be given in the question paper by the paper setter.


Note: Cataloguing of corporate authors, composite books, Multivolume books, and periodical publications are excluded.

List of Readings:

2. Anglo American Cataloguing Rules, 2nd Ed.
3. Minnie Earl Sears: Sears List of Subject Headings, Latest Ed.
DIPLOMA IN LIBRARY SCIENCE

List of Important Information Sources

ENCYCLOPAEDIAS

General
1. New Encyclopaedia Britannica
2. Encyclopaedia American

Subject
3. International Encyclopaedia of Social Sciences
4. Encyclopaedia of Religion and Ethics
5. McGraw Hill Encyclopedia of Science and Technology
6. Encyclopaedia of Library and Information Science, Marcel Dekker

II. Dictionaries
7. Oxford English Dictionary
8. Webster’s Third New International Dictionary of the English Language
10. Raghuvira Comprehensive English – Hindi Dictionary
11. English Punjabi Dictionary (Punjab State University Text Book Board, Chandigarh)

III. Biographical Sources
12. Webster’s Biographical Dictionary
13. International who’s who
14. India’ Who’s who
15. Dictionary of National Biography (Calcutta)

IV. Geographical Sources
16. Columbia Lippincott Gazetteer of the World
17. Gazetteer of India
18. Foder’s Guide to India

V. Years Books
20. The Europa World Year Book
21. Statesman’s Year Book
22. India – A Reference Annual
23. World of Learning
24. Common Wealth Universities Hand Book
VI. Bibliographies
26. British National Bibliography
27. Indian National Bibliography
28. Cumulative Book Index
29. Books in Print
30. Whitakar’s Books in Print
31. Indian Books in Print
32. Ulrich’s International Periodicals Directory

VII. Indexes
33. Guide to Indian Periodical Literature (Gurgaon)
34. Library Literature
35. Reader’s Guide to Periodical Literature
36. Index India