

# FACULTY OF ARTS & SOCIAL SCIENCES

## SYLLABUS

### FOR

## Bachelor of Library & Information Science (Hons.)

(Credit Based Evaluation and Grading System)

(SEMESTER: I - II)

Session: 2018-19



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**GURU NANAK DEV UNIVERSITY**

**AMRITSAR**

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Bachelor of Library & Information Science (Hons.) (Semester System)  
(Credit Based Evaluation and Grading System)

### Scheme of Papers

#### First Semester

Course No.	Course Title	Credits L-T-P
LSL401	Foundations of Librarianship	4-0-0
LSL402	Knowledge Organization: Classification (Theory)	4-0-0
LSP403	Knowledge Organization: Classification (Practice)	0-0-4
LSL404	Information Technology: Basics (Theory)	4-0-0
LSP405	Information Technology: Basics (Practice)	0-0-4

#### Second Semester

Course No.	Course Title	Credits L-T-P
LSL406	Management of Libraries and Information Centres	4-0-0
LSL407	Library Cataloguing (Theory)	4-0-0
LSP408	Library Cataloguing (Practice)	0-0-4
LSL409	Information Sources and Services (Theory)	4-0-0
LSP410	Information Sources and Services (Practice)	0-0-2
LSE411	Internship	0-0-4
	<b>One Interdisciplinary Course (Outside the department)</b>	<b>4-0-0</b>

Ist Semester: 20

IInd Semester: 26

Total Credits: 46

**LSL401: FOUNDATIONS OF LIBRARIANSHIP**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objectives:**

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

**Section A**

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.
3. **Types of Libraries:** Public, Academic, Special and National Libraries- Definition, purpose and functions of each type of library.

**Section B**

4. **Library Cooperation:** Definition, types, levels; Resource sharing and library networking, Role of INFLIBNET.
5. **Development of Libraries:** Public library development in India
6. **Library Legislation:** Need and purpose, a brief account of its present position in India, Copyright Act, Press & Registration of Books Act and Delivery of Books (Public Libraries) Act.

**Section C**

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, CILIP.

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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.

**Section D**

10. **Public Relations:** Definition, need, objectives and methods.  
11. **Extensions Services:** Definition, need, objectives and programmes  
12. **Publicity:** Definition, need, objectives and programmes

**Suggested Readings:**

1. Damrita, J. Future Concepts of Library & Information Science: Changes, Challenges and Role of Library Professionals. New Delhi: Ess Ess Publications, 2009.
2. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library acts. New Delhi: EssEss Publications.
3. Kent, Allen, ed. Resource Sharing in Libraries, why, how, when, next action step. New York: Bekker, 1974.
4. Khanna, J.K. Library & Society. 2<sup>nd</sup> ed. Kurukshetra: Research Publications, 1994.
5. Kumar, P.S.G. Foundations of Library & Information Science. Delhi: B.R. Publishing Corporation, 2003.
6. Mukherjee, Bhaskar. Information Communication and Society. New Delhi: ESS ESS Publication, 2012.
7. Ranganathan, S.R. Five Laws of Library Science. 2nd Ed., Reprint. Bangalore: Sarda Ranganathan Endowment for Library Science, 1986.
8. Rout, R.K. ed. Library Legislation in India. New Delhi: Reliance Publishing House, 1986.
9. Rubin, R. (2004). *Foundations of library and information science*. New York: Neal-Schuman Publishers.
10. Prajapati, R. S. (2013). Foundations of library and information science. New Delhi: Discovery Pub. House.
11. Sri Devi, J. Library & Society. New Delhi: Shree Publishers, 2005.

**LSL402: KNOWLEDGE ORGANISATION: CLASSIFICATION (Theory)**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objectives:**

To study library classification as a base for knowledge organisation.

**Section A**

1. **Knowledge organization: Concept**, Structure and attributes of Universe of knowledge.
2. **Library Classification**: Definition, need and purpose.
3. **Models of Classification Schemes**: Enumerative and faceted: their merits and demerits.

**Section B**

4. **Classification Schemes**: Introduction to major schemes of classification: Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC) and Colon Classification (CC). Electronic Classification: Dewey for windows, Web Dewey, Brief Introduction of OCLC Classify and UDC Online Summary.
5. **Mapping of Knowledge**: Mapping of the universe of knowledge in the major schemes of classification (DDC, UDC and CC).

**Section C**

6. **Notation**: Need, purpose and qualities of notation.
7. **Modes**: Modes of formation of subjects.
8. **Classification Theory**: Canons of Classification, Postulates, steps in classification process, Principles of Helpful Sequence, Fundamental Categories and Facet Analysis, Common Isolates, Devices and Phase Relation.

### Section D

9. **Concept of Call Number:** Class Number, Book Number and Collection Number. 10. **Development and Trends in Classification:** Folksonomy: Basic concept, Tagging and Social Bookmarking. Semantic Web: concept and advantages. Activities of DRTC and ISKO.

### Suggested Readings:

1. Broughton, Vanda. Essential Classification. London: Facet Publication, 2004
2. Khanna, J.K. and Vashisht, K.K. Knowledge, Evolution, Structure and Research Methodology. New Delhi: Ess Ess Publications, 1985.
3. Krishan Kumar. Theory of Classification. Delhi: Vikas Publications. Latest Ed.
4. Ranganathan, S.R. Descriptive Account of Colon Classification. Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
5. Ranganathan, S.R., Prolegomena to Library Classification, 3rd ed., Bombay : Asia, 1967.
6. Rowley, J.F. Organising Knowledge: An Introduction to Information Retrieval. Aldershot: Gower, 1987.
7. Satija, M.P. & Aggarwal, S.P. Book number: Some Indian Methods. New Delhi: Concept, 1990.
8. Satija, M.P. Colon Classification: A Practical Introduction. 7th Ed., New Delhi: Ess Ess, 1989.
9. Satija, M.P. The Theory and Practice of the Dewey Decimal Classification System. Oxford: Chandos Publishing, 2007.
10. Sayers, W.C.B. Manual of Classification for Librarians. Rev. 5th Ed., Ed by Arthur Maltby. London: Andre Duetsch, 1975.
11. Sharma, C.K. & Sharma, Amrit K. Library Classification. New Delhi: Atlantic, 2007.
12. Shabahat Hussian. Library Classification: Facets and Analyses. Delhi: B. R. Publishing, 2004.

**LSP403: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)**

**Credits: 0-0-4 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

The aim of this paper is to train students in techniques of classifying titles of documents according to the DDC 22<sup>nd</sup> edition and Colon Classification. (Rev. Ed. 6).

Copies of DDC 22<sup>nd</sup> Edition and Colon Classification. (Rev. Ed. 6) will be provided to the candidates for use in examination hall. The candidates will also be provided a standard dictionary for use in examination hall.

**Section A**

DDC numbers using Table I and II

**Section B**

DDC numbers using Table III and IV

**Section C**

DDC numbers using Table V and VI

**Section D**

Numbers according to CC 6<sup>th</sup> revised edition

**Suggested Readings:**

1. Dewey, Melvil. Dewey Decimal Classification. 22<sup>nd</sup> Ed. (2003)
2. Ranganathan, S.R. Colon Classification. 6<sup>th</sup> Rev. Ed., Bangalore: Sarda Ranganathan Endowment for Library Science, 1960 (Reprint 2001).
3. Satija, M.P. Exercises in the 22<sup>nd</sup> Edition of the Dewey Decimal Classification. Delhi: Ess Ess, 2004.
4. Satija, M.P. A Manual of Practical Colon Classification. 4<sup>th</sup> rev. ed. Delhi: Concept, 2002.
5. Sewa Singh. Colon Classification: New Practical Manual, New Delhi: B.R. Publishing ; 2005.

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(Credit Based Evaluation and Grading System)

**LSL404: INFORMATION TECHNOLOGY: BASICS (THEORY)**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objectives:**

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

**Section A**

1. **Introduction to Computers:** Generations of computers, Architecture and salient features of computers.
2. **Types of Computers:** Super computers, mainframes, mini and microcomputers.
3. **Computer Hardware:** Input and output devices.

**Section B**

4. **Programming Languages:** Types and functions.
5. **Software:** System software and application software (Basics only).
6. **Operating Systems:** Definitions and functions, types. (MS-DOS, Windows (Latest Version), UNIX) (Basic features).

**Section C**

7. **Word-Processing Software:** MS-Word: Creating, editing and searching information in a document.
8. **Information Communication Technology:** Fundamentals of Telecommunication Technology. Networks Types: LAN, MAN, WAN; Topologies-BUS, STAR, RING, TREE, MESH.

**Section D**

9. **Library Automation:** Need for computerization in libraries.
10. Application of computers in different areas in libraries.
11. The Invisible web: Concept, Internet Safety: Concept, Common Causes and Prevention.



**Suggested Readings:**

1. Kumar, P. S. G. Information Technology: Basics. Delhi. B. R. Publishing Corporation, 2003.
2. Lovecy, Ian. Automating Library Procedures. London: Library Association, 1984.
3. Mini-Micro CDS/ISIS: Reference Manual. Paris: UNESCO, 1989.
4. Norton, Peter. Introduction to Computers. 2nd Ed., New Delhi: Tata McGraw-Hill, 2006.
5. Prosedale, Jeff. Managing Electronic Reserves in digital ages. New Delhi: ESS ESS Publications, 2010.
6. Rajshekharan, K, Nair, R. Raman and Nafala, K.M. Digital Library Basics: A Practical Manual. New Delhi: ESS ESS Publications, 2010.
7. Ravichandra Rao, I.K. Library Automation. 2nd Ed., New Delhi: Wiley Eastern, 1996
8. Rowley, J. Computer for Libraries. 2nd Ed., London: Clive Bingley, 1984.
9. Rowley, J. The electronic Library. 4th Ed., London: Library Association, 1998.
10. Rowley J. The Basics of Information System. London: LA, 1996.
11. Satyanarayana, B, Ed. Information Technology: Issues and Trends. New Delhi: Cosmo, 1998.
12. Sharma, Neelam. Automation and Digitization of Universities Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre, 2012.
13. Swihart, Stantley J. and Hafley, B.F. Computer system. London: LA, 1996.
14. Tedd, L.A. An introduction to Information Technology: Basics. Delhi, B. R. Publishing Corpn. 2003.
15. Winship, I. The Students' Guide to the Internet. London: LA, 2001.

Bachelor of Library & Information Science (Hons.) (Semester –I)  
(Credit Based Evaluation and Grading System)

**LSP405: INFORMATION TECHNOLOGY: BASICS (Practice)**

**Credits: 0-0-4 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Objective:**

To provide students practical training in IT Application in Libraries.

**Section A**

1. Use of Windows XP.
2. Creating word documents.

**Section B**

3. Creating presentations with MS Power Point.
4. MS-Excel

**Section C**

5. Internet searching and email
6. Search through search engines

**Section D**

7. Offline searching
8. Report/File of the work done

**Note – 1.Viva Voce will be conducted on the basis of the work done during the semester.**

**2. Practical Exam will be conducted by an external Examiner**

**Suggested Readings:**

1. Chowdhury (G G) and Chowdhury (Sudatta). Searching CD-ROM and Online Information Sources. 2000. Library Association, London.
2. Chowdhury (G G) and Chowdhury (Sudatta). Organizing information : from the Shelf to the Web. 2007. Facet Publishing, London.
3. INFLIBNET. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.

4. Neelameghan (A) and Lalitha (S K). Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. Rajshekharan, K, Nair, R. Raman and Nafala, K.M. Digital Library Basics: A Practical Manual. New Delhi: ESS ESS Publications, 2010
6. Sharma, Neelam. Automation and Digitization of Universities Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre, 2012.
7. Simpson (Alan). Windows XP bible. 2004. John Wiley, New York.
8. UNESCO. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. Walkenbach (John), et al. Office 2007 bible. 2007. John Wiley, New York.
10. Winship (Ian) and McNab (Alison). The student's guide to the Internet.2000. Library Association, London.

**LSL406: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**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.

**Section A**

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.

**Section B**

4. **Library Finance:** Sources of finance; Budgeting procedures and methods.
5. **Human Resource Management:** Policy and staffing; Staff manual.
6. **Collection Development:** Acquisition of library material-printed and non-printed including Electronic.

**Section C**

7. **Technical Processing of Documents:** Classification, cataloguing and filing routines.
8. **Storage and Maintenance Section:** Stacking arrangement, open vs. closed access, binding, stock-rectification and stock verification, Preservation and Conservation of Documents, Digitization.
9. **Periodical Section:** Acquisition, methods of recording with special reference to Kardex.

**Section D**

10. **Circulation Section:** Membership/Registration; Charging and discharging system; Library rules.
11. **Reference and Information Section:** Organization of Reference and Information Section.
12. **Library Statistics and Annual Report:** Need, purpose and types.

**Suggested Readings:**

1. Corbett, Edmund V. Fundamentals of Library Organization and Administration: A Practical Guide. New Delhi: Oxford, 1979.
2. Krishan Kumar. Library Administration and Management. New Delhi: Vikas, 1993.
3. Kumar, P. S. G. Management of Library and Information Centres. Delhi. B. R. Publishing Corp. 2003.
4. Mittal, R.L. Library Administration: Theory and Practice. New Delhi: ESS ESS Publications, 2007.
5. Morgan, Steve. Performance Assessment in Academic Libraries. New York: Mansell, 1995.
6. Narayana, G.J. Library and Information Management. New Delhi: Prentice Hall, 1991.
7. Navalani, Kishni. Library Management in Changing Scenario: Concepts, Operations and Practices. Patiala: Madaan Publishing, 2006.
8. Ranganathan, S.R. Library Administration. 2nd Ed., Bangalore: Sarda Ranganathan Endowment for Library Science, 1989.
9. Thompson, James. Introduction to University Library Administration. 3rd Ed., London: Clive Bingley, 1979.
10. Zhang, Allison B. Creating Digital Collections: A Practical Guide. Chambers Publishing, 2008.

**LSL407: LIBRARY CATALOGUING (Theory)**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objectives:**

To study the principles and theory of library cataloguing.

**Section A**

1. **Library Catalogue:** Definition, need, purpose and functions.
2. **Physical Forms:** Conventional and Non- conventional including OPAC.
3. **Types of Catalogues:** Dictionary Catalogue, Classified Catalogue, Alphabetic-classed Catalogue.

**Section B**

4. **Catalogue Entries:** Main entry and added entries according to CCC, 5th ed. and AACR-II.
5. **Filing of Entries:** Arrangement of entries in dictionary catalogue and classified catalogue.
6. **Standard Codes of Cataloguing:** AACR and CCC.

**Section C**

7. **Normative Principles of Cataloguing:** Canons and principles of cataloguing.
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 Chain Procedure.

**Section D**

10. **Cooperative and Centralized Cataloguing:** Definition, need and purpose: Shared cataloguing, CIS, CIP and Pre-natal cataloguing.
11. **Current Trends in Standardization, Description and Exchange:** ISBD, CCF, RDA and FRBR.
12. **Metadata:** Meaning, Purpose, Use and Types. Metadata: MARC 21, Dublin core, EAD

**Suggested Readings:**

1. Anglo American Cataloguing Rules. 2nd Ed. London: Library Association, 1978.
2. Bowman, J. H. (2003). Essential cataloguing. London: Facet.
3. Chan, Lois Mai. Cataloguing and Classification: An Introduction. 3rd Edition. Lonham, MD: Scarecrow Press, 2007.
4. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet.
5. Foskett, A.C. Subject Approach to Information. 5th Ed. London: Clive Bingley, 1990.
6. Girja Kumar and Krishan Kumar. Theory of Cataloguing. 5th Ed. New Delhi: Vikas, 1986.
7. Hunter, E.J. and Bakewell, K.G.B. Advanced Cataloguing. London: Clive Bingley, 1989.
8. Krishan Gopal. Library online Cataloguing in Digital Way. Delhi: Author Press, 2000.
9. Krishan Kumar. An Introduction to AACR 2. 3rd Ed. New Delhi: Vikas, 1995.
10. Ranganathan, S.R. Classified Catalogue Code. 5th Ed. Bombay: Asia, 1964.
11. Satija, M.P. Sears List of Subject Headings: A Practical Introduction for Indian Students. New Delhi: Concept, 2000.
12. Sears, Minnie Earl. Sears List of Subject Headings, 18th Ed. New York: H.W. Wilson, 2004.
13. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.

**LSP408: LIBRARY CATALOGUING (PRACTICE)**

**Credits: 0-0-4 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Separate titles should be given for cataloguing by AACR-II and CCC. 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 the 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.

**Section A**

**AACR II**

1. Single Personal Author
2. Joint Author
3. Pseudonym

**Section B**

**AACR II**

4. Works under editorial direction and of mixed responsibility
5. Corporate Author: Government Institution and Conference
6. Multivolume



### **Section C**

#### **CCC**

7. Single personal author, joint and mixed author
8. Multi-volumes, corporate authorship, Govt. Publications, Institutions/Associations  
(Commission Reports, Conference proceedings are excluded)

### **Section D**

#### **AACR II**

9. Periodicals
10. Cartographic material

#### **Note:**

- |   |   |
|---|---|
| (i) Complicated cases of personal names       | (ii) complicated corporate authorship                                 |
| (iii) Complexities in descriptive cataloguing | (iv) Complexities in periodicals                                      |
| (v) Uniform titles                            | (vi) Artificial composite book are excluded from both AACR II and CCC |

#### **Suggested Readings:**

1. American Library Association et.al. Anglo-American Cataloguing Rules. Ed 2. 1978.
2. Ranganathan, S.R. Classified Catalogue Code. 5th Ed. Bombay: Asia, 1964.
3. Sears List of Subject Headings. 18th ed. New York: Wilson, 2004.

**LSL409: INFORMATION SOURCES AND SERVICES (Theory)**

**Credits: 4-0-0 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Mid Semester Examination: 20% weightage**

**End Semester Examination: 80% weightage**

**Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

**Objectives:**

The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students.

**Section A**

1. **Documentary and Non-Documentary Sources of Information:** Print, non-print, human and institutional including electronic - definition, need and use.
2. **Categories of Information Sources:** Primary, Secondary and Tertiary.

**Section B**

3. **Reference and Information Sources and their Evaluation:** Different types of reference and information sources, including electronic and Web resources ; Criteria for their evaluation.
4. **Reference and Information Services:** Concept, definition, need, types, theories and trends. Reference interview and search techniques.

**Section C**

5. **Alerting Services (CAS and SDI):** Need, techniques and evaluation
6. Bibliographic, referral, document delivery and translation services.
7. **Users and their Information Needs:** Categories of information users. User studies: Concept, need, purpose, techniques and methods.

### Section D

8. **User Education:** Concept, goals and objectives, techniques, methods and evaluation.
9. Services and Products of Documentation and Information Centres, Information Systems and Networks at National and International levels: NISCAIR, NASSDOC, INFLIBNET, OCLC.

### Suggested Readings:

1. Cheney, F. N. and William, W.J. Fundamental Reference Sources. 2nd Ed. Chicago: ALA, 1980.
2. Davidson, Donald. Reference Service. London : Clive Bingley, 1980.
3. Devarajan, G. and Joseph Kurien Pulikuthiel. Information access, tools, services and systems. New Delhi: ESS ESS Publication, 2011.
4. Foskett, D.J. Information Service in Libraries. London: Lockwood, 1970.
5. Girja Kumar. Philosophy of User Education. New Delhi: Vikas, 1993.
6. Grogan, Denis. Practical Reference Work. 2nd Ed. London: LA, 1981.
7. Gupta, B.M. et. al. Eds. Handbook of Libraries, Archives and Information Centres in India. New Delhi: Information Industry Publications, 1985-96.
8. Katz, William A. Introduction to Reference Work: Reference Services and Reference Processes. 2V. 5th Ed. New York: McGraw Hill, 1987.
9. Krishan Kumar. Reference service. 3rd Rev. Ed. New Delhi: Vikas, 1996.
10. Kumar, P.S.G. Fundamentals of Information Science. New Delhi: S.Chand, 1998.
11. Neelameghan, A. and Prasad, K.N., Eds. Information Systems, Networks and Services in India. 2V. Chennai: Ranganathan Centre for Information Studies, 1998.
12. Ranganathan, S.R. Reference Service. 2nd Ed. Bombay: Asia Pub. House, 1961.
13. Rastogi, K. G. Reference Services in Library Science. New Delhi: Alfa Publications, 2006.
14. Satija, M.P. & Sewa Singh. Sandharb ate Soochna Sarot. Patiala: Punjabi University Publication Bureau, 1996 (in Punjabi).
15. Walford, A.J. Guide to Reference Books. 4th ed. 3V. London: Library Association, 1980.

**LSP410: INFORMATION SOURCES AND SERVICES (Practice)**

**Credits: 0-0-2 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 50 marks**

**Major Exam: 40 marks**

**Mid Term: 10 marks**

**Objectives:**

To train the students in the use of reference and information sources and in answering queries of users.

**Section A**

**1. Study and evaluation of information sources.**

Description and evaluation of Dictionaries, Encyclopedias, Geographical Sources and Yearbooks, Description and evaluation of, New Digests, Statistical Sources, Bibliographical Sources, Union Catalogues, Indexing and Abstracting Services.

**Section B**

**2. Compilation of bibliography.**

Every student will be given a separate topic by the class teacher to prepare a systematic bibliography of literature available on any topic for the last five year.

**3. Identification of appropriate reference source for particular query.**

**Note:**

1. The students shall maintain a record of the work done in a file and submit the same to the teacher concerned before the Major Test.
2. Practical Exam will be conducted by an External Examiner.

**List of Reference and Bibliographical Sources for Evaluation and Practical work.**

**Latest editions of the following sources should be covered.**

**DICTIONARIES:**

1. Harrod's Librarians' Glossary and Reference Book. Ashgate Pub Ltd; 10 edition.
2. Roget's International Thesaurus. London:Harper Collins.
3. Oxford English Dictionary, Second edition, Oxford. N.Y.: The Clarendon Press,1993, 20 vols.
4. Webster's Third New International Dictionary of the English Language, US Marriam Webster, 3 vols.

**ENCYCLOPAEDIAS:****GENERAL:**

- 1 Encyclopedia Americana, Scholastic Library Publishing. 30 vols.
- 2 Encyclopedia Britannica, Chicago: Encyclopaedia Britannica Inc. Latest ed.
- 3 World Book Encyclopedia Chicago: World Book. 22 vols.

**SUBJECT:**

1. Encyclopaedia of Library and Information Science, New York: Marcel Dekker.
2. International Encyclopaedia of the Social and behavioral Sciences, N.Y. : The McMillan and The Free Press, 18 vols.
3. McGraw-Hill Encyclopaedia of Science and Technology. N.Y., McGraw-Hill.
4. World Encyclopaedia of Library and Information Services. 3rd ed. Chicago: American Library Association, 1993.

**BIOGRAPHICAL DICTIONARIES:**

1. Dictionary of American Biography, N.Y. Charles Scribner's, 1928. 37 Vols.
2. Dictionary of National Biography, edited by S.P. Sen. Calcutta: Institute of Historical Studies, 1972-74, 4 vols.
3. India Who's Who. New Delhi: INFA Publications.
4. Oxford Dictionary of National Biography. London: Oxford University.
5. The International Who's Who. London: Europa.

**GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:**

1. The Columbia Gazetteer of the World, N.Y.: Columbia University Press; Revised & enlarged edition (June 23, 2008).
2. The Gazetteer of India. New Delhi: Publication Division, Ministry of Information and Broadcasting. Govt. of India, 1978.
3. The Times Comprehensive Atlas of the World, London: Times Books.

**YEAR BOOKS:**

1. Commonwealth Universities yearbook. London: Association of Commonwealth Universities.
2. India: A Reference Annual New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India.
3. Library and Book Trade Almanac. (formerly Bowker Annual Library and Book Trade Almanac) Medford (NJ): Information today inc.
4. The Europa World of Learning.
5. The Europa World Yearbook.

6. The Statesman's Yearbook, Palgrave Macmillan.
7. The world Almanac and Book of facts. US: world Almanac Books.
8. Universities Handbook. New Delhi: AIU. Latest edition.
9. Whitaker's Almanac.

#### **NEWS DIGESTS:**

1. Asia news digest: A Weekly Record on Governance, Economy, Development, Human Rights, and Environment, New Delhi : Asian News Chroniclers? Keesing Ask News Digest.
2. Keesing's Record of World Events (Formerly Keesing's Contemporary Archives) 1931- Longman Group, UK.

#### **STATISTICAL SOURCES:**

1. Census of India.
2. Statistical Abstracts of India. Department of planning, Govt. of Punjab.
3. United Nations Statistical Yearbook.

#### **BIBLIOGRAPHIES:**

1. Books in Print: A World List of Books in English Language. R.R. Bowker.
2. British National Bibliography (BNB). Boston Spa: British Library National Bibliographical Service, 1950.
3. Cumulative Book Index: A World List of Books in English Language. N.Y.: H.W.Wilson,1933.
4. Indian Books in Print. New Delhi: Indian bibliographies Bureau.
5. Indian National Bibliography (INB). Calcutta: Central Reference Library.
6. Ulrich's Periodicals Directory: A Classified Guide To Current Periodicals, Foreign and Domestic.
7. Whitaker Books in Print. London; Whitaker, 1967(Annual).

#### **UNION CATALOGUES:**

1. National Union Catalogue of Scientific Periodical in India (NISCAIR), Print form and database.
2. Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).
3. Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC).

**INDEXING And ABSTRACTING SERVICES:**

1. Guide to Indian Periodical Literature. Gurgaon: Indian Documentation Services,(Quarterly).
2. Library Literature and Information Science, H.W. Wilson Company
3. Reader's Guide to Periodical Literature. N.Y: H.W. Wilson, 1990.
4. Dissertation Abstracts International. Print form and database.
5. Library and Information Science Abstracts (LISA).

**LSE411: Internship**

**Credits: 0-0-4 (L-T-P)**

**Time: 3 Hrs.**

**Total marks: 100 marks**

**Major Exam: 80 marks**

**Mid Term: 20 marks**

**Objective:**

To train the students in practical librarianship by deputing them to work in Bhai Gurdas Library, Guru Nanak Dev University, Amritsar for a period of 3 months.

The students will work under the direct supervision of a professional in Bhai Gurdas Library for three months (January to March, 2 hours daily) with no pay. During the internship, each student shall prepare a report of the work done by him/her in the library and submit the same for evaluation to the department within one week of the termination of the internship. It will be evaluated by the BOC of the department. Based on internship training, Viva-voce will be conducted by the BOC. Successful completion of the internship is a must for the final result.