FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

Bachelor of Library & Information Science

For Colleges

(Semester: I-II)

Session: 2019-20

GURU NANAK DEV UNIVERSITY
AMRITSAR

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(ii) Subject to change in the syllabi at any time. Please visit the University website time to time.
Bachelor of Library & Information Science for Colleges (Semester-I)

**SCHEME OF PAPERS**

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Paper. No.</th>
<th>Paper Title</th>
<th>Practical Examination</th>
<th>Written Examination</th>
<th>Total Marks</th>
<th>Examination Duration</th>
</tr>
</thead>
<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>
<td>-----</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
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<tr>
<td>III.*</td>
<td>Knowledge Organisation: Classification (Practice)</td>
<td>-----</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
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<tr>
<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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</tbody>
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**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Paper. No.</th>
<th>Paper Title</th>
<th>Apprenticeship/Practical Examination</th>
<th>Written Examination</th>
<th>Total Marks</th>
<th>Examination Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>V.</td>
<td>Management of Libraries and Information Centres</td>
<td>-----</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>VI.</td>
<td>Library Cataloguing (Theory)</td>
<td>-----</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>VII.**</td>
<td>Library Cataloguing (Practice)</td>
<td>-----</td>
<td>100</td>
<td>100</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>VIII.</td>
<td>Information Sources And Services (Theory &amp; Practice)</td>
<td>30</td>
<td>70</td>
<td>100</td>
<td>3 hrs.</td>
</tr>
</tbody>
</table>

* Note: Each question shall comprise of four titles equal marks
** Note: Each question shall comprise of one catalogue entry only.
Bachelor of Library & Information Science for Colleges (Semester-I)

PAPER –I: FOUNDATIONS OF LIBRARIANSHIP

Time allowed: 3 hrs.       Pass Marks: 40 %

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.
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
Bachelor of Library & Information Science for Colleges (Semester-I)

Suggested Readings:

Bachelor of Library & Information Science for Colleges (Semester-I)

Paper-II: KNOWLEDGE ORGANISATION: CLASSIFICATION (Theory)

Time allowed: 3 hrs.                     Pass Marks: 40 %

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
2. Library Classification: Definition, need and purpose.
3. Models of Classification Schemes: Enumerative and faceted: their merits and demerits.

Section B
5. Mapping of Knowledge: Mapping of the universe of knowledge in the major schemes of classification (DDC, UDC and CC).

Section C
5. Notation: Need, purpose and qualities of notation.
7. Modes: Modes of formation of subjects.

Section D
9. Concept of Call Number: Class Number, Book Number and Collection Number.

Suggested Readings:
Bachelor of Library & Information Science for Colleges (Semester-I)

PAPER-III: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

Time allowed: 3 hrs.        Pass Marks: 40%

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). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: Each Question shall comprise of four titles of equal marks.

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

Suggested Readings:

Bachelor of Library & Information Science for Colleges (Semester-I)

PAPER-IV: INFORMATION TECHNOLOGY: BASICS
(Theory & Practice)

Maximum Marks: 100

Time allowed: 3 hrs.
Pass marks 40 %

Theor y: 70
Practical: 30

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.

PART-I (THEORY)

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.

Section B
4. Programming Languages: Types and functions.
5. Software: System software and application software (Basics only).

Section C

Section D
10. 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/WINISIS) 05 Marks
Unit-IV Searching Internet through search engines & URLs 05 Marks

Note: Practical Exam will be conducted by an external Examiner.
Bachelor of Library & Information Science for Colleges (Semester-I)

Suggested Readings:

PAPER-V: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Time allowed: 3 Hrs.      Maximum Marks: 100
Pass Marks: 40 %

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.
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.

Section D
10. Circulation Section: Membership/Registration; Charging and discharging system; Library rules.
11. Reference and Information Section: Organization of Reference and Information Section.

Suggested Readings:

 Bachelor of Library & Information Science for Colleges (Semester-II)

PAPER-VI: LIBRARY CATALOGUING (Theory)

Time allowed: 3 hrs.  
Maximum Marks: 100  
Pass Marks 40 %

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.

Section B
4. Catalogue Entries: Main entry and added entries according to CCC, 5th ed. and AACR-II.
6. Standard Codes of Cataloguing: AACR and CCC.

Section C
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:


Bachelor of Library & Information Science for Colleges (Semester-II)

PAPER-VII: LIBRARY CATALOGUING (PRACTICE)

Time allowed: 3 hrs.

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). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: Each Question shall comprise of one catalog entry only.

Separate title 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

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 C

Section D

AACR II
9. Periodicals
10. Cartographic material

Suggested Readings:

PART-I (THEORY)

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

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.
PART-II (PRACTICAL )

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

1. Study and evaluation of information sources. (List enclosed) 10 Marks

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 years. 10 Marks

3. Identification of appropriate reference source for particular query. 10 Marks

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

Suggested Readings:
List of Reference and Bibliographical Sources for Evaluation and Practical work.
Latest editions of the following sources should be covered.

**DICTIONARIES:**

**ENCYCLOPAEDIAS:**

**GENERAL:**

**SUBJECT:**

**BIOGRAPHICAL DICTIONARIES:**
GAZETTEERS/ GEOGRAPHICAL DICTIONARIES:

YEAR BOOKS:
2. India: A Reference Annual New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. of India.
4. The Europa World of Learning.
5. The Europa World Yearbook.
9. Whitaker's Almanac.

NEWS DIGESTS:
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.

BIBLIOGRAPHIES:
Bachelor of Library & Information Science for Colleges (Semester-II)


UNION CATALOGUES:
1. National Union Catalogue of Scientific Periodical in India (NISCAIR), Print form and database.
3. Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC).

INDEXING And ABSTRACTING SERVICES:
2. Library Literature and Information Science, H.W. Wilson Company
5. Library and Information Science Abstracts (LISA).