

# **FACULTY OF ARTS & SOCIAL SCIENCES**

## **SYLLABUS**

### **FOR**

## **DIPLOMA IN LIBRARY SCIENCE** **(Semester: I - II)**

**Examinations: 2019-20**



---

# **GURU NANAK DEV UNIVERSITY**

## **AMRITSAR**

---

- Note:** (i) Copy rights are reserved.  
Nobody is allowed to print it in any form.  
Defaulters will be prosecuted.
- (ii) Subject to change in the syllabi at any time.  
Please visit the University website time to time

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER SYSTEM)****SCHEME OF PAPERS****SEMESTER-I**

<b>Paper</b>	<b>Subject</b>	<b>Total Marks</b>	<b>Exam. Duration</b>
I	Library Organisation & Management	100	3 Hours
II	Organisation of Library Materials (Library Classification :Theory)	100	3 Hours
III	Library Classification: (Practice)	100	3 Hours

**SEMESTER-II**

<b>Paper</b>	<b>Subject</b>	<b>Total Marks</b>	<b>Exam. Duration</b>
IV	Reference Service & Document Bibliography	100	3 Hours
V	Organisation of Library Materials (Library Cataloguing: Theory)	100	3 Hours
VI	Library Cataloguing (Practice)	100	3 Hours

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-I)****Paper – I: Library Organization and Management****Time: 3 Hours****Max. Marks: 100****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.

**Section A**

**Libraries:** Different types of libraries, purpose and functions of libraries.

**Section B**

- Five Laws of library science
- Library movement in India after 1947

**Section C**

- Library Cooperation; definition, types, levels
- Resource sharing and networking.

**Section D**

- Management of different sections of the library and their functions; Acquisition, Technical, Periodical, Reference, Circulation and Maintenance;
- Library Rules

**List of Readings:**

1. Gursharan Kaur Brar Library Parbandh. Patiala: Preet Publication, 2004.
2. Hakam Singh Library Science Di Jan Pachhan. Chandigarh: Punjab University, Text Book Board, 1974.
3. Krishan Kumar Library Manual. New Delhi: Vikas.
4. Krishan Kumar Library Administration and Management. New Delhi: Vikas, 1993.
5. Kumar, P. S. G. Management of Library and Information Centres. Delhi: B. R. Publishing Corporation, 2003.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-I)**

6. Mittal, R.L. Library Administration: Theory and Practice. New Delhi: ESS ESS Publications, 2007.
7. Navalani, Kishri Library Management in Changing Scenario: Concepts, Operations and Practices. Patiala: Madaan Publishing, 2006.
8. Ranganathan, SR Library Manual. Bombay: Asia , 1961.
9. Rangnathan, SR Five Laws of Library Science. 2nd Ed. Reprint. Bangalore: Sanada Ranganathan Endowment for Library Sciences, 1986.
10. Sewa Singh Library Ate Samaj. Patiala: Punjabi University, 1996.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-I)**

**Paper – II: Organization of Library Materials (Library Classification: Theory)**

**Time: 3 Hours**

**Max. Marks: 100**

**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.

**Section A**

1. **Library Classification:** Definition, need & purpose
2. **Models of Classification Schemes:** Enumerative and faceted- their merits and demerits

**Section B**

3. **Classification Schemes:** Introduction to Dewey Decimal Classification and Colon Classification

**Section C**

4. **Classification theory:** Fundamental categories and facet analysis;

**Section D**

5. Notation: Need Purpose and qualities.
6. Call number: Class number, book number and collection number

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

**List of Readings:**

1. Dewey , Melvil	Dewey Decimal Classification and Relative Index. 18th Ed. 2 vols. 1971.
2. Jasmer Singh & Sharma, Amrit K.	Library Vergikaran. 2 <sup>nd</sup> Ed., Patiala.
3. Krishna Kumar	Theory of Classification. New Delhi: Vikas. Latest Ed.
4. Ranganathan, S.R.	Prolegomena to Library Classification. 3rd ed. Bombay: Asia, 1967.
5. Ranganathan , SR	Colon Classification. 6th Rev. Ed. Bombay: Asia, 1983 (Reprinted).
6. Satija M.P	Theory and Practice of the Dewey Decimal Classification System. Oxford: Chandos Publishing, 2007.
7. Sharma, C.K. & Sharma, Amrit K.	Library Classification, New Delhi: Atlantic, 2007.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-I)****Paper – III: Library Classification (Practice)****Time: 3 Hours****Max. Marks: 100****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.

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.

**Classification practice of simple titles by colon classification (6th rev. ed.) and Dewey Decimal Classification (22<sup>nd</sup> Ed.)****Section A**

Simple titles according to DDC

**Section B**

Title using tables according to DDC

**Section C**Simple titles according to CC 6<sup>th</sup> revised edition**Section D**Titles using common isolates according to CC 6<sup>th</sup> revised edition**List of Readings:**

1. Dewey, Melvil	Decimal Classifications and Relative Index. 22 <sup>nd</sup> Ed. 2 Vol.
2. Ranganathan, SR	Colon Classification. 6th Rev. Ed. 1967.
3. Satija, M.P	Manual of Practical Colon Classification. New Delhi: Concept Publishing Company, 2002.
4. Satija, M.P	Colon Vergikaran: Practical Guide. Patiala: Madaan Publications, 2005.
5. Sewa Singh	Colon Classification Practice. New Delhi: Company Publishing Company. Latest ed.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)****Paper – IV: Reference Service & Document Bibliography****Time: 3 Hours****Max. Marks: 100****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.

**Section A**

1. **Reference Service:** Definition, Need and Purpose of Reference Service, Kinds of Reference Service,

**Section B**

2. Theories of reference service, Initiation of Fresh Readers, Reference and information sources: definition, kinds and uses.

**Section C**

3. **Document Bibliography:** Definition, Need and Purpose of Document Bibliography, Kinds of Document Bibliography. National Bibliography (INB and BNB). Subject Bibliography. Trade Bibliography.

**Section D**

3. **Practice:** Acquaintance 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:**

1. Girja Kumar & Krishan Kumar	Bibliography. New Delhi: Vikas, 1998.
2. Hakam Singh	Library Science di Jaan Pachhan. Chandigarh: Punjab University, Text Book Board, 1976.
3. Jasmer Singh	Sanderbh Sewa. Chandigarh: Punjab University, Text Book Board, 1998.
4. Krishan Kumar	Reference Services. 5th Ed. New Delhi: Vikas, 1998.
5. Ranganathan, SR	Reference Service. 2 <sup>nd</sup> Ed. Bombay: Asia, 1961, Reprint 1986.
6. Rastogi, K.G.	Reference Services in Library Science. New Delhi: Alfa Publications, 2006.
7. Satija MP and Sewa Singh	Sanderbh ate Soochnasarot. Patiala: Punjabi University.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)**

**Paper – V: Organisation of Library Materials (Library Cataloguing: Theory)**

**Time: 3 Hours**

**Max. Marks: 100**

**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.

**Section A**

- |                                     |  |
|-------------------------------------|--|
| 1. <b>Library Catalogue:</b>        | Definition, need & purpose and functions |
| 2. <b>Outer forms of Catalogue:</b> | Physical forms                           |

**Section B**

- |                                |  |
|--------------------------------|--|
| 3. <b>Types of Catalogues:</b> | Dictionary Catalogue and Classified Catalogue          |
| 4. <b>Catalogue Entries:</b>   | Types of entries and their functions, Parts of entries |

**Section C**

- |  |   |
|--|---|
| 5. <b>Filing of Entries:</b>             | Arrangement of entries in Dictionary Catalogue and Classified Catalogue |
| 6. <b>Standard Codes of Cataloguing:</b> | AACR and CCC  |

**Section D**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 7. <b>Canons of Cataloguing:</b> | Canons of Cataloguing                |
| 8. <b>Subject Cataloguing:</b>   | Subject Headings and Chain Procedure |

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

**List of Readings:**

1. Girja Kumar & Krishan Kumar	Theory of Cataloguing. New Delhi: Vikas.
2. Gursharan Kaur Brar	Suchikaran De Sidhant. Patiala: Punjabi University, 2004.
3. Minnie Earl Sears	Sears List of subject Headings.
4. Tripathi, S.M.	Modern Cataloguing: Theory and Practice. Agra: Shiva Lal Agarwal & Company, 1978.



**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)****Paper – VI: Library Cataloguing (Practice)****Time: 3 Hours****Max. Marks: 100****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.

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.

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 (latest edition). will be provided to the candidates for use in the examination hall.

**Cataloguing practice of simple books by Classified Catalogue Code (5th ed.) by SR****Ranganathan and by Anglo American Cataloguing Rules (2<sup>nd</sup> Ed.) supplemented by Sears. List of Subject Headings (latest Edition).**

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

**Section A**

Single personal author according to AACR (2<sup>nd</sup> Ed.)

**Section B**

Joint personal author according to AACR (2<sup>nd</sup> Ed.)

**Section C**

Single personal author according to CCC (5<sup>th</sup> ed.)

**Section D**

Joint personal author according CCC (5<sup>th</sup> Ed.)

**List of Readings:**

1. Anglo American Cataloguing Rules, 2 <sup>nd</sup> Ed.
2. Classified catalogue code with additional rules for dictionary catalogue. 5 <sup>th</sup> Edition. Bombay: Asia, 1964
3. Krishan Kumar: An Introduction to AACR2. New Delhi: Vikas, 1995.
4. Minnie Earl Sears: Sears List of Subject Headings, Latest Ed.

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)****List of Important Information Sources****ENCYCLOPAEDIAS****General**

1. Encyclopaedia Americana
2. New Encyclopaedia Britannica

**Subject**

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

**II. Dictionaries**

1. English Punjabi Dictionary (Punjab State University Text Book Board, Chandigarh)
2. Funk and Wagnal's New Standard Dictionary of the English Language
3. Raghuvira Comprehensive English – Hindi Dictionary
4. The Oxford English Dictionary
5. Webster's Third New International Dictionary of the English Language

**III. Biographical Sources**

1. Dictionary of National Biography (Calcutta)
2. India' Who's who
3. Merriam-Webster's Biographical Dictionary
4. The International who's who

**IV. Geographical Sources**

1. Foder's Guide to India
2. The Columbia Gazetteer of the World
3. The Gazetteer of India
4. The Times Comprehensive Atlas of the World, London: Times Books.

**V. Years Books**

1. Common Wealth Universities Year Book
2. India – A Reference Annual
3. The Europa World of Learning
4. The Europa World Year Book
5. The Statesman's Year Book
6. Universities Handbook, New Delhi: AIU

**DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)****VI. Bibliographies**

1. Books in Print. R.R. Bowker.
2. British National Bibliography
3. Cumulative Book Index
4. Indian Books in Print
5. Indian National Bibliography
6. Ulrich's International Periodicals Directory
7. Whitakar's Books in Print

**VII. Indexes**

1. Guide to Indian Periodical Literature (Gurgaon)
2. Library Literature and Information Science.
3. Reader's Guide to Periodical Literature