FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

DIPLOMA IN LIBRARY SCIENCE
(Semester: I - II)

Examinations: 2019-20

GURU NANAK DEV UNIVERSITY
AMRITSAR

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# DIPLOMA IN LIBRARY SCIENCE (SEMESTER SYSTEM)

## 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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<tbody>
<tr>
<td>I</td>
<td>Library Organisation &amp; Management</td>
<td>100</td>
<td>3 Hours</td>
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<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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<tbody>
<tr>
<td>IV</td>
<td>Reference Service &amp; Document Bibliography</td>
<td>100</td>
<td>3 Hours</td>
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<tr>
<td>V</td>
<td>Organisation of Library Materials (Library Cataloguing: Theory)</td>
<td>100</td>
<td>3 Hours</td>
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<tr>
<td>VI</td>
<td>Library Cataloguing (Practice)</td>
<td>100</td>
<td>3 Hours</td>
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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:

<table>
<thead>
<tr>
<th></th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Year</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>Ranganathan, SR</td>
<td>Library Manual</td>
<td>Asia</td>
<td>1961</td>
</tr>
<tr>
<td>10</td>
<td>Sewa Singh</td>
<td>Library Ate Samaj</td>
<td>Punjabi University</td>
<td>1996</td>
</tr>
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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:

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<tr>
<th>No.</th>
<th>Author(s)</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Dewey, Melvil</td>
<td>Dewey Decimal Classification and Relative Index. 18th Ed. 2 vols. 1971.</td>
</tr>
<tr>
<td>3</td>
<td>Krishna Kumar</td>
<td>Theory of Classification. New Delhi: Vikas. Latest Ed.</td>
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</tbody>
</table>
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 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.

Classification practice of simple titles by colon classification (6th rev. ed.) and Dewey Decimal Classification (22nd Ed.)

Section A
Simple titles according to DDC

Section B
Title using tables according to DDC

Section C
Simple titles according to CC 6th revised edition

Section D
Titles using common isolates according to CC 6th revised edition

List of Readings:

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<td>1</td>
<td>Dewey, Melvil</td>
<td>Decimal Classifications and Relative Index. 22nd Ed. 2 Vol.</td>
</tr>
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<td>2</td>
<td>Ranganathan, SR</td>
<td>Colon Classification. 6th Rev. Ed. 1967.</td>
</tr>
</tbody>
</table>
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

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:

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<tbody>
<tr>
<td>7. Satija MP and Sewa Singh</td>
<td>Sanderbh ate Soochnasarot. Patiala: Punjabi University.</td>
<td></td>
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</table>
DIPLOMA IN LIBRARY SCIENCE (SEMESTER-II)


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 Catalogue: Definition, need & purpose and functions
2. Outer forms of Catalogue: Physical forms

Section B
3. Types of Catalogues: Dictionary Catalogue and Classified Catalogue
4. Catalogue Entries: Types of entries and their functions, Parts of entries

Section C
5. Filing of Entries: Arrangement of entries in Dictionary Catalogue and Classified Catalogue
6. Standard Codes of Cataloguing: AACR and CCC

Section D
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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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.


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

Section A
Single personal author according to AACR (2nd Ed.)

Section B
Joint personal author according to AACR (2nd Ed.)

Section C
Single personal author according to CCC (5th ed.)

Section D
Joint personal author according CCC (5th Ed.)

List of Readings:

1. Anglo American Cataloguing Rules, 2nd Ed.
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

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’s Who’s who
3. Merriam-Webster’s Biographical Dictionary
4. The International who’s who

IV. Geographical Sources
1. Fodor’s Guide to India
2. The Columbia Gazetteer of the World
3. The Gazetteer of India

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
VI. Bibliographies
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