FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE (CBEGS)
(SEMESTER: I - II)
(Credit Based Evaluation and Grading System)

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.
### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>L-T-P</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSL501</td>
<td>Information and Communication</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL502</td>
<td>Research Methods and Statistical Techniques</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSP503</td>
<td>Knowledge Organization Advanced Library Classification (Practice)</td>
<td>0-0-4</td>
<td></td>
</tr>
<tr>
<td>LSP504</td>
<td>Knowledge Organization Advanced Library Cataloguing (Practice)</td>
<td>0-0-4</td>
<td></td>
</tr>
</tbody>
</table>

**Elective papers (Any one of the following options)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>L-T-P</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSL505</td>
<td>Information &amp; Literature Survey in Sciences</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL506</td>
<td>Information and Literature Survey in Social Sciences</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL507</td>
<td>Information and Literature Survey in Humanities</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL508</td>
<td>Bibliography, Literature &amp; Organisation of Publications in Punjabi Language(Gurmukhi Script)</td>
<td>4</td>
<td>0-0-0</td>
</tr>
</tbody>
</table>

### SECOND SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>L-T-P</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSL509</td>
<td>Information Retrieval</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL510</td>
<td>Information Technology: Application (Theory)</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSP511</td>
<td>Information Technology: Application (Practice)</td>
<td>0-0-4</td>
<td></td>
</tr>
<tr>
<td>LSL512</td>
<td>Information Analysis, Consolidation &amp; Repackaging (Theory)</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSP513</td>
<td>Information Analysis, Consolidation &amp; Repackaging (Practice)</td>
<td>0-0-2</td>
<td></td>
</tr>
</tbody>
</table>

**One Interdisciplinary Course (Outside the department)**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>L-T-P</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSL514</td>
<td>Public Library System</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL515</td>
<td>Academic Library System</td>
<td>4</td>
<td>0-0-0</td>
</tr>
<tr>
<td>LSL516</td>
<td>Special Library System</td>
<td>4</td>
<td>0-0-0</td>
</tr>
</tbody>
</table>

Ist Semester = 20
IInd Semester = 26
Total credits = 46

*Note: Each question shall comprise of four titles of equal marks

**Note: Each question shall comprise of one catalogue entry only.
Master of Library & Information Science (Hons.) (Semester-I)  
(Credit Based Evaluation and Grading System)

**LSL501: INFORMATION AND COMMUNICATION**

Credits: 4-0-0 (L-T-P)                      Total marks: 100 marks  
Time: 3 Hrs.                                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.

**Section A**

1. Information: Characteristics, nature, value and use.  
2. Conceptual difference between data, information and knowledge.  

**Section B**

5. Information Cycle and Information Society.  
6. Open access scholarly communication: Open access-concept, significance. OA implementation: Gold & Green routes.

**Section C**

7. Institutional Repositories (IRs): concept features and advantages.  
8. Features of open DOAR and ROAR. Brief information to DA Map. OA publishing models  

**Section D**

10. Intellectual Property Rights: Data Security and fair use, Right to information, Censorship.  
11. Economics of Information: Information as an economic resource/commodity.  
12. Information and Knowledge Management: Role of networks, libraries and documentation centres in information and knowledge management.
Suggested Readings:

LSL502: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Credits: 4-0-0 (L-T-P)  
Total marks: 100 marks

Time: 3 Hrs.  
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.

**Section A**

1. Research: Definition, need, purpose and types.
2. Research Design: Definition; Types of research design, identification and formulation of problem, hypothesis formulation, designing research proposal, literature search- print, non-print and electronic sources.

**Section B**

4. Research Methodology: Study of scientific method; Spiral of scientific method; Application of scientific method in the field of Library and Information Science.
5. Research Methods: Historical, Descriptive, Experimental, Statistical, Comparative: Their application in Library and Information Science.

**Section C**

7. Presentation of Data: Tabular, graphic, bar diagram, pie chart etc.
8. Computerized data analysis: Description, analysis and interpretation. Use of SPSS.

**Section D**

Suggested Readings:

LSP503: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CLASSIFICATION (PRACTICE)

Credits: 0-0-4(L-T-P)                         Total marks: 100 marks
Time: 3 Hrs.                                 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). 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 UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 22nd edition.

Classification of titles from all disciplines by the UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 22nd edition.

Copies of UDC (abridged 3rd revised English ed., 1961) and DDC 22nd Edition 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
- Classification of simple titles according to UDC.

Section B
- Classification of titles according to UDC using common auxiliaries

Section C
- Classification of titles according to UDC using special auxiliaries

Section D
- Classification of titles according to DDC
LSP504: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CATALOGUING
(PRACTICE)

Credits: 0-0-4 (L-T-P)                      Total marks: 100 marks
Time: 3 Hrs.                                  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). 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 catalogus entry only.
The aim of this paper is to give practice to students in the techniques of cataloguing of non-book
material.

Transcription of title should be given according to AACRII Supplemented by Sears List of
Subject Heading 18th Ed. Copies of Sears List of subject Headings will be provided to the
candidates in the examination hall for use.

Section A
- Serial Publications: Complexities

Section B
- Uniform Titles
- Motion Pictures

Section C
- Video Recording
- Sound Recording

Section D
- Electronic Resources: Data and Program
- Microforms
Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL505 : INFORMATION AND LITERATURE SURVEY IN SCIENCES

Credits: 4-0-0 (L-T-P)                             Total marks: 100 marks
Time: 3 Hrs.                     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.

Section A

Section B
3. Brief survey of contributions made by five prominent scientists each in the fields of Mathematics, Physics, Chemistry, Botany and Zoology.
4. Role of different types of primary, secondary and tertiary documents in the growth and development of Sciences.

Section C
6. Internet-based resources and services: A brief introduction in the context of Sciences

Section D
7. Evaluation of important secondary sources of information in Sciences available in print and electronic form.
8. Brief survey of the activities of the research institutions and professional organizations in the growth and development of science disciplines with particular reference to India, U.K. and U.S.A.
Suggested Readings


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

LSL506 : INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Credits: 4-0-0 (L-T-P)                             Total marks: 100 marks
Time: 3 Hrs.                     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.

Section A
1. Social Sciences: Definition and Scope.

Section B
3. Evaluation of important secondary sources of information in social sciences available in print, electronic form including web based sources:
   International Bibliography of Social Sciences (IBSS), Social Science Citation Index, International Political Science Abstracts, Demographic Year Book of the United Nations, Historical Abstracts, IMF World Economic Outlook, Encyclopedia of the social and behavioural sciences, Current Sociology, Sociological Abstracts, Socio Site, ECONLIT, PAIS Index, Blackwell encyclopedia of Sociology Online, New Palgrave Dictionary of Economics, Social Science abstracts, Wealth of India.

Section C
4. Study of National Institutions and professional organizations in Social Sciences:
   Centre for Research in Rural and Industrial Development, Indian Council of Historical Research, Centre for Policy research, Indian Council of Social Science Research, Institute of Economic Growth, National Council of Applied Economic Research, National Social Science Documentation Centre, Tata Institute of Social Sciences.

Section D
5. Study of International Institutions and professional organizations in Social Sciences:
Suggested Readings:

5. ICSSR, Annual Reports and Newsletters.
LSL507: INFORMATION AND LITERATURE SURVEY IN HUMANITIES

Credits: 4-0-0 (L-T-P)  Total marks: 100 marks
Time: 3 Hrs.              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.

Section A
1. Scope of the subject
2. Landmarks and research trends in major disciplines in the Humanities: Religion, Philosophy, Fine Arts, and Literature.

Section B
3. Brief survey of the contributions made by five prominent authors each in the fields of Religion, Philosophy, Fine Arts and Literature.
4. Role of primary, secondary and tertiary documents in the growth and development of Humanities.

Section C
5. Databases: Networked and distributed databases in Humanities.
6. Internet-based Resources and Services: A brief introduction in the context of Humanities.

Section D
7. Evaluation of important secondary sources of information in Humanities available in print and electronic form.
8. Brief survey of the activities of the research institutions and professional organizations in the growth and development of Humanities disciplines with particular reference to India, U.K. and U.S.A.

Suggested Readings:
Master of Library & Information Science (Hons.) (Semester-I)  
(Credit Based Evaluation and Grading System)

LSL508: Bibliography, Literature & Organization of  
Publications in Punjabi Language (Gurmukhi Script)

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.

Section A

1. Punjabi Language and Literature  
1.1 Brief History: Major milestones; major authors.  
1.2 Institutions, Agencies devoted to promotion of Punjabi.  
1.2.1 Bhasha Vibhag, Patiala  
1.2.2 Punjab State University Text Book Board  
1.2.3 Religious Bodies, e.g., SGPC & other Missionary Bodies  
1.2.4 Sahit societies.  
1.2.5 Universities; Panjab, Punjabi, and Guru Nanak Dev.  
1.3 Punjabi Publishing: Brief history; State-of-the-art.

Section B

2. Sources of Literature.  
2.1 Printed.: Primary, Secondary and Tertiary sources: Bibliographies, Encyclopedias,  
Dictionaries, Directories, Biographical dictionaries, Statistical data, Government  
publications, Indexes; Accession lists/printed catalogues of libraries;  
Indexing/Abstracting services.  
Institutional Sources: Special libraries on Punjabi, e.g., Bhai Mohan Singh Vaid Collection  
(Punjabi University, Patiala). Punjabi Reference Libraries of Punjabi and Guru Nanak Dev  
Universities, Bhasha Vibhag, Punjab, Sikh history library of Khalsa College, Amritsar. Punjab  
Sahitya Academy Library, Ludhiana, Bhai Vir Singh Sahitya Sadan(Delhi, Amritsar). Private  
Libraries.  
2.3 Web and other electronic resources
3. **Tools for knowledge organisation**

3.0 Problems of document organization in Punjabi script.

3.1 Special classification schemes for Punjabi language, literature and culture, including Sikh religion.

3.1.1 Adapting the DDC for these subjects.

3.2 Punjabi author table (based on Cutter table) for book numbers.

**Section C**

4. **Concept and Problems of Vocabulary Control:**

4.1 Principles of subject headings (based on C A Cutter and Sears' List) applied to Punjabi language.

4.2 Standards for alphabetization of Gurmukhi alphabets and punctuation marks.

4.3 Cataloguing of Books in Punjabi: Adapting AACR-II with local modifications. (To begin with we can translate the concise AACR-2 by Michael Gorman in Punjabi) Cataloguing of Monographs, Works produced under Editorial direction, Conference volumes, Institutional publications, Government documents, Simple Periodical publications

4.4 Library Science Literature in Punjabi: Text books, Conferences.

4.5 English-Punjabi library science glossary, challenges and issues of translating library and information science books in Punjabi.

4.6 Prospects of research in Punjabi librarianship.

**Section D**

5. Punjabi Manuscriptology: Types, forms and format:

5.1 Life cycle.

5.2 Major locations of Punjabi Manuscripts.

5.3 National Mission for Manuscripts: A brief introduction.

5.4 Care and maintenance of Punjabi manuscripts.

**Note: Medium of Instructions: Examinations will be in English and Punjabi depending upon the topic.**

**Suggested Readings:**


3. National Seminar on LIS. Teaching and Research in Telugu and other major Indian Languages.

LSL509: INFORMATION RETRIEVAL

Credits: 4-0-0 (L-T-P)  Total marks: 100 marks
Time: 3 Hrs.  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.

Section A
1. Information Retrieval Systems: Purpose, functions, components and types
2. Indexing: Concept, theory and methods; Types of indexing systems-Pre-Coordinate and Post-Coordinate (keyword indexing (KWIC), POPSI, PRECIS, Chain Indexing, Citation Indexing and Automatic Indexing).

Section B
3. Indexing Languages: Types and characteristics.
4. Vocabulary Control: Vocabulary control tools- subject heading lists, Sears list of subject headings, Library of Congress Subject Headings, Medical Subject Headings, thesaurus, thesaurofacet.
5. ERIC, UNESCO Thesaurus.

Section C
7. Information Searching in different media: Print, Electronic and Internet, search engines, Meta Search engines, Data Mining.

Section D
Suggested Readings:


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

**LSL510: INFORMATION TECHNOLOGY: APPLICATION (Theory)**

Credits: 4-0-0 (L-T-P)  
Total marks: 100 marks  
Major Exam: 80 marks  
Mid Term: 20 marks  
Mid Semester Examination: 20% weightage  
End Semester Examination: 80% weightage  

Time: 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). 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 Automation: Planning and implementation.

**Section B**

5. Databases: Concept, types and generations

**Section C**

7. Web 2.0: Concept, features, tools and services. Library 2.0: Concept.

**Section D**

10. Digitation: Scanning and OCR. Digital Library Softwares
12. Impact of IT on Society.
Suggested Readings:

LSP511: INFORMATION TECHNOLOGY: APPLICATION (Practice)

Credits: 0-0-4 (L-T-P)  
Time: 3 Hrs.  
Total marks: 100 marks  
Major Exam: 80 marks  
Mid Term: 20 marks

Section A
2. Searching web directories, subject gateways and library portals.

Section B
3. Designing library webpage using HTML.  
4. Designing and developing library blogs.

Section C
5. Use of mailing lists and scholarly discussion groups.  
6. Installation and creation of databases: Import, export and printing of records using WINISIS.

Section D
7. Installation and application of Koha.  

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

Recommended Books:
LSL512: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING (Theory)

Credits: 4-0-0 (L-T-P)  Total marks: 100 marks
Time: 3 Hrs.  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.

Section A
1. Information Analysis and Consolidation: Concept, need and purpose.
2. Guiding principles for arrangement and presentation of ideas in a helpful sequence.
3. Packaging and repackaging: Concept, need, purpose and criteria.

Section B
4. Abstracting: Types and guidelines for preparing abstracts.
5. Information Consolidation Products: Concept, types, design, and development.
6. Marketing of Information products and services, 5Ps of Information, marketing, Trends in marketing of information services, information Marketing in India.

Section C
7. Knowledge and skills required for Information analysis and consolidation.
8. Content creation and management.

Section D
11. Trends in Information analysis, repackaging and consolidation including electronic content creation.
Suggested Readings:
LSP513: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING
(Practice)

Credits: 0-0-2 (L-T-P)  
Time: 3 Hrs.  
Total marks: 50  
Major Exam: 40 marks  
Mid Term: 10 marks

Section A

Abstracting

As class work each students will prepare (Informative) Abstracts of at least 5 journal papers to be assigned by the teacher.

Section B

Writing of Book Reviews:

In the Class each student will be assigned by the teacher five different books to prepare their book reviews.

Section C

Book Indexing:

Each student will prepare an index for a book assigned by the class teacher.

Section D

Every student shall maintain separate record of the work done in the class during the session for submission to the Examiner on the day of the practical exam.

NOTE: Practical Exam will be conducted by an external Examiner.
Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL514: PUBLIC LIBRARY SYSTEM

Credits: 4-0-0 (L-T-P)                                           Total marks: 100 marks
Time: 3 Hrs.                     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.

Section A
1. Role of Public Library in information society.
2. Development of the Public libraries with special reference to India.
3. Role of RRRLF, National Library (Kolkata) in the development of Public Libraries.

Section B
4. Library Organisation and Administration: Administrative organisation of the library; Authority and its decentralization.
6. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

Section C
7. Collection Development and Management: Print and non-print media including electronic documents, policy and procedures.
8. Planning and Organisation of Information Services: CAS, SDI, Indexing and abstracting, Newspaper clippings, Literature searching,

Section D
12. Change and quality management with special reference to library automation and networking.
Suggested Readings

LSL515 : ACADEMIC LIBRARY SYSTEM

Credits: 4-0-0 (L-T-P)  
Total marks: 100 marks
Time: 3 Hrs.  
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.

Section A
1. Development of University and College libraries with special reference to India.
2. Role of UGC in the development of college and university libraries in India.
3. Study of the recommendations of various committees and commissions with regard to academic libraries in India.

Section B
4. Role of academic libraries in open and distance education/ learning.
6. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

Section C

Section D
11. Marketing of library and Information products and services.
12. Change and quality management with special reference to library automation and networking.
Suggested Readings:

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

LSL516: SPECIAL LIBRARY SYSTEM  

Credits: 4-0-0 (L-T-P)                        Total marks: 100 marks  
Time: 3 Hrs.                                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.  

Section A  
1. Role of Special Libraries in R and D in information society.  
2. Development of Special libraries with special references to India.  
3. Role of CSIR, ICAR and ICSSR in development of special libraries in India.  

Section B  
4. Library Organisation and Administration: Administrative organisation of the library;  
   Authority and its decentralization.  
5. Human Resource Management: Staffing, job description and analysis, job training and  
   development, performance appraisal.  
6. Financial Management: Sources of finance, different types of budgets, accounting and  
   auditing, cost effectiveness and cost benefit analysis.  

Section C  
7. Collection Development and Management: Print and non-print media including  
   electronic documents, policy and procedures.  
8. Planning and Organisation of Information Services: CAS, SDI, Indexing and  
   abstracting, Newspaper clippings, Literature searching.  
9. Library Building: Planning, basic elements in the design of Special library buildings;  
   Furniture and fittings.
Section D

12. Change and quality management with special reference to library automation and networking.

Suggested Readings