

Faculty of Arts & Social Sciences

Syllabus

FOR

**Interdisciplinary Courses in
Library & Information Sciences (UG)**

Examinations: 2019-20



GURU NANAK DEV UNIVERSITY AMRITSAR

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Interdisciplinary Course in Library & Information Science (UG)

LSL 001: Basics 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.

Section A

1. **Concept of Library and its Services:** Definition, purpose and functions. Role of libraries in supporting education and research programmes.
2. **Types of Libraries:** Public, Academic, Special and National Libraries- Definition, purpose and functions of each type of library.

Section B

3. **Library Catalogue:** Definition, need, purpose and functions.
4. **Library Classification:** Definition, need and purpose

Section C

5. **Working of University Library:** Various sections of a university library ie. Acquisition, Technical, Circulation, Periodical and Reference and their working.
6. **Reference and Information Sources:** Different types of reference and information sources including electronic and web resources.

Section D

7. **Reference and Information Services:** Concept, definition, need and types.
8. **User Education:** Concept, objectives, techniques and methods.

Suggested Readings:

1. Chan, Lois Mai. Cataloguing and Classification: An Introduction. 2nd Edition. New York: McGraw Hill, 1993.
2. Girja Kumar and Krishan Kumar. Theory of Cataloguing. 5th Ed. New Delhi: Vikas, 1986.
3. Girja Kumar. Philosophy of User Education. New Delhi: Vikas, 1993.
4. Khanna, J.K. Library & Society. 2nd ed. Kurukshetra: Research Publications, 1994.
5. Krishan Kumar. Reference service. 3rd Rev. Ed. New Delhi: Vikas, 1996.
6. Kumar, P.S.G. Foundations of Library & Information Science. Delhi: B.R. Publishing Corporation, 2003.
7. Mittal, R.L. Library Administration: Theory and Practice. New Delhi: ESS ESS Publications, 2007.