

FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

DIPLOMA IN LIBRARY SCIENCE

EXAMINATION: 2013



**GURU NANAK DEV UNIVERSITY
AMRITSAR**

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DIPLOMA IN LIBRARY SCIENCE

SCHEME OF PAPERS

Paper	Subject	Total Marks	Exam. Duration
I	Library Organization & Management	100	3 Hours.
II	Reference Service & Document Bibliography	100	3 Hours.
III	Organization of Library Materials	100	3 Hours.
IV	Library Classification (Practice)	100	3 Hours.
V	Library Cataloguing (Practice)	100	3 Hours.

Paper – I: Library Organization and Management**Time: 3 Hours****Max. Marks: 100****Instructions for the Paper Setters / Examiners:**

Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly be divided into two parts, at least five questions should be set from each part.

The question should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

1. **Libraries:** Different Types of libraries organization, purpose and functions of libraries. Law of library science. Library movement in India after 1947, Library Cooperation.
2. **Management of Library Operation:** Different sections of the library and their functions; Acquisition, Technical, periodical, Reference, Circulation and Maintenance. Library Rules (emphasis shall be on practical knowledge of these topics).

List of Readings:

1. Ranganathan, SR	Library manual , Bombay : Asia , 1961
2. Rangnathan, SR	Five Laws of Library Science, 2 nd Ed. , Reprint, Bangalore : Sanada Ranganathan Endowment for Library Sciences, 1986
3. Krishan Kumar	Library Manual., New Delhi : Vikas
4. Hakam Singh	Library Science Di Jan Pachhan, Chandigarh : Punjab University, Text Book Board, 1974
5. Sewa Singh	Library Ate Samaj , Patiala , Punjabi University, 1996

Paper – II: Reference Services and Document Bibliography

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters / Examiners:

The paper carries 100 marks. Duration of the paper is 3 hours, all question carry equal marks.

The syllabus has been divided into three parts. The question paper should be set in three parts. In part I : Reference Service, four questions should be set. Similarly, in Part 2 : Document Bibliography , Four questions should be set. Candidates be asked to answer any four questions, selecting at least one question from each part.

In part 3 (practice) one compulsory question containing 20 objective type reference / bibliographical questions be set, out of which the candidates be asked to answer any ten questions. The candidates may be asked to mention at least one reference / information source in answer to each reference question. The reference questions should cover the various categories of reference sources. The questions should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus, and the question paper should be set strictly according to the instructions mentioned above.

1. **Reference Service:** Definition , Need and Purpose of Reference Service , Kinds of Reference Service, Initiation of Fresh readers, Reference and information sources : definition , kinds and uses.
2. **Document Bibliography:** Definition, Need and Purpose of Document Bibliography, Kinds of Document Bibliography. National Bibliography (INB and BNB). Subject Bibliography. Trade Bibliography.
3. **Practice:** Acquaintance with at least FIFTY 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 setter / examiners.

List of Readings

1. Ranganathan, SR	Reference service , 2 nd Ed. , Bombay : Asia , 1961, Reprint 1986
2. Krishan Kumar	Reference Services : 5 th ed. , New Delhi, Vikas, 1998
3. Jasmer Singh	Sanderbh Sewa, Chandigarh : Punjab University , Text book Board , 1998
4. Hakam Singh	Library science di jaan pachhan, Chandigarh: Punjab University , Text book Board, 1976
5. Girja Kumar & Krishan Kumar	Bibliography , New Delhi : Vikas 1998
6. Satija , MP and Sewa Singh	Sanderbh are Bibliographical sort , Patiala : Punjabi University, 1997

Paper – III: Organization of Library Materials**Time: 3 Hours****Max. Marks: 100****Instructions for the Paper Setters / Examiners:**

Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions carry equal marks.

The syllabus has been divided into two parts. The question paper should also, correspondingly, be divided into two parts, at least five questions should be set from each part.

The question should be evenly distributed over the entire syllabus. In no case a question should be asked from outside the syllabus and the question paper is required to be set strictly according to the instructions mentioned above.

Part I : Library Classification (Theory)

Library Classification: Definition, need and purpose of library classification, fundamental categories and fact analysis, notation, call number, book number and collection number. Introduction to Dewey Decimal Classification and Colon Classification.

Part II : Library Cataloguing (Theory)

Library Catalogue: Definition, need and purpose of library catalogue, physical forms of catalogue. Types of catalogue, kinds of entries and their functions. Parts of entries, subject headings and chain procedure. Filling of entries

Note: Elementary Knowledge about its above topics is to be imparted.

List of Readings:

1. Dewey , Melvil	Dewey Decimal Classification and Relative Index, 18 th Ed., 2 vols. 1971.
2. Ranganathan , SR	Colon Classification, 6 th Rev. Ed., Bombay : Asia, 1983 (Reprinted).
3. Krishna Kumar	Theory of Classification. Latest Ed. New Delhi : Vikas.
4. Girja Kumar & Krishan Kumar	Theory of Cataloguing – New Delhi : Vikas.
5.	Sears Lit of subject Headings.
6. Jasmer Singh & Sharma, NK	Liibrary Vergikaran, 2 nd Ed., Patiala : Punjabi University, 2000.

Paper – IV: Library Classification (Practice)

Time: 3 Hours

Max. Marks: 100

Instructions for the Paper Setters / Examiners:

The paper carries 100 marks. Duration of the paper is 3 Hours. Separate titles should be given for Classification by CC and DDC. The question paper should be made out in two parts. Each part to be printed on separate sheet of paper and given to the candidates separately.

Part I should include 20 titles out of which candidates be asked to classify any 10 titles according to colon classification, 6th Rev. Ed.,

Part II should include 20 titles out of which candidates be asked to classify any 10 titles according to colon classification, 18th Ed.

Whenever titles warrant use of chronological device, the period should be indicated by the paper setter.

In no case a title should be included from outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

Copies of the CC-6th revised and DDC-18th will be provided to the candidates in the examination centre. The candidates will also be provided a standard dictionary for use in the examination centre.

The following instructions should be given in the question paper by the paper setter.

Classification practice of simple titles by colon classification (6th rev. ed.) and Dewey Decimal Classification (18th Ed.)

1. Dewey , Melvil	Decimal Classifications and Relative Index , 18 th Ed. , 2 Vol.
2. Ranganathan , SR	Colon Classification, 6 th Rev. Ed. 1967.
3. Sewa Singh	Colon Classification Practice, New Delhi : Company Publishing Company.

Part – I: Colon Classification**Time: 1 1/2 Hours.****Max. Marks: 50**

1. Two copies of the question paper will be given to you. Write your roll number and answer on one of the copies and hand it over to the centre superintendent. The other copy of the question paper is for your use and retention.
2. The answer sheets used for rough work should be attached with the question paper and handed over to the centre superintendent. Write your roll number on the answer sheet also.
3. A copy of the CC-6th revised ed. Will be provided to you by the centre superintendent.
4. A copy of the dictionary will be available for consultation, if required.

Part II : Dewey Decimal Classification**Time: 1 1/2 Hours.****Max. Marks: 50**

1. Two copies of the question paper will be given to you. Write your roll number and answer on one of the copies and hand it over to the centre superintendent. The other copy of the question paper is for your use and retention.
2. The answer sheets used for rough work should be attached with the question paper and handed over to the centre superintendent. Write your roll number on the answer sheet also.
3. A copy of the DDC-18th ed. Will be provided to you by the centre superintendent.
4. A copy of the dictionary will be available for consultation, if required.

List of requirements in the examination centre

The following books are to be provided to the candidates.

1. Ranganathan , S.R. : Colon Classification , 6 th Rev. Ed.
2 Dewey Decimal Classification , 18 th Ed., 2 Vol.
3. Language dictionary – 10 Copies

The above mentioned books are to be collected by the centre superintendent examination centre from the institution Library.

Paper – V: Library Cataloguing (Practice)**Time: 3 Hours****Max. Marks: 100****Instructions for the Paper Setters / Examiners:**

The Paper carries 100 marks. Duration of the paper is 3 hours. Separate titles should be given for Cataloguing by CCC and AACR. The question paper should consist of two parts, each carrying 50 marks. Part I should include titles to be Catalogued according to CCC (5th Ed.). Part II should include five titles to be Catalogued according to AACR (2nd Ed.) supplemented by Sears List of Subject Headings.

Candidates should be asked to Catalogue fully any five titles in all, selecting at least two titles from each level.

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.

In no case, a title should be set from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

The following instructions should be given in the question paper by the paper setter.

Cataloguing practice of simple books by classification Catalogue Code (5th ed.), by SR Ranganathan and by Anglo American Cataloguing Rules 12th Ed.) supplemented by Sears. List of Subject Headings (latest Edition).

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

List of Readings:

1. Classified catalogue code with additional rules for dictionary catalogue , 5 th edition , Bombay : Asia , 1964
2. Anglo American Cataloguing Rules , 2 nd Ed.
3. Sears List of Subject Readings , Latest Ed.

Time: 3 Hours.**Max. Marks: 100**

1. All questions carry equal marks.
2. Catalogue fully five titles in all, selecting at least two titles from each part.
3. All Catalogue entries for title should be completed before attempting the next title.
4. Copies of colon classification (6th rev. ed.), Dewey decimal classification (18th Ed.) , and sears list of subject headings are available for use.

Part I Classified Catalogue Code**Part II Anglo American Cataloguing Rules**

1. For subject headings Sears list of subject headings should be used.
2. For added entries, follow 'UNIT CARD' method.

List of requirements in the examination centre

The following books are to be provided to the candidates.

1. Ranganathan , SR	Colon Classification Schedule , 6 th Rev. Ed.
2. Dewey, Melvil	Decimal Classification Schedule , 18 th Ed.
3. Sears List of subject headings	

APPENDIX**List of Important Information Sources****ENCYLOPAEDIAS****General**

1. New Encyclopaedia Britannica
2. Encyclopaedia American
3. Collier's Encyclopaedia

Subject

4. International Encyclopaedia of Social Sciences
5. Encyclopaedia of Religion and Ethics
6. McGraw Hill Encyclopaedia of Science and Technology
7. Encyclopaedia of Library and Information Science

II. Dictionaries

8. Oxford English Dictionary
9. Webster's Third new International Dictionary of the English Language.
10. Raghuvira comprehensive English – Hindi Dictionary
11. English Punjabi Dictionary (Punjab State University Text Book Board, Chandigarh)
12. Cassels's new French – English, English –French Dictionary
13. Webster's Dictionary of Synonyms

III. Biographical Sources

14. Chamber's Biographical Dictionary
15. Webster's Biographical Dictionary
16. International who's who
17. India' Who's who
18. Dictionary of National Biography (Calcutta)

IV. Geographical Sources

19. Columbia Lippincott Gazatteer of the World
20. Gazetter of India
21. Foder's Guide to India
22. Times Atlas of the World

V. Years Books

23. European Years Book
24. Statesman's Year Book
25. India – A Reference Annual
26. World of Learning
27. Common Wealth Universities Year Book

VI. Bibliographies

28. British National Bibliography
29. India National Bibliography
30. Cumulative Book Index
31. Books in Print
32. Whitakar's Books in Print
33. Indian Books in Print
34. Ulrich's International periodicals Directory

VII. Indexes

35. Guide to Indian periodical Literature (Gurgaon)
36. Library Literature
37. Reader's Guide to periodical Literature
43. Index India.