

**JIWAJI UNIVERSITY  
GWALIOR**



*Syllabus*

**SUBJECT  
BACHELOR OF LIBRARY & INFORMATION  
SCIENCE**

**SCHOOL OF STUDIES IN  
DISTANCE EDUCATION**

**SCHOOL OF STUDIES IN DISTANCE EDUCATION  
JIWAJI UNIVERSITY, GWALIOR**



*Syllabus*

**Bachelor of Library and Information Science**

**Theory Paper**

B.Lib. 101	:	Foundation of Library and Information Science
B.Lib. 102	:	Management of Library and Information Centers
B.Lib. 103	:	Knowledge Organization and Processing (Theory)
B.Lib. 104	:	Knowledge Organization and Processing (Classification Practical) CC Rev. 6 <sup>th</sup> ED. and DDC 19 <sup>th</sup> ED.
B.Lib. 105	:	Knowledge Organization and Processing (Cataloging Practical) CCC 5 <sup>th</sup> ED. and AACR – 2
B.Lib. 106	:	Documentation and Information Retrieval
B.Lib. 107	:	Information Technology : Basic
B.Lib. 108	:	Reference Services and Sources of Information
B.Lib. 109	:	Viva-Voice

**Scheme of Examination**

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

Paper	Max.			Min.		
	Practical	Theory	Assign.	Practical	Theory	Assign.
B.Lib. 101	-	70	30	-	21	12
B.Lib. 102	-	70	30	-	21	12
B.Lib. 103	-	70	30	-	21	12
B.Lib. 104	-	70	30	-	21	12
B.Lib. 105	-	70	30	-	21	12
B.Lib. 106	-	70	30	-	21	12
B.Lib. 107	-	70	30	-	21	12
B.Lib. 108	-	70	30	-	21	12
Computer Practical	50	-	-	20	-	-
Viva Voice	50	-	-	20	-	-

40 % and above but less than 50 % in aggregate	:	Third Division
50 % and above but less than 60 % in aggregate	:	Second Division
60 % and above in aggregate	:	First Division
75 % and above in aggregate	:	First Division with distinction

**Note :-**

1. Evaluation of Assignment work : Assignment Assessment of each paper will be evaluated jointly by the teacher concerned and Director based on written assignment.
2. Each candidate will have to undergo an internship program of thirty working days in a recognized library/information center allotted by the University/Self selected. A certificate of completing the internship satisfactorily be obtained by student from the concerned Director, otherwise the result would be withheld.
3. A candidate failing in two subjects shall be allowed to appear in (Distance mode) supplementary examination held with next year examination.
4. Practical and Viva-Voce shall be conducted jointly by the External and Internal Examiners. However, in case of difference of opinion the decision of the External examiner shall be final.

**B. Lib. I. Sc.**  
**Paper – Ist**  
**FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

**Unit – 1**

Social and historical Foundation of library. Five laws of Library Science. Types and Functions of libraries with special reference to National Library (Calcutta), Library of Congress (Washington) and British Library (London). An Introduction to Digital Library, Electronic Library and Virtual Library. Role of library in Formal and Informal Education.

**Unit – 2 :**

Library Movement in India, UK and USA, Library development Plan and Programs in India After Independence. Role of Library in Modern Society.

**Unit – 3 :**

Library Legislation in Indian states and their salient features. Books Delivery Act, Intellectual Property Rights, Right to Information, Information Policy : National and International.

**Unit – 4 :**

Library Building : Planning and Designing Location Lighting and Ventilation. Role of Librarian and Architect in Designing of Building, Furniture etc. library Extension Services, Consultancy Services.

**Unit – 5 :**

Library Cooperation and Resource Sharing, Library Extension Services, Consultancy Services, role of Professional Association with Special Reference to ALA, ILA, IASLIC, ASLIB. Role of International Organizations: UNESCO, FID, IFLA.

**B. Lib. I. Sc.**  
**Paper – II**  
**MANAGEMENT OF LIBRARIES & INFORMATION CENTRES**

**Unit – 1**

Concept of management: Principles of Scientific Management. Management of Schools of Thought. Library Organizational Structure. Policy Making bodies of libraries. Library Authority and Library Committee.

**Unit – 2**

Library Personnel: Job analysis, Job description in service training. Staff Recruitment procedures, formula. Library finance: Budgeting (PPBS, ZBB). Accounting – Library Statistics and Annual Report. Library Rules and Regulations.

**Unit – 3**

Collection Development: Types of Documents and Selection principles, Different Types of Selection tools and their Importance, Acquisition Procedure.

**Unit – 4**

Technical Section: Preparation of Books for use. Routines of Classification and Cataloguing, Filing Routines. Serial Control: Acquisition methods, Methods of recording: Three Card System and Kardex System.

**Unit – 5**

Management and Operation of Various Section (Shelving and Stock Verification, Binding), Circulation Section (Work, System-Browne, Newark Marketing of Information Products and Services.

**B. Lib. I. Sc.**  
**Paper – III**  
**KNOWLEDGE ORGANISATION AND PROCESSING (THEORY)**

**Unit – 1**

Universe of Subjects – Structure, Attributes & Modes of Formation, Library Classification : Definition Need & Purpose ; including Knowledge Classification. Canons of Classification.

**Unit – 2**

General theory of Library Classification including Normative Principles. Facet Analysis, Fundamental Categories, Common Isolates, Devices, Phase Analysis, Notation.

**Unit – 3**

Design & Development of Schemes of Library Classification. Species of Classification schemes. Introduction to CC, DDC & UDC. Trends in Library Classification.

**Unit – 4**

Library Cataloguing : Definition, Need & Purpose. Inner and Physical Form. Standard Codes of Cataloguing – CCC & AACR – II. Kinds of Entries and their Function. Personal & Corporate Authorship. Canons of Cataloguing.

**Unit – 5**

Principles of Subject Cataloguing. Current Trends in Standardization Description & Exchange AACR- II, ISBD, MARC ISO 2709, CCF. Introduction to ISBN & ISSN.

**B. Lib. I. Sc.**  
**Paper – IV**  
**KNOWLEDGE ORGANISATION AND PROCESSING**  
**(Classification Practical)**

Practical Classification of Books and Periodicals according to Colon Classification (Rev. 6<sup>th</sup> Ed) and Dewey Decimal Classification (19<sup>th</sup> Ed.). Adequate Number of Titles will be given from all Disciplines Candidates will be required to classify 30 Titles in all. Ten Titles should be classified by CC and DDC both. Whereas Five Titles should be classified by both CC and DDC.

**B. Lib. I. Sc.**  
**Paper – V**  
**KNOWLEDGE ORGANISATION AND PROCESSING**  
**(Cataloguing Practical)**

Cataloguing Practical according to Classified Catalogue with amendments and Anglo-American Cataloguing rules – 1988 (Rev. AACR – 2). In CCC Class Index Entries will be prepared through Chain Procedures. In AACR – 2 Subject Added Entry will be prepared According to Sears List of Subject headings. Candidates will be required to Catalogue Fully Five Titles in all Minimum two by CCC and two by AACR – 2.

**B. Lib. I. Sc.**  
**Paper – VI**  
**DOCUMENTATION AND INFORMATION RETRIEVAL**

**Unit – 1**

Documentation : Meaning, Genesis and Scope, Facets of Documentation, Documentation List. Documentation activities in India, Reprographic, Micrographic and Translations Services.

**Unit – 2**

Index and Indexing : Type of Index, Pre and Post Coordinate Indexing, UNITERM, Keyword Indexing (KWIC-KWOC, KWAC, KWWC), Chain Indexing. Indexing Services in India.

**Unit – 3**

Abstracting : Characteristics, Elements, Types, Ranganathan's Canons of abstracting. Important Abstracting Services, CAS and SDI Services.

**Unit – 4**

National and International Information System. NISSAT, UNISIST, National Documentation Centers of India: NISCAIR, NASSDOC, DESIDOC.

**Unit – 5**

Information Storage and Retrieval System : Meaning, Purpose and Evaluation. Search Strategies. Concept of Vocabulary Control.

**B. Lib. I. Sc.**  
**Paper – VII**  
**INFORMATION TECHNOLOGY : BASIC**

**Unit – 1**

Concept and Terminology of Computer. Evolution of a Computer and Computer generation. Categorization of Computer. Hardware Basics : Computer procession, CPU, Computer Storage, Input Devices, Output Devices. Software Basics: System Software, Application Software.

**Unit – 2**

Library and Information Networks : Network Definition and Objective, The range of Network Services, Types of Networks, Library networks in U.S.A., U.K. and India. Non Bibliographic Data Network in India.

**Unit – 3**

Computerised Information Retrieval System : Definition of IRS, Component and function of IRS, Software operations of IRS. CDS/ISIS: Main features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.

**Unit – 4**

Library Automation: Brief history, Factors and goals, Need for Library Automation, Problems and issues of Library Automation. Management of Computerised Library: Ordering and Acquisition Systems, Cataloguing Systems, Circulation Control System, Serial Control System, Management Information.

**Unit – 5**

Features of Indian Software Packages : Software Development at Institutional level, Commercially available library Software Systems. Library Housekeeping Software : Libsys, SANJAY, MAITRAYEE, Alice for Windows.

**COMPUTER PRACTICAL (50) Marks**

- Computer Connectivity, Interned access.
- Operating System (DOS, WINDOW – Introduction)
- MS-Office (Special Reference to MS-Word)
- Basic CDS/ISIS Practical

**B. Lib. I. Sc.**  
**Paper – VIII**  
**REFERENCE SERVICES AND SOURCES OF INFORMATION**

**Unit – 1**

Documentary Sources of information : Print, Non Print Including Electronic Media. Nature, Characteristics, Utility and Evaluation of Different type of Information Sources. Non Documentary Information Source. Categories : Primary, Secondary and Tertiary Information sources. Internet as a Source of Information

**Unit – 2**

Reference Service : Meaning, Scope. Type of Reference Service : Short Range and Long Range Reference Service. Reference Service V/S Information Service, Reference Services in Public, Academic and Special Libraries. Reader's Initiation/Orientation. User Education.

**Unit – 3**

Bibliographies (Defination, Need and Purpose). Type of Bibliographies. Methods of Compilation of a Bibliography.

**Unit – 4**

Encyclopaedias, Yearbooks and Almanac.

**Unit – 5**

Dictionaries, Directories, handbooks, Guides and Geographical Sources. Biographical Sources. Criteria For Evaluation of Information Sources.

**Note – List of Reference and Information Sources for the Purpose of Evaluation is Appended.**

**H INDEXES :**

1. Index Medicus
2. Science Citation Index.
3. Guide to Indian Periodical Literature.

**I ABSTRACTS :**

1. Indian Science Abstracts.
2. Biological Abstracts.
3. Chemical Abstracts.
4. Library and Information Science Abstracts.
5. Indian Library Science abstracts.

**J UNION CATALOGUES :**

1. World List of Scientific Periodicals, Butter Worth.
2. National Union Catalogue of Scientific Serials in India (NUCSSI).
3. Union Catalogue Published by ICSSR.

**BOOKS RECOMMENDED FOR B. Lib. I. Sc.**

**Paper – I**

1. Ranganathan, S.R. Five Laws of Library Science, Madras Library Association, Madras, 1957
2. India, Libraries (Advisory Committee for) Report, Manager of Publication, Delhi, 1959.
3. UNESCO, National Library their problems and prospects Unesce, Paris, 1960.
4. Agrawal, S.S. Granthalaya Sanchalan Tatha Prabandh, Shri Ram Mehra, Agra, 1876.
5. Shrivastava, S.N. & Verma, S.C. Pustkalaya Sangathan Avum Sanchalan, Rajasthan Hindi Granth Academy, Patna, 1973.
6. Sharma, H.D. Library Building and Furniture, 1970.
7. Kaula, P.N. Library Building Planing & Design, Vikas, Delhi, 1971.
8. Sharma, J.S. Library Organisation, Vikas, Delhi, 1978.
9. Krishan Kumar Library Organisation, Vikas, Delhi, 1978.
10. Mittal, R.L. Library Administration : theory and practice, Metropolitan, Delhi.

**Paper – II**

1. Mittal, R.L. Library Administration : theory and practice, Metropolitan, Delhi.
2. Htt, Michael. [et al.] Effective Management, West Publishing, New York, 1978.
3. Koontz, Harold. [et al.] Management Ed. 8. McGraw Hill, New York, 1984.
4. Tripathi, P.C. and Reddy, P.N. Principles of Management Ed.2 Tata McGraw Hill, New Delhi, 1991.
5. Kaula, P.N. Library Building Planning and Design, Vikas Publication, New Delhi, 1971.

**Paper – III**

1. Ranganathan, S.R. Elements of Library Classification. Ed.3. Asia Publishing House, Bombay, 1962.
2. Rangnathan S.R. Descriptive Account of Colon Classification, Asia Publishing House, Bombay, 1967.
3. Sayers, W.B.C. Introduction to Library Classification. Ed. 9. Graften, London, 1958.
4. Shrivastava, A.P. Theory of Knowledge Classification in Libraries, Laxmi Book Store New Delhi, 1973.
5. Mills, O. Modern Outline of Library Classification, Chapman and Hall, London, 1960.
6. Ranganathan, S.R. Prolegomena to Library Classification. Ed.3. Asia, Bombay, 1967.

**Paper – IV**

1. Champavat, S.S. Colon Classification : practical study, RBSA, Jaipur, 1986.
2. Comaromi, J.P. & Satija, M.P. Dewey Decimal Classification : practice, Sterling, Delhi, 1989.
3. Sood, S.P. and Raotani, M.R. Practical book of Decimal Classification, RBSA, Jaipur, 1987.
4. Rananathan, S.R. Elements of Library Classification. Ed.2, SR Endowment, Bangalore, 1989.
5. Satija, M.P. Manual of Practical Colon Classification. Ed. 2, Sterling, New Delhi, 1989.

**Paper – V**

1. Sengupta, B. Cataloguing Theory and Practice Ed.3, World Press, Calcutta, 1974.
2. Vishwanathan, C.G. Cataloguing Theory and practice Ed.4, Today and Tomorrow Printers and Publishers, 1970.
3. Krishna Kumar. Introduction to cataloguing practice, Rev.Ed.3, Vikas Publishing, Delhi, 1986.
4. Sood, S.P. Cataloguing procedure : based on CCC Ed.5 with amendments, Jaipur, 1994.

**Paper – VI**

1. Foskett, D.J. Information Services in Libraries. Ed.2, Archon Books, Hamden, 1967.
2. Hutchins, Margaret Introduction to Reference Works, ALA, Chicago, 1944.
3. Ranganathan, S.R. Reference Service, Ed.2, Asia, Bombay, 1961.
4. Wilson, T.D.O. & Setphenson, J. Dissemination of Information, Ed.2, Clive Bingley, London, 1969.
5. Chakrabarti, B & Sengupta, B.O. Fundamentals of Refernce Services, World Press, Calcutta, 1969.
6. Krishna Kumar. Reference Service, Ed.4, Vikas, Delhi, 1991.
7. Mukerjee, A.K. Reference Works and its tools, Ed.2, World Press, Calcutta, 1971.

**Paper – VII**

1. Rajaraman, V. Fundamentals of Computers, Prentice Hall of India, New Delhi, 1991.
2. Sehgal, R.L. Information Technology for Libraries, EssEss Publication, New Delhi, 1998.
3. Singha, P.K. Computer Fundamentals, BPB Publication, New Delhi.
4. Bawden, D and Blakeman, K. Going Automated, ASLIB, London, 1990.
5. Nolan, J.M. Micro Software Evaluation, Nolan Information Service, 1984.
6. Rowley, Jennifer. The Electronic Library, Ed. 4, LA Publishing, London, 1998.

**Paper – VIII**

1. Ranganathan, S.R. Reference Service, Ed.2, Asia, Bombay, 1971.
2. Rowlnd, Arthur Ray Reference Service, Shoestring Press, Hamden, 1964.
3. Wilson, T.D. & Stephenson, J. Dissemination of Information, Ed.2, Clive Bingley, London, 1969.
4. Sundesewaran. Sandarbh Sewa Hindi Granth Academy, Bhopal.
5. Susheela Kumar. Changing Concepts of Reference Service, Visks, Delhi, 1974.
6. Katz, William. Introduction to Reference Work : basic information sources, Vol. 1, Ed.5, Mac Graw Hill, New York, 1987.
7. Sengupta, B Indian reference and Information Sources, World Press, Calcutta, 1981.
8. Krishan Kumar. Reference Service, Ed. 4 , Vikas, Delhi, 1991.
9. Mukerjee, A.K. Reference Work and its Tools, Ed.2, World Press, Calcutta, 1971.