SYLLABUS: 2019-2020

LIBRARY AND INFORMATION SCIENCE

B.Lib.I.Sc: SECOND SEMESTER

DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)
## Bachelor of Library and Information Science
### Course of Studies and Examination 2019-2020

#### Scheme of Courses: Semester 2

**B.Lib.I.Sc. Programme**  
**Semester-2, 2018-19**

<table>
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<th>S.N.</th>
<th>TH/PR</th>
<th>Course Code</th>
<th>Course Title</th>
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**Note:** Each course code is having maximum Marks of 100. The distribution of 100 marks for each course code (Excluding LIS CC-216) consists of  
- Mid Semester Examination is of 20 marks, internal assessment of 20 marks, and End Semester Examination of 60 Marks excluding LIS CC-216 where the distribution of Marks in Course Code LISC-216 consists of  
  (i) Report – 60 Marks and  
  (ii) Viva-voce- 40 Marks

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Report – 60  
Vivaavoce 40

**Total Credits**  
**Total Marks**  
22  
600
Knowledge Organisation and Information Processing: Cataloguing Theory

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Teaching Hours: 60 Hours (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit 1 Nature of Library Catalogue
- Definition, need, and purpose of Library catalogue.
- Difference between catalogue and bibliography.
- Historical development of cataloguing code
- Form of catalogue (physical forms including OPAC and inner forms)

Unit 2 Cataloguing Dimensions
- Document Description: Types of entries in CCC and AACR2, rules for filing.
- Canons of cataloguing
- Subject Cataloguing: subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH and SLSH.
- Descriptive and Selective Cataloguing.

Unit 3 Trends in Cataloguing
- Centralized, Cooperative Cataloguing, Union Catalogue
- Prenatal cataloguing, Cataloguing in Publication Data.(CIP)

Unit 4 Indic names and Trends in Cataloguing
- Choice and rendering of Indic Names in AACR2
- Problems of Non Book materials
- Recent Trends in cataloguing and standards in cataloguing

Unit-5 Bibliographic Formats
- MARC, CCF
- Meta data, Dublin core
- ISBN, ISSN,ISBD

Suggested Reading
Management of Library and Information Centres

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Credits: 4  Teaching Hours: 60 (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit-1 Management: An Introduction
- Concept and definition, difference between management and administration
- Principles of Scientific Management:
- Elements of Management Process POSDCORB.
- Schools of Management Thoughts: Classical, Neo Classical and Modern.

Unit-2 Collection Development Policy and Library Authority
- Library Statistics and Annual Report
- Library Authority and Library Committee

Unit-3 Library Routine Work Flow
- Sections of the library and their work flow: Acquisition, Technical, Circulation, Periodical, Maintenance, Administration and Accounts Section
- Preparation of library records: Accession Register, Shelf List and Book Selection Cards.
- Stock Verification-Policies and Procedures

Unit-4 Human Resource Management and MIS
- Human Resource Management: Staff recruitment selection and training, development, motivation and quality improvement, Staff formula Job analysis and Job description.
- Management Information System (MIS)

Unit-5 Financial Management and Physical planning of Libraries
- Financial management (Sources of finance, Budgeting: concept, methods and techniques)
- Physical Planning and Library Building: Concept, principles and types.
- Furniture fitting and equipment: Standard and specifications.

Suggested Reading
Information Sources

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Credits: 4  Teaching Hours: 60 (Each Unit is of 12 Hrs.) Max. Marks (20+20+60) 100

Unit- 1 Information Sources
- Documents: Origin, development and characteristics.
- Need and Function of Reference Sources
- Information Sources: Documentary- Non-documentary, Conventional- Non conventional
- Types of Information sources: Primary, Secondary and Tertiary.
- Non-book materials including electronic documents
- Criteria for evaluation of reference sources

Unit – 2 Descriptive Reference sources and their evaluation
- Evaluation of references and information sources: Dictionaries, Encyclopedias, Directories, Biographical Reference Sources, Geographical Sources, Year Books and Almanacs, Current sources

Unit- 3 Bibliographic Reference and Information sources
- Types of Bibliographic References : Primary and Secondary, current and retrospective
- Evaluation of Bibliographic Reference Sources- Incunabula, Trade Bibliographies, National Bibliographies, Subject and Author Bibliographies

Unit- 4 Indexing and Abstracting Information Sources

Unit-5 Electronic Information Sources
- Internet as source of information
- Electronic Information Sources and their Evaluation - Blogs, Wikis, and Portals

Suggested Reading
Krishna Kumar (2003). Reference service. Ed.3. New Delhi, Vikas,
Information Services

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Credits: 4  Teaching Hours: 60 (Each Unit is of 12 Hrs.)  Max. Marks (20+20+60) 100

Unit-1 Information Services
- Information Service: Meaning, purpose and importance
- Reprographic services: Meaning and utility.
- Translation services: Need, types and utility
- Alerting Service: Meaning, purpose and importance CAS and SDI

Unit-2 Indexing Services
- Index and indexing: Meaning, characteristics, purpose and function.
- Types of indexing: Pre-coordinate and Post coordinate indexing.
- Chain Indexing, PRECIS, POPSI, UNITERM Indexing
- Keyword Indexing: KWIC, KWOC, KWAC, KWWC.

Unit-3 Abstracting Services
- Abstract and Abstracting: Meaning and characteristics.
- Abstract: Qualities, essential elements and format

Unit-4 Reference Service
- Reference service: Concept, definition and trends.
- Initiation of new library user.
- Reference Interview
- Ready reference service & Long range reference service
- Virtual Reference Service

Unit-5 Documentation Service
- Documentation: Meaning, genesis, scope, purpose and function.
- Facets of documentation: Documentation work and Documentation service
- Documentation List: Its kind and preparation.
- Use of IT and Multimedia in Information Services

Suggested Reading
Foskett ,D.J. (1967) Information services in libraries. Ed.2. Clive Bingley
Ranganathan SR . Reference service .2nd ed. Bombay, Asia Publishing House,
Knowledge Organisation and Information Processing: 
Cataloguing Practice

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Credits: 4   Teaching Hours: 120 (Each Unit is of 24 Hrs.)    Max. Marks (20+20+60) 100

Cataloguing of books according to AACR2 (1988) and CCC 5th ed.

Unit -1 Preliminaries
- Main Entry and Added Entries in AACR2: Format and Types
- Main Entry and Added Entries in CCC: Format and Types
- Subject Headings

Unit -2 Personal Author
- Single Personal Author
- Shared Responsibility: Two, Three and more authors

Unit -3 Pseudonymous and Anonymous Book
- Pseudonymous Author
- Anonymous Book and Editorial Works

Unit -4 Corporate Author
- Corporate Bodies: Government, Institutions, Conferences

Unit -5 Multivolume and Composite Books
- Multivolume Books
- Composite Books

Suggested Reading
Anglo American Cataloguing Rules, 2nd ed. 1988 Revised
Krishan Kumar. (1990) An Introduction to AACR2, 3rd rev.ed. New Delhi, Vikas,
Bangalore, S R Endowment for Lib.Sc.,
Verma, A K. (1986) AACR2 – Entries and Procedures. Delhi, Vishwa Kala Prakashan,
## Project Report (Study Tour/Field Work/Seminar)

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Credits: 2  Report -60 marks and Viva-voce- 40 marks  Max. Marks: 100

**Note:** The student shall prepare Project Report based on Study Tour/Field work/Seminar under the supervision of faculty and submit the report at the end of the semester before the scheduled examination. The evaluation of report carries 60 marks followed by Viva Voce of 40 marks.