

Objectives of the course

By studying the subject Library & Information Science, the student will be

1. able to understand & appreciate the purpose of libraries in changing circumstances.
2. trained in techniques of libraries and management of library & information systems.
3. able to understand the basic functions and principles of theory as well as practical library and information science.
4. made aware of changing media of information & information technology.

B A First Year (I st Semester)

Paper No.	Title	Marks	Credits	Lectures
Paper I	Communication & Society	30	4	60
Paper II	Foundations of Library & Information Science	30	4	60
Paper III	Practical	40	5	150

B A First Year II nd Semester

Paper IV	Library Housekeeping Procedures	30	4	60
Paper V	Document Classification	30	4	60
Paper VI	Practical (DDC)	40	5	150

B A First year First Semester

Paper I : Communication and Society (Credits : 4)

No. of
Lectures
per Unit
20

Unit Nos. Title

Unit I Communication Media.

Communication, concept, definitions, models, barriers, channels etc.
Communication Media - Documentary & non documentary (printed, A&V material, e-material etc.)
Communication of Information, generation, etc.
Trends in scientific communication.

20

Unit II Library as Social Institution.

Library- definition, Functions.
Types of libraries & their functions, services, etc. Public, Academic, Special & National.
Role of library in modern society.

10

Unit III Normative Principles

Five law's of Library Science.

10

Unit IV Library and Information Profession.

Attributes of Profession.
Philosophy of librarianship & ethics of librarianship

References

- Agrawal S N, Khan R R & Satyanarayana N R (1982) Perspective in library & information science (vol.1). Vswanathan festschrift volume. Lukhnow: Print House.
- Agrawal S N, Khan R R & Satyanarayana N R (1982) Perspective in library & information science (vol.2). Vishwanathan festschrift volume. Lukhnow: Print House
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- Goswami Inder Mohan ed. (1997) Management of Library Administration. New Delhi: Commonwealth publisher.
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- Kumar PSG (2003) Knowledge organization information processing & retrieval. New Delhi: B R Publishing corporation.
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- Mittal R L (1984) Library Administration theory & practice. New Delhi: Ess Ess publication.
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- Ranganathan S R (1960) Library Manual. Calcutta: Asia publishing house.
- Ranganathan S R (1989) Classification & Communication. Bangalore: Sharda Ranganathan Endowment for library & information science.
- Ranganathan S R (1989) Library Administration. 2nd ed. Bangalore: Sharda Ranganathan Endowment for library & information science.
- Ranganathan S R (1996) The Five laws's of Library Science. Bangalore: Sharda Ranganathan Endowment for library & information science.
- Sharma C D (1978) Use of libraries: A guide to better use of libraries and their resources. New Delhi: metropolitan book co. pvt ltd.
- Sharma CD & Vyas Kailash Ed. (1983) Developing Horizons in library and information Science. Ranganathan's tenth death anniversary commemoration volumes. Volume-2. Jaipur: Printwell publishers.
- Sharma H K (1997) Organization & Administration of College Libraries. New Delhi: S Chand & Co. Ltd.
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- Singh RPS (1990) Fundamentals of Library Administration & Management .Delhi: Prabhat Prakashan.

		Paper III : Practical	(Credits : 5)
50	Unit I	<u>Visit to prominent local libraries: Public, Academic, and Special.</u>	
35	Unit II	Writing reports on collections, services manpower etc. of the libraries.	
25	Unit III	Organizations of extention & publicity activity.	
15	Unit IV	Bibliography of print / non print media.	
25	Unit V	Newspaper clippings (related with libraries)	

Note: (1) Division of marks

Record book = 10

Performance = 10

Report = 05

Visit = 05

Viva = 10

Total = 40

(2) Each practical batch will be of 10 students.

References

- Khanna J K (1987) Library & Society. Kurukhshetra research publications.
- Ranganathan S R (1960) Library Manual. Calcutta: Asia publishing house.
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- Velaga Venkatappaiah ed. (1980) Dimentations of library and information science. New Delhi: Concept publishing co.

B A First year Second Semester

		Paper IV : Library House Keeping Procedures	(Credits : 4)
No of Lectures per units	Unit No.	Title	
10	Unit I	<u>Different Sections of Library & Information Centers and their functions</u>	
20	Unit II	<u>Collection Development</u> Book selection, Ordering, Acquisition, Purchasing, Exchange of books, Accession, Bill passing etc. Technical Process: cataloguing, Classification, Labeling, stamping etc. Serial control: selection, ordering, bill passing, entering , organizing etc.	

- 15 Unit III Circulation
 Library rules & Regulations
 Registration of members
 Charging and discharging : Types, methods, reservation of books etc.
- 15 Unit IV Maintenance
 Binding
 Stock verification: policies & procedures
 Weeding of books
 Conservation, preservation, restoration

References

- Balkrishan S & Paliwal P K (2001) Library Administration & Recourses. New Delhi: Amar Publication Pvt.Ltd.
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 Spiller David (1980) Book Selection: An introduction to principles & Practice 3rd ed. New York : Clive Bingley.
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 Velaga Venkatappaiah ed. (1980) Dimentations of library and information science. New Delhi: Concept publishing co.

Paper V : Document Classification		(Credits : 4)
15	<u>Unit I Universe of knowledge</u> Classification: definition, Scope, need, & functions Knowledge classification & book classification	
10	<u>Unit II General theory of classification</u> Special features of book classification Generalia class, form division, form class, Notation, index	
20	<u>Unit III Standard schemes of classifications</u> Universal decimal classification, Bibliographic classification Library of congress classification Subject classification	
15	<u>Unit IV Normative principles of classification</u> general study of canons of classification	

References

Batty C D (1966) An Introduction to Dewey Decimal Classification. Bombay: Central press.
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Paper VI: Practical (D D C)		(Credits : 5)
50	<u>Unit I</u> Main classes of DDC, 000-900 Sub -classes of DDC latest edition	
40	<u>Unit II</u> Classification of documents having simple subject Classification of documents having common isolates	
20	<u>Unit III</u> Classification of documents representing compound subject Classification of documents representing complex subject	
20	<u>Unit IV</u> Assignment of book number.	
20	<u>Unit V</u> Maintenance of library records.	

Note: (1) Division of marks
 Record book = 10
 Performance = 10
 Report = 10
 Viva = 10

Total = 40

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References

- Batty C D (1966) An Introduction to Dewey decimal classification. Bombay: Central press.
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 -.Ed. 22 .Edited by Joan S Mitchell, Jullianne Beall, Winton E Mathew Jr., Gregory R.New
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