

S-22-23 Dec. 09 AC Circular

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DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

CIRCULAR NO. ACAD / NP / B.Lib.Sc. / 85 / 2010

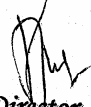
It is hereby notified for the information of all concerned that, the Academic Council at its meeting held on 22/23-12-2009 has accepted the "Revised Syllabus of Bachelor of Library Science [B.Lib.Science] [Third and Fourth Semester]" under the Faculty of Social Sciences as appended herewith.

This is effective from the Academic Year 2010-2011 and onwards.

All concerned are requested to note the contents of this Circular for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. ACAD/NP/ B.LIB. SC./2010/
41694-743
Date:- 16-01-2010.

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Director,
Board of College and
University Development.

Copy forwarded with compliments to:-

- 1] The Principals, affiliated concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University.

Copy to :-

- 1] The Controller of Examinations,
- 2] The Superintendent, [B.A. Unit],
- 3] The Record Keeper,
Dr. Babasaheb Ambedkar Marathwada University.

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**D R. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Revised Syllabus of

B.Lib. Science

[Bachelor of Library Science]

Semester-III and IV

with

Credit & Semester Pattern

[Effective from 2010-11 & onwards]

B A Second year
Third Semester
Paper VII : Planning of Library and Information Centers

No. of Lectures per Unit	Unit No. I	Management: Concept, Definition and scope Functions of Management.
	Unit No. II	Planning: Policies and Procedures
	Unit No. III	Organization, Principles, Organization structure
	Unit No. IV	Personnel Management: Selection & Recruitment Procedures.
	Unit No. V	Directing- Leadership style, Motivation Co-ordination, reporting
	Unit No. VI	Finance Budget, Budgeting Techniques and Methods PPBS, Zero Based Budgeting.

References

- Cowely (1989) Personnel Management in Libraries. London: Clive Bingley.
 Davar R B (1978) Management Process. Bombay: Progressive Corporation.
 Dought, RM (1982) Scientific Management of Library Operations. London: The Scarecrow Press.
 Ellsworth R E (1973) Planning Manual for Academic Library Building. Metuchen: Scarecrow.
 Evans G E (1983) Management Techniques for Librarians. ed.2. New York: Academic Press.
 Evens E G (1976) Management Techniques for Libraries, 2nd Ed.
 Fruqi K Khalid (1998) Planning LIBRARY Buildings. New Delhi: Anmol Publication Pvt.Ltd.
 Godfray Thomson (1973) Planning and Designing of Library Building. London: Architectural Press.
 Gopinath M A (1982) Financial Norms for Collection Development in Libraries. Bangalore: DRTC, Annual Seminar (19).
 Humberg, M (1974) Library planning and decision making system.
 Kaula P N (1971) Library Planning and design. New Delhi: Vikas publication.
 Kotler P (1982) Marketing for non profit organizations, Ed.2. N.J. Prentice Hall: Engle wood cliffs.
 Narayana G J Managing Libraries and Information centers in India.
 Krishan Kumar (1987) Library Administration and Management. New Delhi: Vikas publication.
 Lock R N (1973) Library Administration. ed.3. New York: Philosophical Library.
 McKee (BOB) (1990) Planning library services. London: Clive Bingley.
 Metcalf K D (1974) Planning Academic and research Library Building. New York: Wilson.
 Mittal R L (1983) Library Administration Theory and Practice. New Delhi: Metropolitan.
 Orr J M (1972) Designing Library Building for Activity. London: Andre Dentach.
 Ranganathan S R (1959) Library Administration. Ed.2. Bombay: Vikas Publication.
 Seetharama S (1990) Guidelines of planning & management of Libraries & Information enters. IASLIC.
 Sharma S D (1972) Library Building and Furniture. Varanasi: Indian Bibliographic Center.
 Stuart RD and Moran B B (1987) Library Management ed.3. Colorado: Libraries unlimited.
 Urwick L (1947) Elements of Administration ed.2. London: Pitman.

Paper VIII : Document Cataloguing

- Unit No. I Catalogue: Definition, Need and Purpose
 Functions of Library Catalogue
 Qualities of a Good Catalogue
 Reading a book technically
- Unit No.II Physical (Outer) forms of catalogue
 Register form, Sheaf form, Card form, including OPAC, etc,
 Types (Inner Form) of Catalogue
 Author Catalogue, Name Catalogue, Title Catalogue, Alphabetical Subject
 Catalogue, Dictionary Catalogue, Classified Catalogue.
- Unit No. III History of Catalogue codes
 British Museum Cataloguing Rules, Jewett's Code, AA code, Vatican Code,
 Classified Catalogue Code, Dictionary catalogue, ALA Rules, AACR (1967),
 ISBDs and AACR II , ISO-2709,CCF,MARC,MARC 21and Metadata
- Unit No. IV Types and functions of entries According to AACR II , Main entry, Added
 entries, Arrangement of entry cards

References

- Akers S G (1969) Simple Library Cataloguing ed.5. Metuchen N J: Scarecrow.
 Boly J J (1974) Introduction to Cataloguing. 2v. New York: McGraw Hill.
 Shera J H & Egan M E (1956) Classification & Cataloguing Basic Principles and Practice. Chicago: ALA
 Wymar B S (1985) Introduction to Cataloguing and Classification.ed 7 New York: Libraries Unlimited.
 Jully L (1950) Principles of Cataloguing. London: Crosby Lockwood.
 ALA (1978) Anglo American Cataloguing Rules ed.2. London: Library Association.
 Girija Kumar and Krishan Kumar (1986) Theory of Cataloguing ed.5. Delhi: Vkias publication.
 Ranganathan S R (1964) Classified Catalogue Code with additional rules for Dictionary Catalogue Code.
 (with amendments) Bombay: Asia publishing House.
 Escreat p k (1971) Introduction to Anglo American Cataloguing Rules. London: Andre Deutsch.
 Vishvanathan C G (1987) Cataloguing: Theory and Practice.ed5. Lukhnow: Print House.
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 Kumar PSG (2004) Knowledge organization, Information Processing & Retrieval. New Delhi: BRPC.
 Tripathi S M (1978) Modern Cataloguing: Theory and Practice. Agra: Educational Publisher.
 Krishan Kumar (1986) An Introduction to AACR II. New Delhi: Vikas Publishing House Pvt. Ltd.
 Singh S n & Prasad H N (1985) Cataloguing Manual AACR II. New Delhi: B R Publication corporation.
 Riaz Muhammad (1989) A Manual of Practical Cataloguing. New Delhi: Atlantic Publishers & Distributors.

Paper IX : Practical AACR II

- Unit No. I Cataloguing of Documents using AACR II (Latest ed.)
- Unit No.II Cataloguing of Simple Documents
- Unit No. III Cataloguing of Complex Documents

Note: (1) Division of marks

Record book	= 10
Performance	= 10
Report	= 05
Visit	= 05
Viva	= 10

 40

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

References

- Kumar PSG (2004) Knowledge organization, Information Processing & Retrieval. New Delhi: BRPC.
 Tripathi S M (1978) Modern Cataloguing: Theory and Practice. Agra: Educational Publisher
 Riaz Muhammad (1989) A Manual of Practical Cataloguing. New Delhi: Atlantic Publishers & Distributors.
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 Singh S n & Prasad H N (1985) Cataloguing Manual AACR II. New Delhi: B R Publication corporation.

B A Second year**Fourth Semester****Paper X : Information Sources**

Unit No. I Information Sources: Definition, Need, Importance of Information Qualities and role of reference librarian/ information officer.

Unit No.II Primary Information Sources

Unit No. III Secondary Information Sources,

Unit No. IV Tertiary Information sources

References

- Bose H (1976) Information Science, Principle & practice. New Delhi: Sterling.
 Chandler G (1974) How to find of guide to sources of information for all. Ed. 4 Oxford:
 Chemy F N & Williams W J (1980) Fundamental Reference Sources ed.2. Chicago: ALA.
 Collision R L (1965) Library Assistance to readers. ed4. London: Lockwood.
 Doyle J M & Grimes G R (1976) References resources: a systematic approach .Metuchen: Scarecrow.
 Foskett D (1967) Information Service in Libraries ed.2. London: Crosby Lockwood.
 Galine S & Spielberg P Reference Books, How to select them and Use. New York: Random House.
 Guha B (1983) Information Services. Calcutta: World Press.
 Hutichins M. (1944) Introduction to reference works. Chicago: ALA.
 Katz W A (1987) Introduction to reference work v1. London: McGraw Hill.
 Sharma J S 7 Grovar DR (1987) Reference Services & sources of Information. New Delhi: ESS.
 Sheely E P (1976) Guide to reference books .ed 9. Chicago: ALA.
 Winchell C M (1967) Guide to reference books. Chicago: ALA.
 Worldfor J (1980) Guide to reference books ed. 4. 3v. London: Library Association.

Paper XI Information Services

Unit No. I Reference Service
 Concept ,Definition and Trends
 Reference Interview

Unit No.II Information Services and Products
 Information Services Concepts, Definition, Need
 Alerting services (CAS & SDI)

Unit No. III Indexing and Abstracting Services

Unit No. IV Reprography and Translation Service

References:

- Bose H (1976) Information Science, Principle & practice. New Delhi: Sterling.
 Chandler G (1974) How to find of guide to sources of information for all. Ed. 4 Oxford:
 Chemey F N & Williams W J (1980) Fundamental Reference Sources ed.2. Chicago: ALA.
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 Foskett D (1967) Information Service in Libraries ed.2. London: Crosby Lockwood.
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 Guha B (1983) Information Services. Calcutta: World Press.
 Guha B (1988) Documentation and Information Services: Techniques and systems. Calcutta: World Press.
 Hutichins M. (1944) Introduction to reference works. Chicago: ALA.
 Katz W A (1987) Introduction to reference work v1. London: McGraw Hill.
 Mukherji A k (1961) Reference Service. Ed.2. Bombay : Asis
 Sharma J S 7 Grovar DR (1987) Reference Services & sources of Information. New Delhi: ESS.
 Sheely E P (1976) Guide to reference books .ed 9. Chicago: ALA.
 Vickery B C (1970) Technique of Information Retrieval. London: Butterworths.
 Winchell C M (1967) Guide to reference books. Chicago: ALA.
 Worldford A J (1980) Guide to reference books ed. 4. 3v. London: Library Association.

Paper XII Practical (Sources & Services)

Unit No. I Study and Evaluation of Information sources

Unit No. II Compilation of Press Clipping

Unit No. III Compilation of Bibliography

Note: (1) Division of marks

Record book	= 10
Performance	= 10
Report	= 05
Visit	= 05
Viva	= 10

40

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