SYLLABUS - FIRST SEMESTER

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY
Paper- B-102 - LIBRARY CLASSIFICATION (Theory)
Paper- B-103 - LIBRARY CLASSIFICATION (Practical)
Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)
Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)
Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY
UNIT – I: Role of Libraries
Library as a Social Institution
Development of Libraries in India
Role of Library and Information Centres in Modern Society
Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations
National Library of India: Concept, Functions and Services
Public Libraries, Academic Libraries and Special Libraries
Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA
National and International Organizations: RRRLF, UNESCO and IFLA
Digital Libraries

UNIT – III: Library Legislation
Library Legislation: Need, Purpose, Objectives and Model Library Act
Library Legislation in India: Structure and Salient Features
Press and Registration Act
Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication
Information: Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Communication channels, models and barriers
National Knowledge Commission and Information Policy
Information Intermediaries
UNIT – V: Library and Information Profession

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

Recommended Books

11. **VENKTAPPAIAH (V) and MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.
UNIT - I: Elements of Library Classification
Concepts, Terminology
Need, Purpose and Functions
Species of Classification Schemes

UNIT - II: Theory and Development
Historical Development
General Theory: Normative Principles
Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification
Postulational Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet Sequence
Phase Relation and Common Isolates
Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number
Notation: Need, Purpose, Types and Qualities
Call Number: Class Number, Book Number and Collection Number
Construction of Class Numbers

UNIT – V: General and Special Classification Schemes
Dewey Decimal Classification
Universal Decimal Classification
Colon Classification
Current Trends in Library Classification
Recommended Books

2. MANN (Margaret). Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)
Introduction, Structure and Organisation
Steps in Classification
Classification of Documents with Basic Subjects
Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (Latest Edition)
Introduction, Structure and Organisation
Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)
Use of Common Isolates, Phase Relations and Devices
Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)
Classification of Documents using Tables 1 to 7

Recommended Books
Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

UNIT – I: Introduction to Computers
Computers: Generations, Types, Input and Output Devices, Computer Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
Word Processing, Spreadsheets, PowerPoint Presentation
Graphics Software: Basic Functions and Potential Uses
Communication Software

UNIT – II: Library Automation
Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata Dublin Core
Library Software Packages: Overview and House Keeping Operations
Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems
Database: Concepts and Components
Database Structures, File Organization and Physical Design
Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases
Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS
UNIT – V: Introduction to Internet

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

Recommended Books

4. **NEELAMEGHAN (A) and LALITHA (S K).** Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
UNIT – I: Operating Systems and Application Software
Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux
Setting of Desktop, Library Server and its Maintenance
Creating Presentations with PowerPoint
Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software
Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface
GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS

UNIT – IV: Online and Offline Searching
Web Searching
Advanced Internet Searching
Search through Meta Search Engines
Offline Databases
Internet and E-mail
Recommended Books

1. **CHOWDHURY (G G) and CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.

2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta)**. Organizing information: from the shelf to the web. 2007. Facet Publishing, London.


5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.


Objectives:

(i) To train the students in literature searching using print and online sources on the assigned area of study.

(ii) To train the students in preparing bibliography and documentation list on the assigned area of study.

(iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.

(iv) To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR FULL TIME PROGRAMME

SYLLABUS - SECOND SEMESTER

Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES
Paper – B-108 – INFORMATION SOURCES AND SERVICES
Paper- B-109 - LIBRARY CATALOGUING (Theory)
Paper- B-110 - LIBRARY CATALOGUING (Practical)
Paper- B-111 - INTERNSHIP PROGRAMME

Department of Library and Information Science
Faculty of Arts,
UNIVERSITY OF DELHI
DELHI – 110007

2009
Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management
Management Vs Administration
General Principles and their Application
Library Organisation Structure and Library Governance
Library Planning: Need, Objectives and Procedures
Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management
Library Finance and Sources of Finance
Library Budget, Budgeting and Accounting
Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management
Library Building
Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library
Circulation Work
Maintenance Shelving and Stock Verification
Preservation
Library Services
Reference and Information Service

UNIT – V: Library Records and Statistics
Staff Manual
Library Statistics
Annual Report
Recommended Books

Paper – B-108 – INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts
Meaning, Definition, Importance, Nature and Characteristics
Printed and Electronic Information Sources
Types of Information Sources and Services
Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information
Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)
Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues

UNIT- III: Reference and Information Services
Users and their Information Needs
Theory and Functions of Reference and Information Service
Enquiry Techniques
Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services
Documentation Services: Abstracting and Indexing Services
Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service
UNIT-V: Information Literacy Programmes

Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users Information needs

Information Literacy Products

Recommended Books

UNIT – I: Fundamental Concepts and Historical Developments
Library Catalogue: Definition, Objectives, Purposes and Functions
History and Development of Library Catalogue Codes
Physical Forms of Catalogues
Types of Catalogues

UNIT – II: Types of Catalogue Entries
Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings
Personal Authors: Western and Indic Names
Corporate Authors
Pseudonymous, Anonymous Works and Uniform Titles
Non-Print Resources

UNIT – IV: Subject Cataloguing
Subject Cataloguing: Concept, Purpose and Problems
Chain Indexing
Subject Headings Lists: LCSH, SLSH

UNIT – V: Trends in Library Cataloguing
Centralized and Cooperative Cataloguing
Bibliographic Standards: ISBD, MARC, CCF, etc.
ISBN and ISSN
Recommended Books


Cataloguing of books using *Classified Catalogue Code*, 5th edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).

**UNIT - I: Classified Catalogue Code**
- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multivolumed Works and Pseudonymous

**UNIT - II: Anglo American Cataloguing Rules (Latest Edition)**
- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous

**UNIT - III: Classified Catalogue Code**
- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books

- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction
Recommended Books


UNIT- I: Internship Programme

A. Report on Internship Programme

B. Viva-Voce

Objectives:

(i) To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month.

(ii) To train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

Note: - Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.