

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR FULL TIME PROGRAMME

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



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

2009

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY

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

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

Paper- B-102 - LIBRARY CLASSIFICATION (Theory)

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

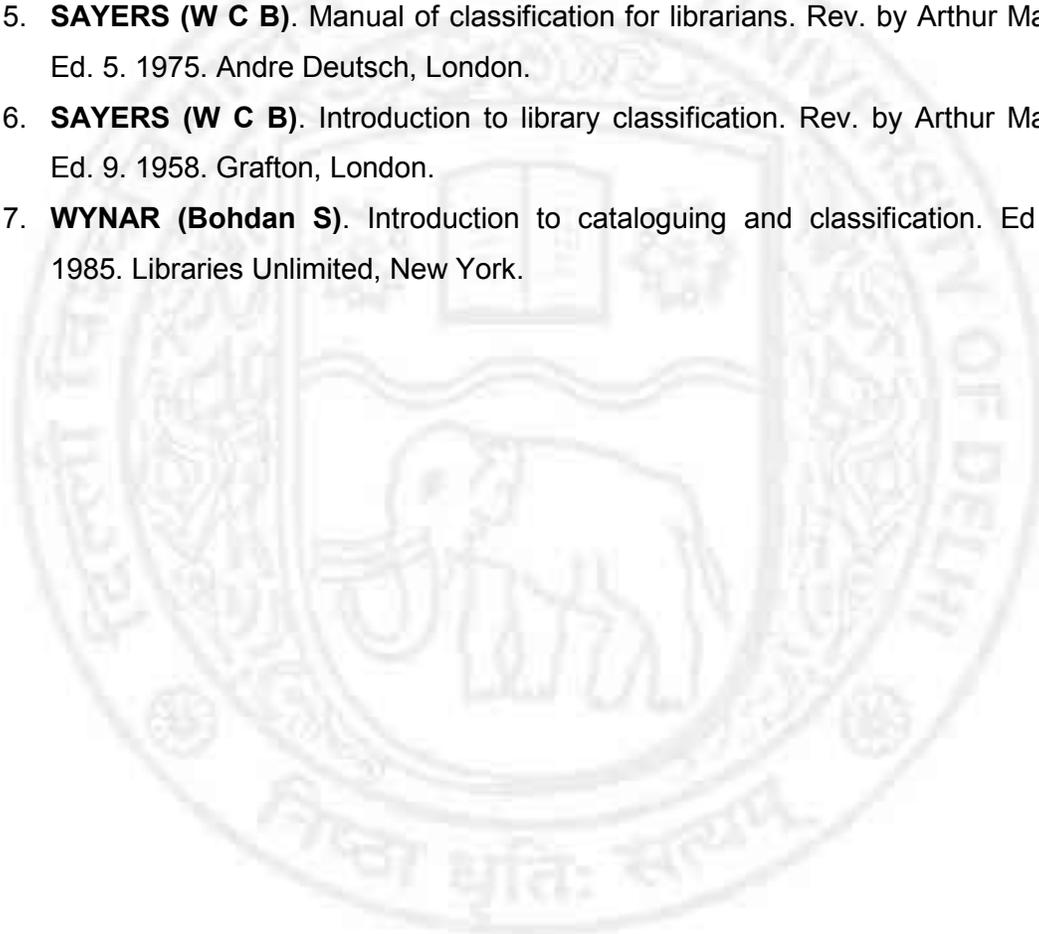
Universal Decimal Classification

Colon Classification

Current Trends in Library Classification

Recommended Books

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.



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

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P)**. Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

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

1. **DEEPALI (Talagala)**. Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
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.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

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

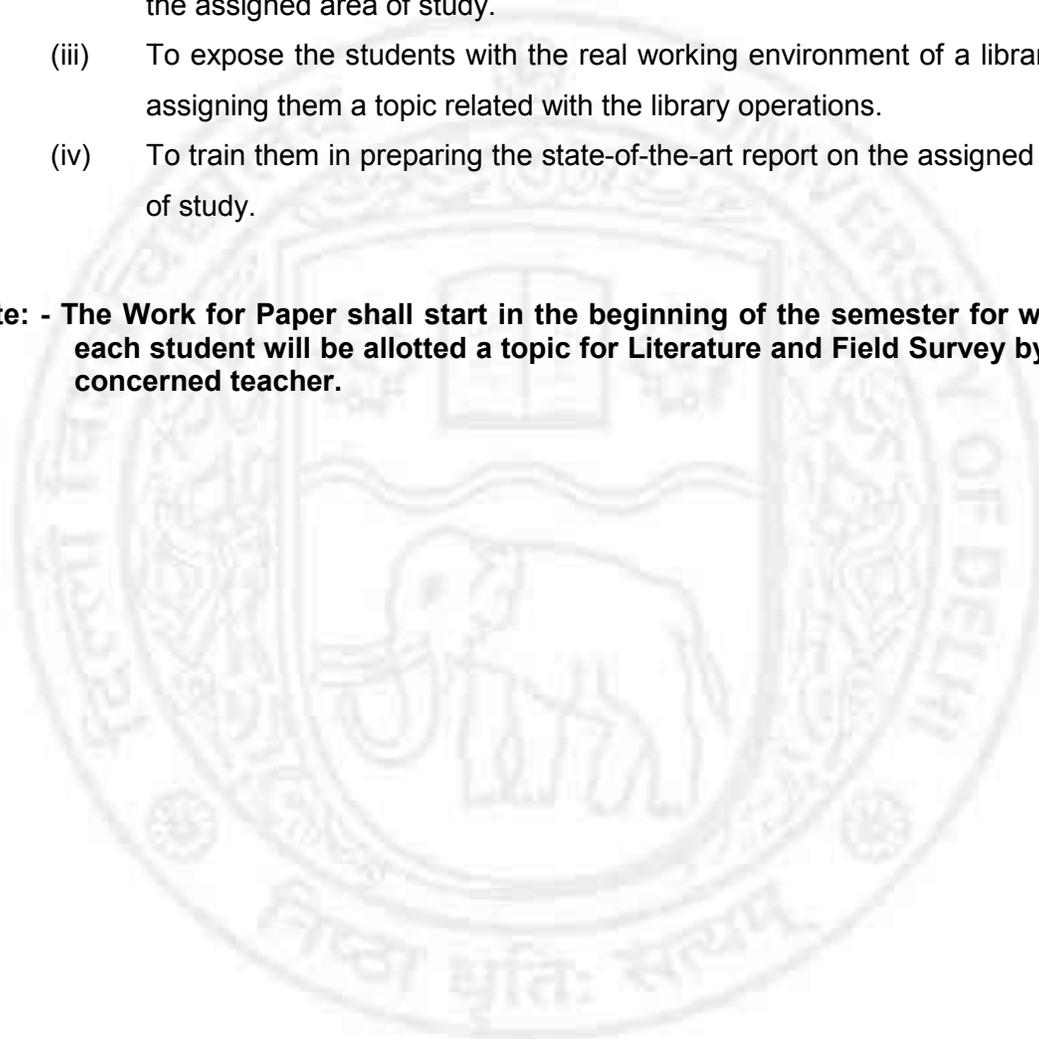
1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.
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.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian)** and **McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.

Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY

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
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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



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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

1. **BRYSON (Jo)**. Effective library and information centre management. 1990. Gower, Hants.
2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.
3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. **KATZ (W A)**. Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.
6. **MATTHEWS (J)**. Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.
8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

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

1. **CHENEY (F N)** and **WILLIAMS (W J)**. Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
2. **CRAWFORD (John)**. Evaluation of library and information services. 2000. ASLIB, London.
3. **FARMER (LSJ), Ed.** The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.
5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age.2002. Libraries Unlimited, New York.
6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**. Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.
10. **WOODSWORTH (Anne)** and **WILLIAMS (James F)**. Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

Paper- B-109 - LIBRARY CATALOGUING (Theory)

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

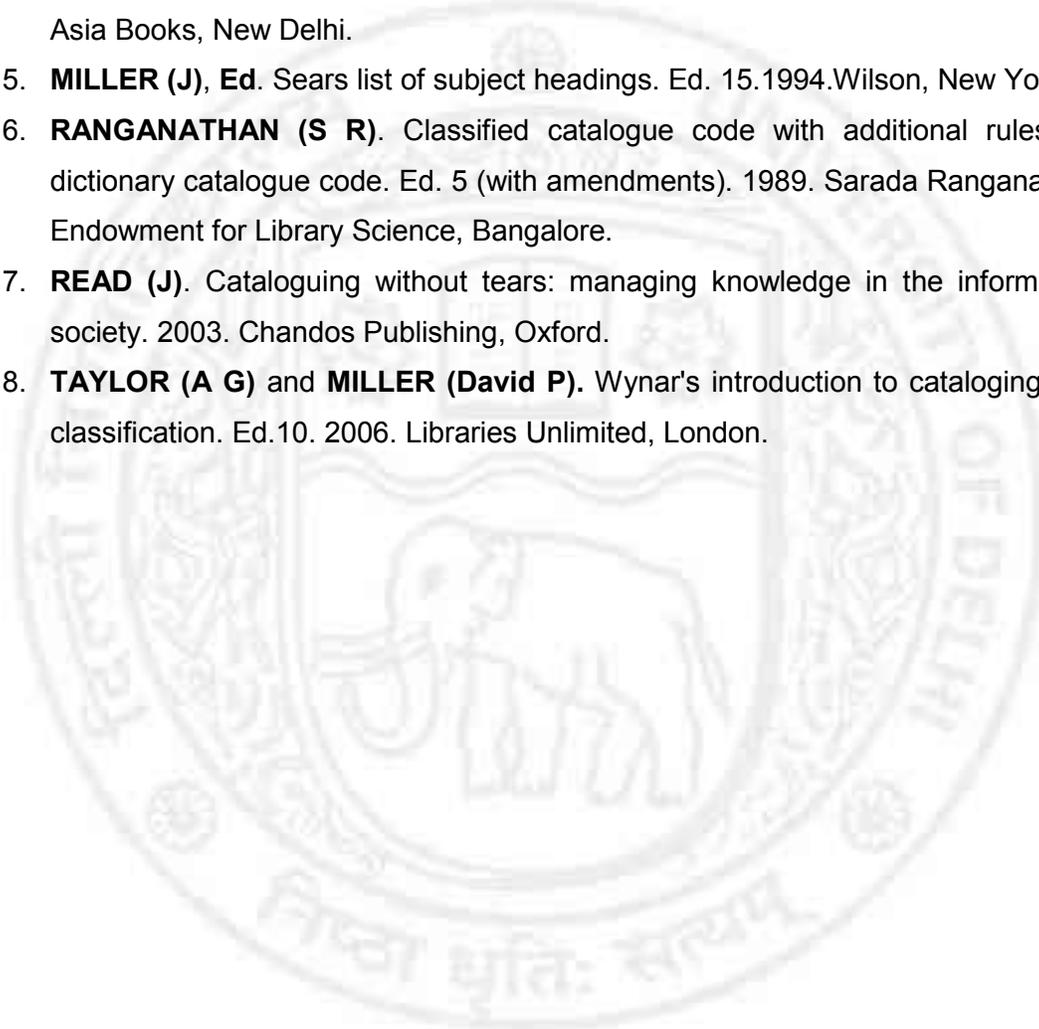
Centralized and Cooperative Cataloguing

Bibliographic Standards: ISBD, MARC, CCF, etc.

ISBN and ISSN

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J), Ed.** Sears list of subject headings. Ed. 15.1994. Wilson, New York.
6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
8. **TAYLOR (A G)** and **MILLER (David P)**. Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.



Paper- B-110 - LIBRARY CATALOGUING (Practical)

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

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies

Serial Publications

Works of Editorial Direction

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph), Ed.** Sears list of subject headings. Ed 15. 1994 .Wilson, New York.
3. **RANGANATHAN (S R).** Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.



Paper- B-111 - INTERNSHIP PROGRAMME

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.