PANJAB UNIVERSITY, CHANDIGARH

(Estted. under the Panjab University Act VII of 1947- enacted by the Govt. of India)

FACULTY OF ARTS

SYLLABI

FOR

BACHELOR OF LIBRARY & INFORMATION SCIENCE

PANJAB UNIVERSITY, CHANDIGARH

SCHEME OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(SEMESTER SYSTEM)
FOR THE EXAMINATIONS 2014-2015

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Paper Code	Title of the Paper	Marks			
		Internal Assessment*	Ext. Exam.	Total	Exam. Hours

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1st Semester

Paper Code	Title of the Paper	Internal Assessment*	Ext. Exam.	Total	Exam. Hours
B. LIB. (CC)-01	Foundations of Library and Information Science	20	80	100	3
B. LIB.(CC)-02	Knowledge Organisation : Classification (Theory)	20	80	100	3
B. LIB. (CC)-03	Knowledge Organisation : Cataloguing (Theory)	20	80	100	3
B. LIB. (CC)-04	Information and Communication Technology: Basics	20	80	100	3

2nd Semester

B. LIB. (CC)-05	Management of Library and Information Centers	20	80	100	3
B. LIB. (CC)-06	Knowledge Organisation : Classification (Practice)	20	80	100	3
B. LIB. (CC)-07	Knowledge Organisation : Cataloguing (Practice)	20	80	100	3
B. LIB. (CC)-08	Information Sources and Services	20	80	100	3

* For the purpose of internal Assessment in all papers two assignments will be given (10 marks each), which will be compulsory.

Essential Readings:

Chopra, Hans Raj. Librarianship as a profession in India. Jodhpur: Jain Brothers, 1989. 284p. (ISBN: 81-85287-02-3).

Krishan Kumar.: Library Manual. 4th Ed. Delhi, Vikas, 2000. 386p.

Kumar, P.S.G. : Fundamentals of information science. New Delhi: S.Chand, 1998.

Kumar, P.S.G. : Foundations of Library & Information science. Delhi: B.R. Pub. 2003. 528p.

Prasher, R.G.Information and communication. New Delhi: Medallion Press, 1991.

Ranganathan, S.R. Five laws of library science. Bombay: Asia Publishing House, 1957.

Rout, R.K., ed. Library legislation in India. New Delhi: Reliance Publishing House, 1986.

Venkatappaiah, V. Indian library legislation. 2v. Delhi: Daya Publishing House, 1990.

Further Readings:

Balasubramanian, P.: Manual of Library & Information Science. New Delhi, Regal, 2013. 295p.

Ekbote, Gopal Rao. Public library system. Hyderabad: Exbote Brothers, 1987.

Hill, Michael W. The impact of information on society. Bowker-Saur, 1998.

Isaac, K.A.: Library Legislation in India. Delhi Ess Ess, 2004. 327p.

Kaula, P.N. Higher education and libraries. The Indian scene. Herald of library science. 25(1-2) Jan-Ap.1986: 46-57.

Kent, Allen. Resource sharing in libraries: Why, how, when next action step. New York : Marshal Dekker,1974.

Krishan Kumar. Development of university libraries during 1980s. University News 30(35), Aug. 1992 : 53-56.

Mangla, P.B., ed. Library and information science education in India. New Delhi: Macmillan, 1981.

Rathnaswamy, P. Communication management: Theory and practice. New Delhi: Deep and Deep, 1995.

Smith, Marth M. Information ethics. Bowker-Saur, 1999.

UNESCO. National libraries: Problems and prospects. Paris : Unesco, 1980.

Paper Code : B.Lib.(CC) -02

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (THEORY)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS:

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the

Essential Readings:

Ranganathan, S.R. Elements of library classification. / Ranganathan, S.R. . Bangalore: Sarada

Ranganathan Rndowment for Library Science , 1989. 108p. 19cm.

Khanna, J.K. Vohra, R. Handbook of library classification systems. / Khanna, J.K. ; Vohra, R. .

Delhi: Beacon Bks. , 1996. 472p. 81-86104-15-1

Library classification / Sharma, C.K. ; Sharma, Amit K. . New Delhi: Atlantic , 2007. x:253p. 81-269-0782-7.

Husain, Shabahat. Library classification: facets and ana

Paper Code : B.Lib.(CC) -03

Paper Title : KNOWLEDGE ORGANISATION: CATALOGUING (THEORY)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered w onbut o25S30owo d21.7391(s)-2.30474(w)-54.347874rnh oN oho21.7391(a)-12.5218(l)17.1297(l)17.1297(

Krishan Kumar. An introduction to AACR-2. New Delhi : Vikas, 1992.

Ranganathan, S.R. Classified catalogue code. 5th ed. Bombay : Asia,1964.

Sears, Minnie Earl. Sears list of subject headings. 18th ed., New York : H.W. Wilson, 2004.

Further Readings :

Foskett, A.C. Subject approach to information. 5th ed. London : Clive Bingley, 1990.

Gradley, Ellen and Hopkin, Alan. Exchanging bibliographical data : MARC and other international formats. Ottawa : Canadian Lib. Assoc., 1990.

Hunter, E.J. and Bakewell, K.G.B. Advanced cataloguing. London : Clive Bingley, 1989.

Khan, M.A. Cataloguing in library services. New Delhi : Sarup pub., 1997.

Kochar, R.S. Principles and practices of cataloguing. Delhi : Rajat pub., 1998.

Krishan Gopal. Library online cataloguing in digital way. Delhi : Authors press, 2000.

Wyner, Bondan S. Introduction to cataloguing and classification. 7th ed. Littleton : Libraries Unlimited, 1985.

Yadav, S.K.: Cataloguing & Computer Networking in Libraries. Delhi, Shree Pub., 2004. 303p.

Paper Code : B.Lib.(CC) -04

Paper Title : INFORMATION and COMMUNICATION TECHNOLOGY : BASICS

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS :

The Paper carries 80 marks. Duration of the paper is 3 hour

<center>**Unit – II**</center>

Programming Languages and Operating Systems:

Programming Languages: Definition and types: Low level, ma

Bailey, D. Russell. Transforming library service through information commons: case studies for the digital age / Bailey, D. Russell; Tierney, Barbara Gunter. New Delhi: Indiana Publishing, 2009. xi: 155p.

Kaushik, P. (2006). Library and information technology. New Delhi: Anmol Publications.

Rowley, J. E., and Tilsed, I. (2006). Information technology for libraries. London: Facet.

Further Readings:

Whole digital library handbook / Kresh, Diane, [ed]. New Delhi: Indiana, 2009. x: 416p. 81-8408-232-0.

Sharma, C.K. Singh, U.N. Information technology / Sharma, C.K.; Singh, U.N. New Delhi: Shree Pub. , 2003. vii: 223p. 81-88658-03-0.

Singh, U.N. Information technology in libraries / Singh, U.N. New Delhi: Shree, 2004. vi: 277p. ISBN - 81-88658-24-3.

Sathaiah, B. (2011). Information technology in university libraries. New Delhi: Commonwealth Publishers.

Leckie, G. J., and Buschman, J. (2009). Information technology in librarianship: New critical approaches. Westport, Conn: Libraries Unlimited.

Singh, S. P. (2009). Information technology in library. New Delhi, India: Omega Publications.

Sharma, S. K. (2007). Information technology and library services. New Delhi: Shree Publishers and Distributors.

Theresa, T. B., Ratna, K. C., and Rai, B. A. (2011). Information technology and library automation. New Delhi: Commonwealth Publishers.

Paper Code: B.Lib.(CC)-05

Paper Title: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Instructions for the Paper-Setters / Examiners:

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out, of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives:

The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library / information centre.

Unit - I

Principles of Library Management:

Functions of Management. Principles of scientific management and their application to Libraries and Information Centers. Management by Objectives, Library Authority, Library Committee, Delegation of Authority. Library Organizational Structure. Management Information System (MIS).

Unit - II

Library House Keeping Operations:

Activities of different sections of library and information centre and their functions: Acquisition Section, Technical Section, Circulation Section, Maintenance Section, Periodical Section and Reference Section. Stock Verification and Rectification: Policies and procedures.

Unit - III

Human Resource Management:

Policy and Staffing; Recruitment and Training, Job Description. Motivation (Definition, Nature, Importance and Theories of McGregor and Maslow). TQM.

Essential Readings :

Bryson, Jo. Effective Library and Information Centre Management. Hants: Gower, 1990.

Faruqi, Khalid, K., ed. Planning Budget in Libraries. New Delhi : Anmol Pub., 1997.

Faruqi, Khalid, K. Planning Library Buildings. New Delhi : Anmol Pubs.,1998.

Gupta, S.R. Stock Verification in Libraries: Problems and Solutions. Delhi : Ken Publications, 1990.

Iyer, V.K. Library Management of Staff Training and Development. Delhi : Rajat, 1999.

Kumar, P.S.G.: Management of Library and Information Centres. Delhi, B.R., 2003. 698p.

Mittal, R.L. Library Administration: Theory and Practice. 4th ed. Delhi: Metropolitan, 1984.

Narayana, G.J. Library and Information Management. New Delhi: Prentice-Hall, 1991.

Further Readings:

Dhawan, K.S. Multimedia Library. New Delhi : Commonwealth Publishers, 1997.

Khanna, J.K.: Advances in Library Administration. Agra Y.K. 2008. 464p.

Makay, Duncan. Effective Financial Planning for Library and Information Services. London : Aslib, 1999.

Morgan, Sta 4P-30.95568()30.9568(r)-14.8262(,)6.9129(f)21.7391(r)-36.5654(m)38.8701(a)-12.5215(t)21.7391(c)-12.52

Objectives:

To give practice and train students in the techniques of classifying titles of documents according to Colon Classification. (Rev. Ed. 6) and Dewey Decimal Classification, 19th Ed.

Unit - I

Classification of Documents according to DDC (19th ed.)

Classification of documents representing simple subjects. Classification of documents using tables.

Unit - II

Classification of Documents according to DDC (19th ed.)

Classification of documents representing compound subject. Classification of documents representing complex subject

Unit - III

Classification of documents according to CC (6th rev. ed.).

Classification of documents representing simple subjects. Classification of documents having Common isolates.

Unit - IV

Classification of documents according to CC (6th rev. ed.).

Classification of documents repreng compound subject.

Unit - II

Information Services :

Bibliographies.   Indexing and Abstracting. CAS and SDI. Trend Reports.

Unit - III

Reference and Information Sources:

Encyclopaedias, dictionaries, geographical sources, biographical sources, year books, directories and handbooks, statistical sources (salient features and evaluation of enlisted reference sources only).

A List of important reference works

Dictionaries : Oxford English Dictionary. Webster's New International. Dictionary. Peter Roget's International Thesaurus. Encyclopaedias : New Encyclopaedia Britannica. Encyclopaedia Americana. International Encyclopaedia of Social Sciences. McGraw-Hill Encylopaedia of Science and Technology. Encylopaedia of Library and Information Science (Marcel Dekker). Biographical Dictionaries : India Who's Who. International Who's Who (Europa). Dictionary of National Biography (UK and India). Gazetteers/Geographical Dictionaries : Columbia Gazetteer of the World.   Gazetteer of India (New volumes after Independence). Fodor's India.

Year Books : Europa Yearbook. India : A Reference Annual. World Fact Book. Bowker Library and Book Trade Almanac. Whitaker's Almanac. Stateman's Year Book. World of Learning. Universities Handbook : India. Statistical Sources : Census of India.   UNO Statistical Abstracts.

Unit - IV

Reference and Information Sources :

Bibliographies, Union Catalogues, Indexing and Abstracting Sources (salient features and evaluation of enlisted reference sources only)

A List of important reference works

Bibliographies: British National Bibliography. Indian National Bibliography.

Whitaker's Books in Print. Cumulative Book Index (Wilson). Books in Print (Bowker). Indian Books in Print. American Book Publishing Record (Bowker). Ulrich's International Periodicals Directory (Bowker) .

Union Catalogue : National Union Catalogues of Scientific Periodicals in India (INSDOC, NISCAIR).

Ranganathan, S.R. Reference service. 2nd ed. Bombay : Asia Pub. House, 1961.

Sewa Singh. Manual of Reference and Information Sources. 2nd ed., Delhi : B.R.Pub., 2004.

Further Readings:

Amjad Ali: Reference Service and the Digital Services of Information. New Delhi, Ess Ess, 2004. 392p.