SCHEME OF EXAMINATION
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.Sc.)
ONE YEAR PROGRAMME (ANNUAL)
2011

Notes:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

2.

Internal assessment marks shall be given on the basis of marks secured by the candidate in the Descriptive Examination to be conducted by the respective study centre. Study centres are required to keep the record of the descriptive examination with them for inspection by the University. The marks of Internal Assessment must be submitted to the University before the termination of the University Examination in the concerned subjects. In the event of non receipt of the Internal Assessment Marks, the theory marks secured by the candidate shall be proportionately enhanced.

Paper	Nomenclature	Theory	Practical	Assign.	Total Marks
DEBLS-101	Library and Society	80		20	100
DEBLS-102	Library Management	80		20	100
DEBLS-103	Library Classification Theory	80		20	100
DEBLS-104	Library Classification (Practical)		80	20	100
DEBLS-105	Library Cataloguing Theory	80		20	100
DEBLS-106	Library Cataloguing (Practical)		80	20	100
DEBLS-107	Reference and Information Sources	80		20	100
DEBLS-108	Information Services	80		20	100
DEBLS-109	Information Technology: Basics	50	30	20	100

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY AND SOCIETY
PAPER CODE: DEBLS-101

Theory: 80 **Assignment:** 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Development of Libraries and Their Role in Society

Unit 1 : Role of Libraries in Modern Society

Unit 2 : Laws of Library science

Unit 3 : Development of Libraries in UK and USA

Unit 4 : Library Development in Modern India-plans and programme

Section 2 : Unit 5 : National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR

Unit 6 : Academic Libraries : University, College and School Libraries

Unit 7 : Public Libraries

Unit 8 : Special Libraries and Information Centres

Section 3 : Library Legislation

Unit 9 : Library Legislation and Model Public Library Act

Unit 10 : Library Legislation in Indian States—their Salient Features

Section 4 : Resource sharing and User Studies

Unit 11 : User Studies

Unit 12 : User Education

Unit 13 : Resource Sharing — Concept, Need, Form, Resource Sharing—Selected Case Studies

Section 5 : Library Associations, Organisation and Institution

Unit 14 : Librarianship as a Profession and Professional ethics.

Unit 15 : Role of Professional

Unit 16 : Organisation and Institutions involved in Development of Library and Information Services.

LIBRARY MANAGEMENT
PAPER CODE: DEBLS-102

Theory: 80 **Assignment:** 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Principles of Library Management

Unit 1 : General Principles of Management and the Application to Library Management Unit

2 : Library Organisational Structure Unit 3 : Management Information System Unit 4 :

Physical planning

Section 2 : Information Resources Development

Unit 5 : Types of Information Resources Selection Principles including the communication Media

Unit 6 : Different Types of Selection Tools and the Importance

Unit 7 : Acquisition Procedure Books and Non- Printing Material

Unit 8 : Acquisition of Periodicals and Serials

Unit 9 : Technical Processing

Section 3 : Use and Maintenance of the Library

Unit 10 : Circulation Work

Unit 11 : Maintenance Shelving and Stock Verification, etc.

Unit 12 : Elements of Binding and Preservation

Section 4 : Human Resource Development

Unit 13 : Human Resource Development Concept and Contours

Unit 14 : Personnel Planning

Unit 15 : Participatory Management and Total Quality Management(TQM)

Section 5 : Library Finance, Library Budget

Unit-16 : Library Finance

Unit 17 : Budgeting and Accounting.

LIBRARY CLASSIFICATION THEORY
PAPER CODE: DEBLS-103

Theory: 80 **Assignment:** 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Elements of Classification Theory

Unit 1 : Basic Terminology and Historical Perspective

Unit 2 : Perspective Need and Purpose of Library Classification

Section 2 : Theory and Development of Library Classification

Unit 3 : General Theory of Library Classification

Unit 4 : Species of Schemes of Library Classification

Unit 5 : Learning about subjects

Section 3 : Approaches to Library Classification

Unit 6 : Postulation and Systems Approaches

Unit 7 : Fundamental Categories; Facet Analysis and facet Sequences

Unit 8 : Phase Relations and Common Isolates

Unit 9 : Devices in Library Classification

Section 4 :   Study of Selected Schemes of Classification

Unit 10 : Dewey Decimal Classification

Unit 11 : Comparative Study of 19th, 20th and 21st Edition of DDC

Unit 12 : Universal Decimal Classification

Unit 13 : Colon Classification

Unit 14 : Different Versions of Colon Classification

Unit 15 : Current Trends in Library Classification

LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)
PAPER CODE: DEBLS-104

Practical: 80
Assignment: 20

Notes:

1. There will be three parts consisting of Ten Question each.

2. The student is required to classify any 5 titles by Colon Classification 6th revised edition from part-A each title carries four Marks; Classify any 5 titles by Dewey Decimal Classification 19th edition from part-B and each title carried 4 Marks and Classify and 5 titles using both colon Classification 19th from Part-C and each title carries 8 Marks.

3. Copies of Dewey Decimal classification 19th edition and Colon Classification by S.R. Ranganathan 6th revised edition will be provided for use.

4. The class members assigned should specific as possible.

5. Furnish your answers in the question paper itself in the space provided against each title.

6. Question Paper should have English and Hindi version. Only transliteration of title should be done and not the translation.

Section 1: Dewey Decimal Classification (19th Edition) Part-I

Unit 1 : Introductions, Structure and Organisation

Unit 2 : Definitions, Notes and Instructions

Unit 3 : Introduction to Three Summaries and Steps in Classifying Documents

Unit 4 : Relative Index and its use

Section 2 : Dewey Decimal Classification (19th Edition) Part-2

Unit 5 : Study of Tables and Schedules

Unit 6 : Auxiliary tables and Devices

Unit 7 : Practical Classification

Section 3 : Colon Classification (6th Edition) : Preliminaries

Unit 8 : Introduction, Structure and Organisation

Unit 9 : Schedules and Techniques

Unit 10 : Steps in Classification

Section 4 : Colon Classification (6th Edition) : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis

Unit 11 : Humanities and Social Sciences

Unit 12 : Biological Sciences

Unit 13 : Physical Sciences and Generalia

LIBRARY CATALOGUING THEORY
PAPER CODE: DEBLS-105

Theory: 80 Assignment: 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : History, Purpose and Types of Library Catalogue

Unit 1 : Library Catalogue: Objectives, Purpose functions

Unit 2 : History and Development of Library Catalogue codes

Unit 3 : Physical form of Catalogue

Unit 4 : Types of Catalogues

Section 2 : Format of Catalogue Entries

Unit 5 : Kinds of Entries

Unit 6 : Date Elements in Different Types of Entries

Unit 7 : Filing of Entries - Classified and Alphabetisation.

Unit 8 : Centralised Cataloguing, Cataloguing in Publication and MARC

Unit 9 : Machine Formats : MARC and CCF

Section 3 : Choice of Rendering of Headings

Unit 10 : Personal Authors (Western and Indian Names)

Unit 11 : Corporate Authors

Unit 12 : Pseudonyms, Anonymous Works and Uniform Titles

Unit 13 : Cataloguing of Non- Print Media

Section 4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing

Unit 14 : Subject Cataloguing -Problems

Unit15 : Vocabulary Control : Subject Heading List Thesauri

Unit 16 : Subject Indexing Models

Unit 17 : Techniques for subject indexing

Unit 18 : Recent Trends in Library Cataloguing

LIBRARY CATALOGUING (PRACTICAL)
PAPER CODE: DEBLS-106

Practical: 80
Assignment: 20

Notes:

1. There will be two parts consisting of 5 questions each, Part-A is devoted to AACR-II and Part-II to Classified Catalogue Code, 5th revised edition

2. The students required to prepare entries for five titles selecting atleast 2 titles from each part. All titles carry equal Marks.

3. Copies of Colon Classification by S.R. Ranganthan 6th revised edition and Sears list of Subject Heading will be provided for use.

Section 1 : AACR-2R-Part -1

Unit 1 : Preliminaries

Unit 2 : Single Personal Author

Unit 3 : Shared responsibility and Editorial Direction

Unit 4 : Choice Among Different Names and References

Unit 5: Series and Multivolume

Section 2 : AACR -2R-Part -2

Unit 6 : Subject Headings

Unit 7 : Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9 : Cataloguing of Non Print Material and Users -Guide to AACR-2R

Section 3 : Classified Catalogue Code Part-1

Unit 10: Preliminaries Classified Catalogue Code

Unit 11: Class Index Entries and Tracing

Unit 12: Personal Authors
Unit 13: Corporate Authors
Section 4 : Classified Catalogue Code Part-2
Unit 14 : Analytical Entries and Composite Books
Unit 15 : Series and Composite Books
Unit 16 : Multivolume
Unit 17: Periodical Publications

REFERENCE AND INFORMATION SOURCES
PAPER CODE: DEBLS-107

Theory: 80 Assignment: 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Study of Reference Sources
Unit 1 : Reference and Information Access Tools Overview
Unit 2 : Types of References and Information Access tools
Unit 3 : Kinds of Bibliographies
Unit 4 : Indexing and Abstracting Periodicals
Unit 5: Reviews, States of Art Reports, Trends Reports
Section 2 : Categories of Reference Sources -Part-1
Unit 6 : Dictionaries
Unit 7 : Encyclopedias
Unit 8: Hand book, Manuals, year Books, etc.
Unit 9 : Standards, Patents, Trade Catalogue, etc.
Section 3 :   Categories of Reference Sources -Part-2
Unit 10: Geographical Sources
Unit 11: Biographical Sources
Unit 12: Statistical Information Sources
Unit 13: Sources of Current Affairs
Section 4 : Non Documentary Sources
Unit 14 : Human Resources and referral Systems
Unit 15 : Institutional Information Sources
Unit 16 : Mass Media

INFORMATION SERVICES
PAPER CODE: DEBLS-108

Theory: 80 Assignment: 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Services and Organisations
Unit 1 : Concept and need for Information.
Unit 2 : Information Services : An Overview

Unit 3 : Users of Information Services
Unit 4 : Organisations of Information Services
Section 2 : Information Services and Techniques
Unit 5 : Reference Services
Unit 6 : Current Awareness Services
Unit 7: Literature Search and Data Base Services
Unit 8 : Document Delivery Service

INFORMATION TECHNOLOGY :
BASICS PAPER CODE: DEBLS-
109

Theory: 80 Assignment: 20 *Note:*

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to

attempt any 5 questions in all. All questions carry

equal marks. **Section 1 : Information Technology :**

Concepts and Basics Unit 1 : Introduction to Information
Technology Unit 2 : Introduction to Computers Unit 3 :
Telecommunications : Basics **Section 2 : Application**
Software Unit 4 : Introduction to Application Software
Unit 5 : Library and Information Software Package Unit
6 : Features of Indian Software Package **Section 3 :**
Library Automation Unit 7 : Library House Keeping
Operations Unit 8 : Computerised Information Services
Unit 9 : Management of Computerised Library **Section 4**
: Information System and Networks
Unit 10 : Basic Concepts and Contours of Computer Based Information
Systems Unit 11 : Library and Information Networks Unit 12 :
Resources Sharing Networks Unit 13 : Internet