

**Course Outline for First Semester
Bachelor of Library and Information Science
(B.Lib.I.Sc.)**

For the Session 2011, 2012 & 2013

**Post Graduate Department of
Library and Information Science
University of Jammu,
Jammu**

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2011, 2012
& 2013**

**COURSE NO. 400
ORGANISATION OF DOCUMENTS**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Library Classification: Meaning, Need and Purpose
- 1.2** Special Features of Document Classification
- 1.3** Standard Schemes of Classification: An overview
- 1.4** Structure and Features of CC, DDC, UDC & Bibliographic Classification

Unit III

- 3.1** Library Catalogue: Definition, Purpose, Functions
- 3.2** Library Catalogue Codes: ALA, AACR and CCC
- 3.3** Types of Catalogue; Entries Structure and Functions
- 3.4** Physical Forms of Catalogue

Unit II

- 2.1** Species of Library Classification
- 2.2** Steps for Practical Classification: Postulational Approach
- 2.3** Notation: Meaning, Types, Qualities and Functions
- 2.4** Call Number: Concept and Tools

Unit IV

- 4.1** Canons of Cataloguing: an overview
- 4.2** Subject Cataloguing: LCSH and Rule of Thesauri, Chain Procedure
- 4.3** Union Catalogue: Definition, Need, Purpose and Functions
- 4.4** An overview of MARC Project

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Recommended Readings

<u>Author</u>	<u>Title</u>
S.R. Ranganathan	Colon classification, 6 th Ed. Reprint
SR .Ranganathan	Elements of Library Classification, 3 rd Ed. 1967
S.R. Ranganathan	Prolegomena to Library Classification, 3 rd , Ed. 1967
Krishan Kumar	Theory of Classification, 4 th Ed. 1988
Girja Kumr and Krishan Kumar	Theory of Cataloguing
C.G. Vishwanarthan	Cataloguing Theory and Practice, 6 th Rev. Ed.
Rita Marcella Arthur Maltby	The Future of Classification, 2000
A.C. Foskett	Subject Approach to Information, 5 th Ed, London, LA
Blackwell, U.G. and Eric Hunter	Cataloguing, 2 nd Ed.
EMC Hunter	Classification made simple, 2002

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COURSE NO. 401

REFERENCE SERVICE AND INFORMATION SOURCES

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Reference Service; Definition, Need and Purpose
- 1.2** Types of Information Sources
- 1.3** Information Literacy: What, Why & How?
- 1.4** Reference-Librarian; Role, Skills and Competencies

Unit III

- 3.1** Evaluation of Select Encyclopedias, year, books and Directories
- 3.2** Evaluation of Select Statistical Sources and Reference Sources of Current Events.
- 3.3** Evaluation of Select Trade Bibliographies an National Bibliographies
- 3.4** Evaluation of Select Biographical and Geographical Sources

Unit II

- 2.1** Ready Reference and long Range Reference Service.
- 2.2** Reference Service in Different Types of Libraries.
- 2.3** Reference. Interview: An overview and steps
- 2.4** Criteria for Evaluation of Print Reference Sources

Unit IV

- 4.1** Impact of Information Technologies on Reference Services.
- 4.2** Criteria for Evaluation of Online Reference Sources.
- 4.3** Evaluation of Select Internet based Reference Sources
- 4.4** Reference Queries pertaining to all Types of Reference Sources

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Recommended Readings

<u>Author</u>	<u>Title</u>
▪ RUSA Reference Guidelines	[http://www.ala.org/ala/rusa/rusaprotocols/referenceguide/guidelinesinformation.htm]
▪ William A Katz	Introduction to Reference Work. Vol. 1 and 2. 6 Ed. 1997. McGraw-Hill International, New York
▪ F N Cheney and W J Williams	Fundamental Reference Sources. Ed 3, 2000, ALA, Chicago
▪ DJ Foskett	Information service in libraries. Ed. 2. 1967. Archon book Hamden, Connecticut.
▪ Krishan Kumar	Reference Service Ed. 3. 1996. Vikas, New Delhi.
▪ S.R. Ranganathan	Reference Service. Ed 2. 1989, Ranganathan Endowment for Library Science, Bangalore.
▪ A.J. Walford	Guide to Reference Books, Ed 4. 3V. 1980. Library Association, London

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**COURSE NO. 402
LIBRARY, INFORMATION AND SOCIETY**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Concept of Library: Definition and Importance in Society
- 1.2** Types of Libraries: Features and Functions
- 1.3** NKC and Libraries and Information Centres.
- 1.4** Introduction to Knowledge Society

Unit II

- 2.1** Librarianship as a Profession and its ethics.
- 2.2** Professional Ethical Codes of ALA, ILA.
- 2.3** Five laws of Library Science
- 2.4** Implications of five laws of library science on Library and Information Activities

Unit III

- 3.1** Historical Development of Libraries with special reference to India
- 3.2** Library Legislation: Need and Importance
- 3.3** Library Legislation in India including essential features of various Library Acts
- 3.4** Copyright Act

Unit IV

- 4.1** Library extension activities: Need, Importance and methods.
- 4.2** Resource Sharing, Concept and Methods, Networking and Consortia approach.
- 4.3** Role of Professional Associations in the field of Library and Information Science in India
- 4.4** Role of International Organizations: IFLA and UNESCO in the development of library and information sector

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Recommended Readings

<u>Author</u>	<u>Title</u>
▪ SR Ranganathan	Five Laws of Library Science, 1988
▪ KA Issac	Libraries and Librarianship: a basic introduction, 1987
▪ Krishan Kumar	Library Organization 1987
▪ CA Augustine and G Devarajan	Public Library System in India, 1990
▪ V Venkatappaiah	Indian Library Legislation, 2v, 1990
▪ V Venkatappaiah	Modern Library Legislation, 1994
▪ Gardner, Frank M	Public Library Legislation: a comparative Study, Paris, UNESCO 1971
▪ Colin, Harrison and Rosemmy, Beenham,	The Basic of Librarianship, London, Clive Bingely, 1987
▪ India Ministry of Education Delhi	A Report of the Advisory Committee for Libraries, Manager of Publication, 1959
▪ G. Jefferson	Libraries and Society. London, James Clarks and Co, 1969

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**COURSE NO. 403
LIBRARY MANAGEMENT**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

1.1 General Principles and Theories of Management

1.2 Management: Schools of Thought

1.3 Management of Change, Conflict Management

1.4 Public Relations Management

Unit III

3.1 Collection Development; Selection and Acquisition of Print and Non-Print Material

3.2 Circulation Section; Functions, Charging Systems

3.3 Serial Control System: Functions and Methods

3.4 Stock Verification and Stock Rectification

Unit II

2.1 Human Resource Management with special reference to Library and Information Centres

2.2 Professional Measurement and Evaluation Techniques for libraries & Information centres.

2.3 Monitoring and control techniques.

2.4 Financial Management in libraries Resource Mobilization; Budget and Budgeting Techniques

Unit IV

4.1 Library Rules and Regulations

4.2 Library Statistics and Annual Report

4.3 Care and Preservation of Documents

4.4 Library Building, Space Management, Equipment.

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Recommended Readings

<u>Author</u>	<u>Title</u>
▪ Krishan Kumar	Library Administration and management, 1993, Vikas, New Delhi
▪ Ann Lawes, Ed	Management Skills for the Information Manger, 1993. Ashgate Pub. U.K.
▪ S.R. Ranganathan	Library Administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
▪ H.D. Sharma	Library Building and Furniture: A handbook for librarians. 1996. Indian Bibliographic Centre, Varanasi.
▪ James Thompson	Introduction to University Library Administration. Ed. 3. 1979. Clive Bingley, London
▪ R.L. Mittal	Library Administration Theory and Practice. 1987. – New Delhi
▪ Karen Kreizman	Establishing and Information Centre: A practical guide 1999. Bowker- Saur, London.

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For the Session 2011, 2012 & 2013

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**COURSE NO. 500
KNOWLEDGE ORGANIZATION, INFORMATION PROCESSING AND
RETRIEVAL**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit II</u>	
1.1	Structure and attributes of universe of knowledge	2.1	History and development of classification schemes since 19 th century
1.2	Universe of subjects as mapped in different schemes of classification: DDC, UDC, CC & LC	2.2	Normative Principles of Classification
1.3	Modes of formation of subjects	2.3	Trends in Library Classification
1.4	Growth of knowledge and its impact on knowledge organization	2.4	Comparative study of standards schemes of classification: CC & UDC
<u>Unit II</u>		<u>Unit IV</u>	
3.1	Comparative study of standard codes of cataloguing: Classified Catalogue Code (CCC) & Anglo American Cataloguing Rules-2 (AACR-2)	4.1	ISSN, ISBN, CCFC: Concept and Trends
3.2	Recent trends in cataloguing and subject indexing	4.2	International Standard Bibliographic Description (ISBD) & Anglo American Cataloguing rules (AACR)
3.3	Role of Thesaurus in an information retrieval system	4.3	OCLC World cat
3.4	Online Public Access Catalogue (OPAC): Use, features and examples	4.4	Cataloguing of Indian Names

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Recommended Readings

<u>Author</u>	<u>Title</u>
DA Kemp	Nature of knowledge: An Introduction for Librarian London, Clive Bingley, 1976
F Machlup	Production and distribution of knowledge in the U.S. New Jersey, Princeton, 1962
SR Ranganathan	Prolegomena to Library Classification 2 nd Ed, 1967
Girija Kumar and Krishan Kumar	Theory of Cataloguing
Margaret Slater	Research methods in Library and information Studies, London, Library Association, 1990
KJ McGarry	The Changing context of information, 1981
J Feather	The information Society: an experiment of its nature, volume and usage, East Girinstead, Bowker-Saur, 1999-292p
C W Choo	The knowledge organization : How organizations use information to construct meaning, create knowledge and make decisions, New York, Oxford University Press, 1998, 296p
AL Parter & WH Read	The information revolution: current and future consequences, London, Ablex Publishing, 1998, 296p
J Meadow	Understanding information, K.G. Saur, Munchen, 2001
Sharma, Pandey S.K.	Universe of Knowledge and Research Methodology
Eric Hunter	Classification made simple
Rita Marcella and Arthur Maltby	Future of Classification, 2000
Krishan Kumar	Theory of Classification 4 th Ed, 1988
Foskett, AC	Subject Approach to Information, 5 th Ed, 1996, Bingley

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**COURSE NO. 501
RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<p><u>Unit I</u></p> <p>1.1 Research: Meaning Need and Importance</p> <p>1.2 Types of Research: Fundamental, Applied, Action</p> <p>1.3 Identification, Formulation of Problems, Hypothesis</p> <p>1.4 Types of Research Design</p> <p><u>Unit II</u></p> <p>3.1 Descriptive Statistics: Measures of Central Tendency (Mean, Mode, Median)</p> <p>3.2 Measures of Dispersion: Variance and Standard Deviation</p> <p>3.3 Hypothesis: Definition, Need and Purpose</p> <p>3.4 Regression Analysis</p>	<p><u>Unit II</u></p> <p>2.1 Scientific Methods of Research; Ranganathan's Spiral of Scientific Method</p> <p>2.2 Research Methods: Historical, Descriptive, Case Study, Exploratory</p> <p>2.3 Research Techniques and Tools: Questionnaire, Interview, Observation Methods</p> <p>2.4 Sampling Techniques: Procedure, Types</p> <p><u>Unit IV</u></p> <p>4.1 Time Series Analysis</p> <p>4.2 Chi-Square Test</p> <p>4.3 Use of Bibliometric Techniques in Research: Citation Analysis, Content Analysis</p> <p>4.4 Report Writing: Guidelines, Style Manuals</p>
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Recommended Readings

<u>Author</u>	<u>Title</u>
William J Goode and Paul K Hatt	Methods in Social Research. 1952. McGraw-Hill, New York.
Frankfort Chava and David Nachmias	Research methods in social Sciences. Ed 6 1999. Worth Publisher, New York.
Babbie (earl)	Practiceof social research. 2003. Wadsworth Publishing, Belmont, California.
B N Ghosh _	Scientific methods and social research. 1982. Sterling, New Delhi
Krishan Kumar	Research methods in library and information science. Rev Ed. 1999. Har-Anand Publication, New Delhi.
O.R .Krishnaswami	Methodology of research in social sciences, 1993. Himalaya, Bombay
C.R. Kothari	Research Methodology: Methods and Techniques. 2 Ed. 1990/ Wishwa, New Delhi.
S.P. Gupta	Statistical Methods. 31 Rev. Ed. 2004. Sultan Chand and Sons. New Delhi
P Saravanel	Research Methodology, 6 Ed. 1999. Kitab Mahal, New Delhi

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COURSE NO. 502

INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Libraries and Publishers
- 1.2 Information Centres
- 1.3 Information Analysis Centres
- 1.4 Referral Centres

Unit III

- 3.1 Information products: Types
- 3.2 Information Products: characteristics
- 3.3 Role of various specialists in design and development of information products
- 3.4 Role of Institutions and Information Centres in Information Analysis and Consolidation

Unit II

- 2.1 Content Analysis
- 2.2 Information Packaging and Re-Packaging
- 2.3 Abstracting : Types and Guidelines in Preparing Abstracts
- 2.4 Information Analysis and Consolidation activities

Unit IV

- 4.1 Marketing of Information Products and Services
 - 4.2 Marketing strategies for Information and Services
 - 4.3 Marketing approach for Library and Information Services
 - 4.4 Pricing Models for Information Products and Services
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Recommended Readings

<u>Author</u>	<u>Title</u>
Atherton, Pauline	Handbook for information systems and services. USESCO, Paris, 1997
Saracevic, T and Wood, JS	Consolidation of Information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, UNESCO, Paris, 1981
	Modes of Presentation of Information in Information consolidation Products, Library Science with a slant to Documentation, 22, 1985, Paper E
Eileen Elliott de Saez	Marketing concepts for libraries and Information Services, 2 nd Ed, 2001, 192p
Helen Coote and Bridget Batchelor	How to market your library services effectively, London, ASLIB 2 nd Ed, 1998, 60p
S Seetarama	Information consolidation and repackaging, 2000
Blaise, Cronin, Ed	Marketing of Library and Information Services, 1992
S Seetarama	Library and Information Centres as Profit making Institution, 2000

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**COURSE NO. 503
INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>	<u>Unit II</u>
1.1 Overviews of Advances in various aspects of computers	2.1 The Internet origin and stages of development
1.2 Overview of Advances in Information communication technologies (ICTs)	2.2 Internet, Intranet and Extranets: What and Why?
1.3 Impact of development in information technologies on libraries and Information centres	2.3 Growth of the Internet resources, criteria for evaluation of Internet resources
1.4 Changing Role of Library and information professionals in the information technology era	2.4 Web-browsers (Netscape Navigator and Internet Explorer), Information discovery tools (search engines, gateways, portals): Features and Examples
<u>Unit III</u>	<u>Unit IV</u>
3.1 Digital Libraries: Genesis, definition, objectives, challenges and opportunities	4.1 Virtual libraries: Concept and Development
3.2 Overview of major digitization projects in India	4.2 Data-warehousing, Data mining and Semantic web: Basic concepts
3.3 Hypermedia organization and searching	4.3 Basics of Artificial Intelligence (AI)
3.4 Application of classification schemes to web indexing and searching	4.4 Expert System with reference to library and information centres

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Recommended Readings

<u>Author</u>	<u>Title</u>
J Rowley	The electronic Library London, Library Association, Publishing, 1998, 224p
JK Starnes	The complete Internet Source for Information Professionals: Resource Guide, Washington, D.C. SLA, 1997, 205p
D Kovacs and M Kovacs	The cybrarian's Guide to developing successful Internet Programs and Services, New York, Neal-Schuman, 1997, 150p
A Poulter, G Tseng and G Sargnet	The Library and Information Professional Guide to the World Wide Web, London, Library Association Publishing
D Raitt	Libraries for the New Millennium: Implications for managers, London Library Association Publishing, 1998, 288p
SUN Microsystems	Digital Library toolkit, 2 nd ed. 2000
A Cooke	A guide to finding quality information on the Internet: Selection and evaluation strategies, London, Library Association Publishing, 1999, 169p
P Bradley	Going online, C.D.ROM and the Internet-10 th ED, London ASLIB, 1997, 182p
DJ Brown	Electronic Publishing and Libraries: Planning for the Impact and Growth to 2003, Grinstead, Bowker-Saur, 1997
Marving Zelkowitz (Ed.)	Advances in Computers. Vol 56, Academic Press
PK Mhapatra and B Chakrabarti	Book byte and Beyond: Library without walls, ESS Pub, New Delhi, 2000
Krishan Gopal	Digital Libraries in Electronic Information Era