

**HEMCHAND YADAV VISHWAVIDYALAYA, DURG (C.G.)**  
**Bachelor of Library and Information Science**  
**Syllabus: 2021-2022**

| Paper | Subject                                | Internal Marks | Examination |          | Total Marks |
|-------|--|----------------|-------------|----------|-------------|
|       |  |                | Marks       | Duration |             |
| 1     | Library Organization and Management    | 20             | 80          | 3 Hrs.   | 100         |
| 2     | Library Cataloguing and Bibliography   | 20             | 80          | 3 Hrs.   | 100         |
| 3     | Reference sources and Services         | 20             | 80          | 3 Hrs.   | 100         |
| 4     | Documentation and Information Services | 20             | 80          | 3 Hrs.   | 100         |
| 5     | Computer Application in Libraries      | 20             | 80          | 3 Hrs.   | 100         |
| 6     | Library Classification(Theory)         | 20             | 80          | 3 Hrs.   | 100         |
| I     | Library Classification(Practical)      | 20             | 80          | 3 Hrs.   | 100         |
| II    | Library cataloguing ( Practical)       | 20             | 80          | 3 Hrs.   | 100         |
|       | Total Marks                            | 160            | 640         |          | 800         |



**PAPER – I**  
**LIBRARY ORGANISATION AND MANAGEMENT**

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

**UNIT-I**

- Library Organization : Meaning , importance, principles and types
- Library Committee : Definition , types and functions
- Different Library systems- their salient feature and functions
- National Libraries of India, UK and USA
- Role of libraries as Academic and social institution

**UNIT -II**

- Ranganathan's five laws of library science and their applications
- Library legislation in India
- Library movement in India, UK and USA. NKC
- Library association / Professional organizations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC,ILA

**UNIT – III**

- Management : Definition, Components, features and principles of management
- Administration versus Organization
- Library rules and regulations.
- Scientific management
- Personnel management

**UNIT –IV**

- Physical Environment : Basic consideration in planning of library building, furniture, fittings and equipments
- Routine procedures: Acquisition, circulation , serials control, stock verification Vs stock rectification
- Public relation and extension activities.

**UNIT –V**

- Financial Management
- Budgeting : its concepts , types and methods
- Collection Development : Different types of selection tools and their importance
- Maintenance of library record and statistics
- Annual report
- Resource sharing



## **PAPER-II**

### **LIBRARY CATALOGUING AND BIBLIOGRAPHY**

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

#### **UNIT-I**

- Library Catalogue: Objectives and functions
- Different between bibliography, catalogue and documentation list
- Canons and normative principles of cataloguing
- Physical and inner forms of library catalogue
- Selective and simplified cataloguing
- Descriptive cataloguing including ISBD

#### **UNIT-II**

- Entries-their types and functions
- Filling of entries
- Cooperative and centralized cataloguing
- Cataloguing in source and cataloguing in publication
- Comparative study of CCC and AACR-2
- Organization and management of cataloguing department

#### **UNIT-III**

- Subject catalogue – meaning and objectives
- Subject Headings –Need and basic principles
- Derivation of subject headings-LCSH, Sears list of subject headings
- Chain procedures
- Study of ISBN and ISSN

#### **UNIT-IV**

- Bibliography – definitions , aims, need ,functions and types
- Subject bibliography
- National bibliography-need, scope and coverage
- Study of INB and BNB
- Trade bibliography
- Universal bibliography

#### **UNIT-V**

- Bibliographic control
- Bibliography and documentation activities in U.S.A. and U.K.
- Bibliographical organizations in India and their services.

**PAPER-III**  
**REFERNCE SOURCES AND SERVICE**

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

**UNIT-I**


- Reference service-concept , definition and importance
- Theories and philosophy of reference service
- Kinds and nature of reference service in different types of libraries
- Short range and long range services
- Orientation of a freshman
- User education

**UNIT-II**

- Enquiry techniques and methods of answering reference questions
- Classification of reference sources and their evaluation
- Organization and management of reference department
- Non-Documentary Sources of Information, Digital Sources

**UNIT-III**

- Dictionary –scope , purpose ,types, uses and alternative names
- Glossary, Thesaurus, Lexicon and Concordance.
- Evaluation of dictionaries
  - (i) Random House Dictionary of English Language
  - (ii) Webster’s Third New International Dictionary of English Language
  - (iii) Oxford English Dictionary
  - (iv) Roget’s International Thesaurus
- Encyclopedias-Scope, purpose, types and importance.  
Evaluation of Encyclopedias
  - (i) New Encyclopedias Britannica
  - (ii) Encyclopedia Americana
  - (iii) Encyclopedia of Library and Information Science
  - (iv) International Encyclopedia of Social Science
  - (v) McGraw –Hill Encyclopedia of Science and Technology
  - (vi) Van Nostrand’s Scientific Encyclopedia



## UNIT-IV

- Years Books and Almanacs – definition, scope and purpose  
Evaluation of-
  - (i) Europa Yearbook
  - (ii) Stateman’s Yearbook
  - (iii) India: a Reference Annual
  - (iv) World Almanac and Book of Facts
  
- Directories –Definition, scope and types  
Evaluation of-
  - (i) World of Learning
  - (ii) Study Abroad
  - (iii) Times of India Directory and Yearbook including Who’s Who
  - (iv) Universities Handbook
  - (v) Ulrich International Periodical directory
  
- Current reference sources- definition and scope  
Evolution of-
  - (i) Asian recorder: a weekly digest of Asian events with index
  - (ii) Facts on file: weekly world news digests
  - (iii) Keesing’s contemporary archives

## UNIT-V

- Geographical Sources –scope and categories –  
Evolution of-
  - (i) Colombia lipncott gazetteer of the world
  - (ii) Gazetteer of India
  - (iii) Fodor’s India
  
- Biographical sources –scope , categories and characteristics  
Evolution of-
  - (i) Dictionary of American biography
  - (ii) Dictionary of National biography
  - (iii) Dictionary of scientific biography
  - (iv) India who’s who
  
- Reference questions and their information sources with bibliographical description

## **PAPER-IV**

### **DOCUMENTATION AND INFORMATION SERVICE**

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

#### **UNIT-I**

- Documentation : definition , its aim, scope and development
- Documentation work and their scope
- Documentation services and their scope
- Documentation lists-their kinds and preparation
- Reprographic and translation service

#### **UNIT-II**

- Information science –its definition , aims, scope
- Changing concept of information science
- Information users-their needs and information seeking behavior
- Nature of information needs
- Information services : CAS,SDI

#### **UNIT-III**

- Abstracting- definition , aims, scope and types
- Canons of abstracting
- Characteristics and qualities of good abstracts
- Methods and stages of abstracting
- Study of Chemical abstracts , Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts

#### **UNIT-IV**

- Indexing-definition and functions
- Pre-coordinate indexing, chain indexing, PRECIS,POPSI
- Post coordinate indexing-Uniterm entry system , peek-a-boo-system, edgenotched, Punch card system
- Citation indexing
- Key word indexing and types

#### **UNIT-V**

- Documentation centers and systems-FID,VINITI, NISCAIR, DESIDOC,NASSDOC,UNISIST AND NISSAT

**PAPER-V**  
**COMPUTER APPLICATION IN LIBRARIES**

Full Marks:100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

**UNIT-I Computer Fundamental**

- Computer: Definition, Development and Computer Generation.
- Types of computers and their use
- Basic components of a computer, Computer Peripherals
- Electronic data processing

**UNIT-II Hardware and Software Components**

- Computer Hardware: Components and Functions
- Computer Software : Types and Uses, Operating System, functions and their commands: DOS, Window and UNIX/LINUX
- Algorithm
- Flow Chart

**UNIT-III Software Packages**

- Basic features of Library Software Packages
- Word Processing Packages
- Desktop Publishing
- Library Application Software: CDS/ISIS, SOUL and KOHA

**UNIT-IV Library Automation**

- Library House Keeping Operations
- Computerized Information Services
- Use of INTERNET for various library activities,
- e-journals, e-books and others

**UNIT-V Networking**

- Definition, Need, Client Server Architecture
- Types of Network: LAN, WAN, MAN
- Network Topologies: Bus, Star, Ring etc.
- Library Information Network: DELNET, INFLIBNET, CALLIBNET, e-shodh sindhu



## PAPER-VI

### LIBRARY CLASSIFICATION (THEORY)

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

#### UNIT-I

- Library classification: Its definition, aims & function.
- Species of classification schemes- Enumerative & Faceted : their features, merits & demerits
- Basic subject & their kinds
- Comparative study of colon classification & Decimal classification

#### UNIT-II

- Knowledge classification & its canons
- Hospitality in array & chain
- Facet analysis
- Five fundamental categories & their postulates
- Principles for facet sequence

#### UNIT-III

- Types of isolates: common, special
- Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

#### UNIT-IV

- Notation: definition, need & functions
- Types, structure & qualities of notation
- **Mnemonics: lits types & canons**
- Indicator digits

#### UNIT-V

- Book classification: meaning & purpose
- Canons for book classification
- System of book number
- Knowledge classification vs book classification
- Rules for classifying books
- Steps in practical classification



## **LIBRARY CLASSIFICATION (PRACTICAL) - I**

Full Marks:100 (Practice: 80, Internal Assessment: 20) Pass Marks 35%

Classification of Titles by using latest available edition of DDC and colon classification (6 th ed. Reprint).

## **LIBRARY CATALOGUING (PRACTICAL) - II**

Full Marks:100 (Practice: 80, Internal Assessment: 20) Pass Marks 35%

Cataloguing of Titles and continuing resources according to AACR-II

