JIWAJI UNIVERSITY
GWALIOR

Syllabus

SUBJECT
BACHELOR OF LIBRARY & INFORMATION SCIENCE

SCHOOL OF STUDIES IN
DISTANCE EDUCATION
SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR

Syllabus

Bachelor of Library and Information Science

Theory Paper

B.Lib. 101 : Foundation of Library and Information Science
B.Lib. 102 : Management of Library and Information Centers
B.Lib. 103 : Knowledge Organization and Processing (Theory)
B.Lib. 104 : Knowledge Organization and Processing (Classification Practical) CC Rev. 6th ED. and DDC 19th ED.
B.Lib. 105 : Knowledge Organization and Processing (Cataloging Practical) CCC 5th ED. and AACR – 2
B.Lib. 106 : Documentation and Information Retrieval
B.Lib. 107 : Information Technology : Basic
B.Lib. 108 : Reference Services and Sources of Information
B.Lib. 109 : Viva-Voice

Scheme of Examination

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

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40 % and above but less than 50 % in aggregate : Third Division
50 % and above but less than 60 % in aggregate : Second Division
60 % and above in aggregate : First Division
75 % and above in aggregate : First Division with distinction

Note :-

1. Evaluation of Assignment work : Assignment Assessment of each paper will be evaluated jointly by the teacher concerned and Director based on written assignment.
2. Each candidate will have to undergo an internship program of thirty working days in a recognized library/information center allotted by the University/Self selected. A certificate of completing the internship satisfactorily be obtained by student from the concerned Director, otherwise the result would be withheld.
3. A candidate failing in two subjects shall be allowed to appear in (Distance mode) supplementary examination held with next year examination.
4. Practical and Viva-Voce shall be conducted jointly by the External and Internal Examiners. However, in case of difference of opinion the decision of the External examiner shall be final.
B. Lib. I. Sc.
Foundation of Library and Information Science

Unit – 1

Unit – 2:
Library Movement in India, UK and USA, Library development Plan and Programs in India After Independence. Role of Library in Modern Society.

Unit – 3:

Unit – 4:
Library Building : Planning and Designing Location Lighting and Ventilation. Role of Librarian and Architect in Designing of Building, Furniture etc. library Extension Services, Consultancy Services.

Unit – 5:
Library Cooperation and Resource Sharing, Library Extension Services, Consultancy Services, role of Professional Association with Special Reference to ALA, ILA, IASLIC, ASLIB. Role of International Organizations: UNESCO, FID, IFLA.

B. Lib. I. Sc.
Management of Libraries & Information Centres

Unit – 1

Unit – 2

Unit – 3
Collection Development: Types of Documents and Selection principles, Different Types of Selection tools and their Importance, Acquisition Procedure.

Unit – 4

Unit – 5
Management and Operation of Various Section (Shelving and Stock Verification, Binding), Circulation Section (Work, System-Browne, Newark Marketing of Information Products and Services.
B. Lib. I. Sc.
Paper – III
KNOWLEDGE ORGANISATION AND PROCESSING (THEORY)

Unit – 1
Universe of Subjects – Structure, Attributes & Modes of Formation, Library Classification : Definition Need & Purpose ; including Knowledge Classification. Canons of Classification.

Unit – 2
General theory of Library Classification including Normative Principles. Facet Analysis, Fundamental Categories, Common Isolates, Devices, Phase Analysis, Notation.

Unit – 3
Design & Development of Schemes of Library Classification. Species of Classification schemes. Introduction to CC, DDC & UDC. Trends in Library Classification.

Unit – 4

Unit – 5

B. Lib. I. Sc.
Paper – IV
KNOWLEDGE ORGANISATION AND PROCESSING (Classification Practical)

Practical Classification of Books and Periodicals according to Colon Classification (Rev. 6th Ed) and Dewey Decimal Classification (19th Ed.). Adequate Number of Titles will be given from all Disciplines Candidates will be required to classify 30 Titles in all. Ten Titles should be classified by CC and DDC both. Whereas Five Titles should be classified by both CC and DDC.

B. Lib. I. Sc.
Paper – V
KNOWLEDGE ORGANISATION AND PROCESSING (Cataloguing Practical)

Cataloguing Practical according to Classified Catalogue with amendments and Anglo-American Cataloguing rules – 1988 (Rev. AACR – 2). In CCC Class Index Entries will be prepared through Chain Procedures. In AACR – 2 Subject Added Entry will be prepared According to Sears List of Subject headings. Candidates will be required to Catalogue Fully Five Titles in all Minimum two by CCC and two by AACR – 2.
B. Lib. I. Sc.
Paper – VI
DOCUMENTATION AND INFORMATION RETRIEVAL

Unit – 1

Unit – 2
Index and Indexing : Type of Index, Pre and Post Coordinate Indexing, UNITERM, Keyword Indexing (KWIC-KWOC, KWAC, KWWC), Chain Indexing. Indexing Services in India.

Unit – 3
Abstracting : Characteristics, Elements, Types, Ranganathan’s Canons of abstracting. Important Abstr4acting Services, CAS and SDI Services.

Unit – 4
National and International Information System. NISSAT, UNISIST, National Documentation Centers of India: NISCAIR, NASSDOC, DESIDOC.

Unit – 5

B. Lib. I. Sc.
Paper – VII
INFORMATION TECHNOLOGY : BASIC

Unit – 1

Unit – 2

Unit – 3
Computerised Information Retrieval System : Definition of IRS, Component and function of IRS, Software operations of IRS. CDS/ISIS: Main features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.

Unit – 4

Unit – 5

COMPUTER PRACTICAL (50) Marks
- Computer Connectivity, Interned access.
- Operating System (DOS, WINDOW – Introduction)
- MS-Office (Special Reference to MS-Word)
- Basic CDS/ISIS Practical
B. Lib. I. Sc.
Paper – VIII
REFERENCE SERVICES AND SOURCES OF INFORMATION

Unit – 1

Unit – 2

Unit – 3
Bibliographies (Definition, Need and Purpose). Type of Bibliographies. Methods of Compilation of a Bibliography.

Unit – 4
Encyclopaedias, Yearbooks and Almanac.

Unit – 5
Dictionaries, Directories, handbooks, Guides and Geographical Sources. Biographical Sources. Criteria For Evaluation of Information Sources.

Note – List of Reference and Information Sources for the Purpose of Evaluation is Appended.

H INDEXES:
1. Index Medicus
2. Science Citation Index.

I ABSTRACTS:
1. Indian Science Abstracts.
2. Biological Abstracts.
5. Indian Library Science abstracts.

J UNION CATALOGUES:
1. World List of Scientific Periodicals, Butter Worth.
3. Union Catalogue Published by ICSSR.

BOOKS RECOMMENDED FOR B. Lib. I. Sc.

Paper – I
4. Agrawal, S.S. Granthalaya Sanchalan Tatha Prabandh, Shri Ram Mehra, Agra, 1876.
Paper – II

Paper – III

Paper – IV

Paper – V

Paper – VI
2. Hutchins, Margaret Introduction to Reference Works, ALA, Chicago, 1944.

Paper – VII

Paper – VIII
4. Sundesewaran. Sandarbh Sewa Hindi Granth Academy, Bhopal.