

19

Viva – Voice : 50 Marks

Computer Practical : 50 Marks

NOTE:

- I. EVALUATION OF SESSIONAL WORK : Internal assessment of each paper will be evaluated jointly by the teacher concerned and head based on test and/ or/written assignment/and/or seminars etc.

PAPER-I Foundation of Library and Information Science

SS 53
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UNIT I- Social and historical foundation of library. Five laws of library science. Types and functions of libraries with special reference to national library (Calcutta). Library of congress (Washington) and British library (London). An introduction to digital library, Electronic library and virtual library. Role of library in formal and informal education.

UNIT II – Library Movement in India , Recommendations of National knowledge Commission & Libraries development plan and programs in India after independence. Role of Library in Modern Society.

UNIT III- Library Legislation in Indian states and their salient Features. Book Delivery Act, Intellectual Property Rights, Right to Information, Information policy: National and international.

UNIT IV – Library Building: Planning and Designing Location Lighting and Ventilation. Role of Librarian and Architect in Designing of Building , Furniture etc.

UNIT V – 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. An Introduction to Consortia.

SS. 54 2/17
2/15
2/16

PAPER-II MANAGEMENT OF LIBRARIES & INFORMATION CENTRES

UNIT I- Concept of Management :Principles of Scientific Management. School of thoughts of Management Library Organisational Structure ,Policy Making bodies of Libraries , Library Authority and Library Committee .

UNIT II- Library Personnel: Job Analysis, Job Description in Service training. Staff Recruitment Procedures, formula. Library finance: budgeting (PPBS, ZBB). Accounting – Library Statistics and Annual Report. Library Rules and Regulations.

UNIT III- Collection Development: Types of Documents and Selection principles, Different Types of Selection tools and their Importance Acquisition Procedure of Books.

UNIT IV- Technical Section: Preparation of book for use Routines of Classification and Cataloguing, Filing Routines Serial Control: Acquisition Methods, of recording: Three Card System and Kardex System.

UNIT V- Management and operation of various section (shelving and stock verification binding), circulation section (work , system – browne, Newark introduction of barcode and its application for circulation of etc). Marketing of information products and services.

PAPER III- KNOWLEDGE ORGANISATION AND PROCESSING THEORY)

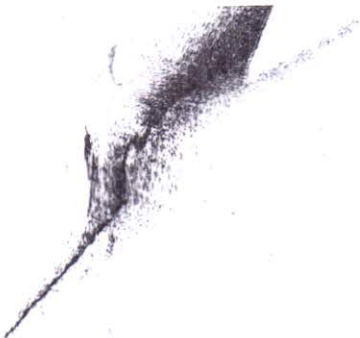
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SS. 55 2/15
2/16

UNIT I- Universe of Subjects- Structure, Attributes & Modes of Formation. Library classification :Definition Need & Purpose; Including Knowledge Classification. Canons of Classification.

UNIT II- General theory of library classification including Normative Principles. Facet Analysis, Fundamental Categories, Common Isolates, Devices, Phase Analysis, Notation.

UNIT IV- Library Cataloguing: Definition Need & Purpose. Standard codes of cataloguing – CCC & AACR- II. Kinds of entries and their Function. Personal & corporate authorship . Normative principles of Subject Cataloguing.

FOR COLLEGE ONLY



SS 53
2
2-17
2-18
2-16

UNIT V- Principles of subjects cataloguing, Current Trends in Standardization Description & Exchange, AACR -II, Retro conversion, MARC ISO 2709, CCF. Introduction to ISBN & ISSN.

PAPER-IV KNOWLEDGE ORGANISATION AND PROCESSING (Classification practical)

SS 56
2
2
2-16

Practical classification of books and periodicals according to colon classification (Rec.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