

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A central University established under Central University Ordinance 2009, No. 3 of 2009)

Integrated UG/PG in Arts / Social Sciences

(5 Year, Ten Semester Program)

Subject: Library and Information Science (Core / Elective)

Scheme of Examination

(Effective from session 2012/13 to 2013/14)

First Semester

Paper No.	Subject	Th.	Pr.	Ses.	FM.	Credits
I	Library and Society	60	--	40	100	
II	Library Management	60	--	40	100	
Total		120	-	80	200	-

Second Semester

Paper No.	Subject	Th.	Pr.	Ses.	FM.	Credits
I	Knowledge Organization : Classification Theory	45	--	30	75	
II	Knowledge Organization : Cataloguing Theory	45	--	30	75	
III	Knowledge Organization : Classification and Cataloguing Practical	--	40	10	50	
Total		90	40	70	200	

Third Semester

Paper No.	Subject	Th.	Pr.	Ses.	FM.	Credits
I	Reference Source and Services	60	--	40	100	
II	Documentation and Information Services	60	--	40	100	
Total		120	--	80	200	

Fourth Semester

Paper No.	Subject	Th.	Pr.	Ses.	FM.	Credits
I	Computer Basic for Libraries	45	--	30	75	
II	Information Retrieval(Theory)	45	--	30	75	
III	Computer and Information Retrieval (Practical)	--	40	10	50	
Total		90	40	70	200	

Note: *For Practical and Viva-voce, external examiners will be called.*

FIRST SEMESTER

Paper – ALIS01

Library and Society

FM= 100 (Theory 60 + Internal Assessment 40)

Unit-1 Library as a Social Organization

- Library-Definition and Functions
- Types of Libraries and their Functions
- Role of Libraries in Modern Society

Unit-2 Library Development

- Library Movement and Developments in India
- Library Legislation in India

Unit-3 Library Philosophy

- Five Laws of Library Science
- Renowned library scientists and their contribution - Anthony Pannizi, Melvil Dewey, C.A. Cutter, W.C.B. Sayers, Henery Gullick, etc.

Unit-4 Promotion of Library Services

- Resource Sharing
- Library Publicity and Extension Services

Unit - 5 Library Profession

- Library Associations: Role and Functions
- ILA and IASLIC

Paper -ALISO2

Library Management

FM = 100 (Theory 60 + Internal Assessment 40)

Unit-1 Principles of Library Management

- Administration and Management
- Principles of Management and their applications in Library and Information Centers

Unit-2 Library Finance

- Sources of Library Finance
- Kinds of Budget
- Budget Estimation

Unit-3 Book Acquisition

- Policies and principles of Selection
- Acquisition Procedure

Unit-4 Library Routine and Work Flow

- Technical processing of Reading Materials
- Circulation of Reading Materials
- Stock Verification and Rectification

Unit - 5 Resource Management

- Library Building
- Maintenance of reading Materials
- Library Personnel

SECOND SEMESTER

Paper – ALIS03

Knowledge Organisation: Classification Theory

FM = 75 (Theory 45 + Internal Assessment 30)

Unit-1 Basics of Library Classification

- Classification: Definition, needs and functions
- Species of Library Classification schemes

Unit- 2 Theoretical Foundation

- Fundamental Categories
- Postulates and principles

Unit-3 Classification Schemes

- Dewey Decimal Classification
- Colon Classification

Unit-4 Classification procedure

- Steps of Practical Classification
- Devices used in CC and DDC
- Call Number: definition and components

Unit - 5 Notational Techniques

- Notation: structure, types and qualities
- Indicator Digits

Paper -ALIS04

Knowledge Organization: Cataloguing Theory

FM = 75 (Theory 45 + Internal Assessment 30)

Unit-1 Basics of Cataloguing

- Cataloguing: Definition, Needs and Importance
- Physical Forms of Catalogue
- Inner Forms of Catalogue

Unit-2 Catalogue Codes

- A Brief History of Catalogue Codes
- Salient Features of AACR II

Unit-3 Elements of Cataloguing

- Entries: their Types and Functions
- Arrangement of Entries

Unit-4 Subject Cataloguing

- Subject Heading Lists
- Chain Procedure

Unit - 5 Miscellaneous Aspects

- Centralized and Cooperative Cataloguing
- Union Catalogue
- Cataloguing of Non-Book Materials

Paper -ALIS05

Knowledge organization: Classification and Cataloguing practical

FM = 50 (Theory 40 + Internal Assessment 10)

- Classification of Documents by cc & DDC using latest available edition
- Cataloguing of Books & Journals according to AACR-I

THIRD SEMESTER

Paper - ALIS06

Reference Sources and Services

BM = 100 (Theory 60 + Internal Assessment 40)

Unit - 1: Kinds of Reference Sources

- Reference Source: Definition, Meaning and scope
- Various Types of Reference Sources: Bibliography, Dictionary, Encyclopaedia, etc.

Unit - 2: Evaluation of Sources

- Criteria for Evaluation of Reference Sources
- Evaluation of selected Reference sources: INB, BNB, Oxford English Dictionary, Encyclopaedia Britannica, India: A Reference Annual

Unit - 3: Reference Service

- Reference Services: Need and purpose
- Types of Reference Services: ready reference and long reference

Unit - 4: Development of Reference Collection

- Organization of Reference Department
- Qualities of Reference Librarian
- selection of Reference Sources in various Types of Libraries

Unit - 5: Reference Queries

- Kinds of Queries
- Identification of Reference Sources as per user's Queries

Paper - ALISO7

Documentation and Information Services

FM = 100 (Theory 60 + Internal Assessment 40)

Unit - 1: Concept

- Documentation work and service: Definition, scope and Needs
- Information Services: Need and Scope

Unit - 2: Information Sources

- Information Sources and their various categories
- Abstracting and Indexing Sources

Unit - 3 Information Services

- Kinds of Information Services: CAS & SDI
- Literature Search and Document Delivery Services

Unit - 4: Other Services

- Translation services
- Reprographic services

Unit - 5: Information and Documentation Centers

- Information and Documentation centers: objectives and Functions
- Study of Information and Documentation centers in India: NISCAIR, NASSDOC, DESIDOC

Fourth Semester

Paper-ALIS08

Computer Basics for Libraries

FM – 75 (Theory 45+ Internal Assessment 30)

Unit – 1: Computer Basics

- Computer: Definition and Functions
- Various Generations of Computers
- Classification of Computers

Unit – 2: Hardware and Software Components

- Basic Architecture of Computer
- Input and Output Devices
- Operation Systems

Unit – 3: Software Packages

- Types of Software : System and Application
- Word Processing Packages
- Library Application Software : CDS/ISIS and SOUL

Unit – 4: Programming Languages

- Introduction to various programming languages – C, PASCAL, BASIC, FORTAN, COBOL, etc.

Unit – 5: Networking

- Network Types and Topologies
- Components of Networks/Tools
- Internet and its Use

Paper – ALIS09

Information Retrieval (Theory)

FM = (75 (Theory 45 + Internal Assessment 30)

Unit – 1: Fundamentals

- Information Retrieval System: Features and Components
- Problems of Content Analysis and Information representation
- Classification of Computers

Unit – 2: Subject Indexing

- Subject indexing: concept and Development
- Assigned Indexing
- Pre and Post Coordinate Indexing system

Unit – 3: Information Searching

- Search Techniques: Boolean Search , Proximity Search
- Principles and canons of Abstracting

Unit – 4: Abstracting

- Abstracting : Definition , Types ,Proximity Search
- Principles and Canons of Abstracting

Unit – 5: Miscellaneous Aspects

- Thesaurus – Importance , Use and its Constructions
- Citation Indexing

Paper – ALIS10

Computer and Information Retrieval (Practical)

FM = 50 (Theory 40 + Internal Assessment 10)

- MS-DOS Commands
- WINDOWS Basic Operations
- Word Processing using MS-Office
- Database Creation and Retrieval using CDS/ISIS and WINISIS