BHARTI UNIVERSITY

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Bharti University

SCHEME OF EXAMINATION
&
SYLLABUS
Of
B.Lib

Semester Exam
UNDER
FACULTY OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE
Session 2021-22
(Approved by Board of Studies)
Effective from Nov. 2021
EXAMINATION SCHEME

Bachelor of Library and Information Science

Bachelor of Library and Information Science examination will be conducted in four SEMESTERS.

SEMESTER – I

THEORY

PAPER	COURSE	DURATION	THEORY MARKS	TEACHER ASSESSMENT	TOTAL MARKS
1	Library Organization and Management	3 Hrs	70	30	100
2	Library Cataloguing and Bibliography	3 Hrs	70	30	100
3	Reference sources and Services	3 Hrs	70	30	100
4	Documentation and InformationServices	3 Hrs	70	30	100
5	Computer Application in Libraries	3 Hrs	70	30	100
6	Library Classification(Theory)	3 Hrs	70	30	100

PRACTICAL

PAPER	COURSE	DURATION	PRACTICAL MARKS	TEACHER ASSESSMENT	TOTAL MARKS
I	Library Classification (Practical)	3 Hrs	70	30	100
II	Library cataloguing (Practical)	3 Hrs	70	30	100

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PAPER – I
LIBRARY ORGANISATION AND MANAGEMENT

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 stockrectification

- 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

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

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

PAPER-IV

DOCUMENTATION AND INFORMATION SERVICE

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, Mathematicalreviews, 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

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)

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, alphabeticalEnumeration, superimposition & phase devices)
- System & specials

UNIT-IV

- Notation: definition, need & functions
- Types, structure & qualities of notation
- Mnemonics: 1its 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

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

LIBRARY CATALOGUING (PRACTICAL) – II

Cataloguing of Titles and continuing resources according to AACR-II