

*Placed at the meeting of
Academic Council
held on 12.12.2019*

Appendix-H-24
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)

Directorate of Distance Education

Syllabus for B.Lib.I.Sc. (Semester Pattern)
(Bachelor of Library and Information Science)
(With effect from the academic year 2019-2020 onwards)

Regulations, Scheme of Examinations and Syllabus

1. ELIGIBILITY FOR ADMISSION TO THE COURSE:

Candidate with a Bachelor's Degree in Science or Arts or Humanities of this University or any other University recognized by the Syndicate of this University as equivalent there to and medium of instruction is English.

2. DURATION OF THE COURSE:

The course will extend over a period of one Academic year/Calendar year.

3. ELIGIBILITY FOR THE DEGREE:

Candidates who have passed any Bachelors Degree course examination from a recognized university or college eligible to apply for seeking admission to this course.

4. COURSE OF STUDY:

FIRST SEMESTER		Credits
Paper I	Library and Society	4
Paper II	Information Sources and services	4
Paper III	Information Processing-I: Classification Theory	4
Paper IV	Information Processing-II: Cataloguing and Indexing Theory	4
Total Credits in First semester		16
SECOND SEMESTER		
Paper V	Information Technology	4
Paper VI	Library Administration and Management	4
Paper VII	Information Processing-III: Classification Practice	4
Paper VIII	Information Processing-IV: Cataloguing Practice	4
Total Credits in Second semester		16
Total credits for Two semesters 16+16		32

SCHEME FOR INTERNAL ASSESSMENT (25 Marks) :

For the UG Courses the internal assessment marks will be as follows:

Assignment = 20 marks

Seminar / Group Discussion = 05 marks

5. SCHEME OF EXAMINATION:

The external examination shall be conducted by the University at the end of each semester. The scheme of examination shall be as follows:

SCHEME OF EXAMINATIONS

Sl. No.	Subject	Duration of Exam Hours	Internal Marks	External Marks	Total Marks
FIRST SEMESTER					
Paper I	Library and Society	3	25	75	100
Paper II	Information Sources and services	3	25	75	100
Paper III	Information Processing-I: Classification Theory	3	25	75	100
Paper IV	Information Processing-II: Cataloguing and Indexing Theory	3	25	75	100
SECOND SEMESTER					
Paper V	Information Technology	3	25	75	100
Paper VI	Library Administration and Management	3	25	75	100
Paper VII	Information Processing-III: Classification Practice	3	25	75	100
Paper VIII	Information Processing-IV: Cataloguing Practice	3	25	75	100
Total Marks					800

Part-IV : Value Education is a compulsory paper common for all UG courses. Students have to write examination in **first semester**.

Part-V : Environmental Studies is a compulsory paper common for all UG courses. Students have to write examination in **second semester**.

6.PASSING MINIMUM:

A candidate who secures not less than 30 marks in the external examinations of a theory or practical paper shall be declared to have passed in the theory or practical paper.

7.RESULTS AND CLASSIFICATION:

- a) Results will be declared after every University examination in each semester and the marks obtained by the candidate will be forwarded to them through the Head of the institution.
- b) Classification of successful candidates shall be declared at the end of the second semester.
- c) A candidate who has passed all the papers of examinations of first and second semesters whether in one appearance or more appearances shall be declared to have passed in first class, if he/she secures not less than 60% of marks on the aggregate of all the papers.
- d) A candidate who has pass all the papers of examinations of first and second semesters whether in one appearance or more appearances shall appeared to have passed in second class, if he /she secures not less than 50% of marks and those who secured below 50% marks considered passed as third class on the aggregate of all the papers.

8.FAILED CANDIDATES

- a) A candidate who fails in the first semester examination shall be permitted to re-appear for that failed paper / papers along with the second semester examination.
- b) A candidate who fails in the semester shall be permitted to re-appear in the semester examination of the subsequent academic year.
- c) Candidates of the first semester are permitted to continue their studies in the second semester irrespective of the fact whether they have appear first semester examination or not.
- d) There is no restriction to the number of years to complete the course till the next revision of the syllabus.

Question Paper Pattern

Part – A

Answer Any Five Questions

Marks (5*15=75)

Question 1 to Question 7

Model Question :

Ist Semester

Information Sources

Time : 3 Hours

Max. Marks : 75

SECTION – A

Answer Any Five Questions

All questions carry equal marks

(5*15=75)

1. Explain the Information.....
2. 3. 4. 5. 6. 7.

FIRST SEMESTER - Paper I: LIBRARY & SOCIETY

UNIT- I : Libraries and Information Centers – Definition – Modern Concept – Importance – The impact of Social, Cultural, Educational, Economic and Technological changes on library & information services & Vice-versa – Five Laws of Library Science – Their relevance – Library extension activities – Outreach programmes – Rural Development – Gender Equity – Environment protection.

UNIT- II : Historical Development of Libraries in India. Types of Libraries – National, Public, Academic, Special – and their Functions.

UNIT-III : Library Legislation – Model State and Central Library Act – Tamilnadu Public Library Act, Andhra Public Library Act and Karnataka Public Library Act – Delivery of Books and News Papers Act– Copyright act.

UNIT-IV : Library Co-operation Resource Sharing: Definition, Need and Uses – Areas of Co-operation – Networking of Libraries – Types of Networks.

UNIT- V :Library and Librarianship – Qualities of Good Librarian – Professional Associations.

UNIT-VI : Role of FID, IFLA, ILA, MALA – Library Activities of UNESCO.

REFERENCE BOOKS:

1. Chaturvedi, D. D. (1993). *Academic Libraries*. New Delhi: Anmol.
2. Ekbote, & Gopal Rao. (1987). *Public Library System*. Hydrabad: Ekbote Bros.
3. Jefferson, G. (1969). *Libraries & Society*. Cambridge: James Clarke & Co.
4. Jefferson, G. (1977). *Libraries Co-operation*. London: Library Deutsh.
5. Panda, B.D. (1992). *Handbook of Public Library System - History of Library Development*. New Delhi: Anmol.
6. Ranganathan, S. R. (1988). *Five Laws of Library Science, Public Library System, India, Srilanka, UK, USA*. Bombay: Asia Publishing House.
7. Ranganathan, S. R. (1988). *Library Manual*. Bangalore: S.R. Endowment.
8. Rout, R. K. (1986). *Library Legislation in India*. New Delhi: Reliance.
9. Viswanathan, C. G.(1985) *Public Library Operations and services: A Short Manual*. 3rd ed. Lucknow: Print House.

Paper II: INFORMATION SOURCES AND SERVICES

UNIT- I: Information, Information Explosion & Information Environment – Nature and Characteristics of Information – Information Transfer – Means & methods – Formal & Informal- Barriers to Communication.

UNIT-II : Sources of Information – Documentary – Non-documentary – Published and Unpublished – Types of Information Sources – Primary, Secondary, Tertiary Sources – Illustrations.

UNIT-III : Categories of Information sources – Encyclopedias – Dictionaries, Directories, Handbooks & Manuals – Biographical sources – Geographical sources- Bibliographies, Almanacs, Year Books – General evaluation of information sources – Authority Scope, Arrangement, Treatment, etc – Abstracting and Indexing Periodicals.

UNIT-IV : Information Services – Reference Service – Definition, Need and Types –Ready Reference Service – Long Range Reference Service – User Needs – User Education.

UNIT-V : Documentation Services – Current Awareness Service, SDI – Bibliographical Services – Types of Bibliographies – INB and BNB – Planning, Compilation of Bibliography.

UNIT-VI : Translation services – Need and Importance – Functions of INSDOC, DESIDOC & NASSDOC.

REFERENCE BOOKS:

- 1.Chhotey Lal. (1986). *Information Sources in Science and Technology*. Delhi: Bharati Pub.
- Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angeles: Meville Pub. Co.
- 2.Guha, B. (1983). *Documentation & Information: Systems, Techniques & services*. Calcutta: World Press.
- 3.Karz, W.A. (1947). *Introduction to Reference Work*. 2nd Ed. New York: McGraw-Hill.
- 4.Krishan Kumar. (1980). *Reference Service*. 2nd Ed. New Delhi: Vikas.
- 5.Renganathan, S.R. (1963). *Documentation and its Facets*. Bombay: Asia.
- 6.Renganathan, S.R. (1963). *Library Manual*. 2nd Ed. Bangalore: S.R. Endowment.
- 7.Sharma, J.S., & Grover, D.R. (1987). *Reference Service and sources of Information*. New Delhi: Ess Ess Publications.

Paper III: INFORMATION PROCESSING-I: CLASSIFICATION THEORY

UNIT-I : Library classification – Definition, Need and Purpose of classification – Physical Arrangement of Documents- Knowledge Classification- Book Classification – Universe of Subjects- Modes of Formation of Subjects.

UNIT-II : Schemes of Library Classification – Historical Development – Salient Features of Major Schemes – DDC, UDC and CC – Enumerative and Analytic Synthetic Schemes – Notation – Types, Functions and Qualities .

UNIT-III : General Theory of Classification- Normative Principles – Planes of work – Fundamental Categories - Facet analysis- Principles of Inversion and Facet Sequence – Principles of Helpful Sequence.

UNIT-IV : Canons of Classification – Postulates and Postulation Procedures for Classification.

UNIT-V : Various Aspects of Classification – Zone Analysis, System and Special, Phase Analysis- Common Isolates.

REFERENCE BOOKS:

1. Krishnan Kumar. (1979). *Theory of Classification*. Delhi: Vikas.
2. Mills. (1962). *Modern Outline of Library Classification*. London : Chapman & Hall.
3. Ranganathan, S.R. (1967). *Descriptive Account of the Colon Classification*. Bombay: APH.
4. Ranganathan, S.R. (1962). *Elements of Library Classification*. Bombay: Asia.
5. Sayers. (1967). *Introduction to Library Classification*. Bombay: Asia.
6. Sehgal, R.L. (1993). *Handbook to Colon Classification*. New Delhi: Ess Ess Publications.
7. Sehgal, R.L. (2002). *Introduction to Dewey Decimal Classification*. New Delhi: Ess Ess Publications.

Paper IV
INFORMATION PROCESSING-II
CATALOGUING & INDEXING THEORY

UNIT-I : Library Catalogue - Definition, Need, Purpose and Functions – Catalogue vs. Bibliography.

UNIT-II : Types of Library Catalogue – Physical Forms and Inner Forms of Catalogue- Indexing – Sear’s List of Subject Headings – Chain Procedure – Brief Account of PRECIS, POPSI and Uniterm Indexing.

UNIT-III : Normative Principles, Canons and Laws of Cataloguing – their Implications.

UNIT-IV : Entries - Classified Catalogue Code (CCC) and AACR II – Choice and Rendering of Various Entries – Single, Multiple, Corporate Authors.

UNIT-V : Co-Operative and Centralized Cataloguing - CIP, NPAC, MARC, LC – ISBD, ISBN, ISSN.

REFERENCE BOOKS:

1. Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angels: Meville Pub. Co.
2. Guha, B. (1983). *Documentation & Information: Systems, Techniques & services*. Calcutta: World Press.
3. Ranganathan, S.R. (1963). *Documentation and its Facets*. Bombay: Asia.
4. Ranganathan, S.R. (1988). *Library Manual*. 2nd Ed. Bangalore: S.R. Endowment.
5. Viswanathan. (1976). *Elements of Information Science*. Delhi: Today & Tomorrow.

6. Sharma, S.K. (1986). *Cataloguing Theory*, New Delhi: Ess Ess Publication.
7. Girja Kumar & Krishan Kumar (1975) *Theory of Cataloguing*. New Delhi : Vikas Publishing House Pvt. Ltd.

SECOND SEMESTER
Paper V: INFORMATION TECHNOLOGY

UNIT-I : Introduction to Computer & its Components – Historical Development – Types of Computer – Hardware Components – Input, Output and Storage Devices.

UNIT-II : Library Automation – Database Management System Concepts – Creating Database – Search Retrieval and Report Generation.

UNIT-III : Information Technology in Information Storage and Transfer – Reprography and Micrography – Microfilm & Microfiche – CD ROM.

UNIT-IV : Electronic Transmission of Information – E-Mail – Fax – Teleconferencing.

UNIT-V : Communication Networks – INTERNET, NICNET, INDONET, ERNET, INFLIBNET.

REFERENCE BOOKS:

1. Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angeles: Melville Pub. Co.
2. Grogan, Denis. (1976). *Science & Technology: An Introduction to Literature*. 2nd Ed. London: Clive Binseley.
3. Meadow, C.T. (1974). *Analysis of information Systems*. London: Butterworth.
4. Preshar, R. G. (1991). *Information & its communication*. New Delhi: Medallion Press.
5. Somnath Madan. (1987). *Computer and Library services*. Delhi: Commonwealth Pubcns.
6. UNESCO/UNISIST. (1947). *Guidelines for the Planning of National Scientific & Technical Information System*. Paris: UNESCO.
7. Ravichandra Rao, I. K. (1990). *Library Automation*. 2nd Ed. New Delhi: Wiley Eastern.
8. Vickery, B. C. (1973). *Information Systems*. London: Butterworths.
9. Viswanathan, C. G. (1976). *Elements of information Science*. Delhi: Today & Tomorrow.

Paper VI: LIBRARY MANAGEMENT

UNIT-I : General Principles of Management – POSDCORB - Scientific Principles of Management – Planning: Definition, Steps, Types - Library Building Planning – Furniture and Equipment.

UNIT-II : Routines of Library Administration: Acquisition – Technical – Maintenance, Circulation – Periodical Sections.

UNIT-III : Personnel Management : Definition – Functions & Importance – Job Analysis, Job Description & Job Evaluation – Ranganathan’s Staff Formula - Training – Recruitment, Selection and Salary Pattern.

UNIT-IV : Financing and Budgeting Types - Library Authorities – Library Committee – Library Rules & Regulations.

UNIT-V : Closed and Open Access System - Stock Verification – Stock Rectification – Preservation of Library Materials - Annual Report.

REFERENCE BOOKS:

1. Chakrabarti, A.K. (1983). *Treatise on Book selection*. Delhi: D.K. Publications.
2. Davar, R. S. (1980) *The Management Process*. Bombay: Progressive corporation Pvt.Ltd.
3. Godden. (1984). *Library technical Services*. New York: Academic Press.
4. Ivancevich, J. M. (1991). *Management: Principles and Functions*. Delhi: All India Traveller.
5. Krishan Kumar. (1980). *Library Administration and Management*. 3rd Ed. New Delhi: Vikas.
6. Krishan Kumar. (2007). *Library management in electronic environment* New Delhi: Anand Publications..
7. Mittal, R.L. (1984). *Library Administration: Theory and Practice*. 3rd Ed. New Delhi: Metropolitan Book Co.
8. Nair Ahmed, V. S. (1985). *Handbook of Library Administration*. Madras: IIT.
9. Prasher, R. G. (1991). *Managing University Libraries*. New Delhi: Today & Tomorrow.
10. Ranganathan, S.R., & Gopinath. (1959). *Library Administration*. Bombay: Asian Publishing House.

Paper VII: INFORMATION PROCESSING–III: CLASSIFICATION (PRACTICE)

Classification of Documents according to Colon Classification (CC) 6th Edition.

Classification of Documents according to abridged Dewey Decimal Classification (DDC) 19th Edition.

For details refer Course material.

1. Raju, A.A.N.(2001).*Colon Classification Theory and Practice A Self Instructional Manual*. New Delhi :Ess Ess Publication.
2. Satija, M.P. (1989). *Manual of Practical Colon Classification*. New Delhi: Sterling Publishers Private Limited.
3. Khanna, J.K.&Kapil, D.D. (1982). *Colon Classification Structure and Methodology*. New Delhi: Ess Ess Publication.

Paper VIII: INFORMATION PROCESSING –IV: CATALOGUING (PRACTICE)

Cataloguing of Books, Serials and Non- Book material according to AACR-II and CCC.

Selected Text and Reference Books:

1. Sehgal, R.L. (1996). *Cataloguing Practice CCC*. New Delhi: Ess Ess Publication.
2. Sehgal, R.L. (2002). *Cataloguing Manual AACR-II*. New Delhi: Ess Ess Publication.
3. Krishan Kumar (1997). *An Introduction to AACR 2*. New Delhi: Vikas Publishing House Pvt Ltd.
4. Krishan Kumar (2005). *An Introduction to Cataloguing Practice*. New Delhi: Vikas Publishing House Pvt Ltd.
