

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**Ch. Charan Singh University, Meerut**

**Library & Information Science**  
**as Subsidiary Subject in Graduation**

**Syllabus 2016-2017**

**First Year**

| Paper No | Paper Code | Course                                    | Credits | Internal | External | Total Marks |
|----------|------------|---|---------|----------|----------|-------------|
| I        | LSB 101    | Fundamentals of Librarianship             | 3       | 10       | 40       | 50          |
| II       | LSB 102    | Information Sources and Services (Theory) | 3       | 10       | 40       | 50          |

**Second Year**

| Paper No | Paper Code | Course                                   | Credits | Internal | External | Total Marks |
|----------|------------|--|---------|----------|----------|-------------|
| I        | LSB 201    | Knowledge Organisation in Libraries      | 3       | 10       | 40       | 50          |
| II       | LSB 202    | Information Storage and Retrieval System | 3       | 10       | 40       | 50          |

**Third Year**

| Paper No | Paper Code | Course                             | Credits | Internal | External | Total Marks |
|----------|------------|------------------------------------|---------|----------|----------|-------------|
| I        | LSB 301    | Computer Applications in Libraries | 3       | 10       | 40       | 50          |
| II       | LSB 302    | Library Management                 | 3       | 10       | 40       | 50          |

## **Fundamentals of Librarianship**

### UNIT – I

- Definition and Concept of Library, Objectives and Functions of Libraries.
- Role of Libraries in the development of Society
- Functions and Duties of Librarian
- History of Libraries

### UNIT – II

- Types and Functions of Libraries : Academic Libraries, Public Libraries and Special Libraries
- Laws of Library Science
- Library Legislation and Library Acts

### UNIT – III

- Book Selection : Policy and Procedures
- Accessioning and Processing
- Stock Verification
- Charging Systems

### **Suggested Readings**

1. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
2. Pandey, SK Sharma : Libraries and Society. New Delhi : Ess Ess, 1992.
3. Ranganathan, SR : The Five Laws of Library Science. Bangalore : Sarda Ranganathan Endowment for Library Science, 1988.

## **Information Sources and Service (Theory)**

### UNIT – I

- Information Sources : Definition, Need and Purpose, Types of Information Sources - Primary, Secondary and Tertiary
- Information Services : Definition, Need, Purpose and Types
- Reference Service and Reference Sources

### UNIT – II

- Criteria of Evaluating Information Sources
- Searching of Information : Techniques of Information Search
- User Education and Information Literacy : Definition, Importance and Methods
- Online Information Sources

### UNIT – III

- Dictionaries : General and Special
- Geographical Sources : Maps, Atlas, Gazetteers, Census
- Encyclopedias : General and Special
- Bibliographies : Definition, Types and Techniques

### Recommended Books

1. Krishan Kumar : Reference Service. 5<sup>th</sup> rev ed. New Delhi, Vikas, 1982.
2. Ranganathan, SR : Reference Service. 2<sup>nd</sup> ed. Bombay, Asia Pub. House, 1961.
3. Mukherjee, AK : Reference Work and its Tools. 3<sup>rd</sup> rev ed. Calcutta, World Press, 1975.
4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.

## **Knowledge Organisation in Libraries (Theory)**

### UNIT – I

- Knowledge Organisation : Concept, Definition and Importance
- Library Classification and Cataloguing : Objectives and Functions
- Species of Classification Schemes

### UNIT – II

- Notation : Definition, Types and Qualities of Notation
- Class Number, Book Number, Collection Number
- Five Fundamental Categories
- Salient Features of DDC and CC

### UNIT III

- Library Catalogue : Functions, Objectives and Forms of Library Catalogue
- Canons of Cataloguing
- Salient Features of AACR-II
- OPAC

### Recommended Books

1. Hussain, Shabahat : Library Classification, facets and analysis. 2<sup>nd</sup> rev. ed. New Delhi : B. R. Publishing Corp., 2004.
2. Krishan Kumar : Theory of Classification. 4<sup>th</sup> rev ed. Delhi : Vikas Publishing House, 1988.
3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.
4. Sen Gupta, B : Cataloguing, its theory and practice. 3<sup>rd</sup> rev. ed. Calcutta : World Press, 1974.
5. Sharma, Pandey SK : Cataloguing Theory. New Delhi, Ess Ess, 1986.
6. Vishwanathan, CG : Cataloguing, theory and practice. 6<sup>th</sup> rev. ed. New Delhi : Ess Ess, 2002.

## **Information Storage and Retrieval System**

### UNIT - I

- Information Science : Definition, Need and Functions
- Documentation : Definition, Importance and Objectives
- CAS and SDI

### UNIT - II

- Index and Indexing, Subject Indexing, Pre-Coordinate Indexing, Post Coordinate Indexing System
- Abstract and Abstracting : Scope and Importance, Types of Abstracts
- Computer Application in Information Retrieval

### UNIT – III

- Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET

#### Recommended Books

1. Guha, B : Documentation and Information : services, techniques and systems. 2<sup>nd</sup> rev ed. Calcutta, World Press, 1983.
2. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
3. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.
4. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
5. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.

## **Computer Application in Libraries**

### UNIT – I

- Introduction to Computers : Parts of Computer, Hardware and Software, Generation of Computers
- MS Office : MS-Word, MS-Excel and MS-Power Point
- Application of Computers : Airport, Banks, Railway Stations, Hospitals and Libraries

### UNIT – II

- Memory and Storage : Internal Memory, External Memory, Storage Devices : Hard Disk, Portable Storage,
- Library Software Packages for Library Automation. Application of Library Automation Software Packages in Libraries.

### UNIT – III

- Internet : Features, Applications, Search Engines
- Networking : Types of Networks, LAN, WAN

### Recommended Books

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2<sup>nd</sup> ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996.

## **Library Management**

### UNIT - I

- General Principles of Management and their Applications to Libraries
- Functions of various sections of a library : Acquisition, Circulation, Technical and Periodical

### UNIT – II

- Library Authority and Library Committee, Library Budget
- Recruitment, Staff Formula, Library Rules and Regulations
- Role of Librarian

### UNIT – III

- Stock Verification, Library Statistics
- Library Building and Furniture Planning,
- Binding of Library Materials
- Annual Report

### Recommended Books

1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.
2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.
3. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess Ess, 2003
4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.