बरकतउल्ला विश्वविद्यालय, भोपाल

Barkatullah Vishwavidyalaya, Bhopal

Faculty of Arts

SYLLABUS
458
OF

B. Lib. & I.Sc. & M. Lib. & I.Sc.

Scheme of Examination and Courses of
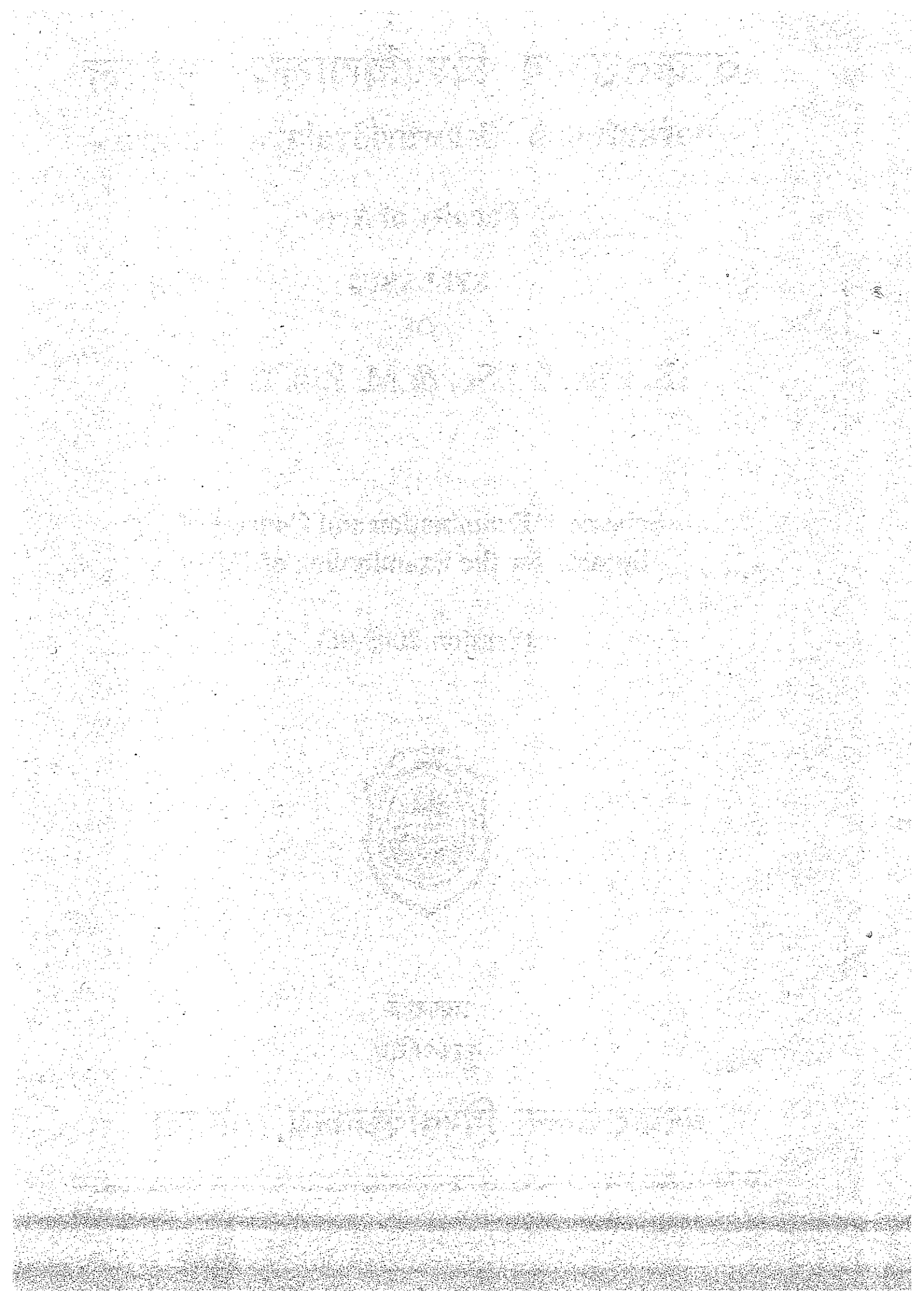Studies for the Examination of 2006

(Session 2005-06)

प्रकाशक

कुल-सचिव

बरकतउल्ला विश्वविद्यालय, भोपाल

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BARKATULLAH UNIVERSITY, BHOPAL

SYLLABUS OF B. LIB & I.Sc. & M. LIB. & I.Sc.

INDEX

BARKATULLAH UNIVERSITY BHOPAL

ORDINANCE NO. 213 *

BACHELOR OF LIBRARY & INFORMATION SCIENCE

(REGULAR COURSE)

LIBRARIANSHIP AS A CAREER :

The spread of the concept of democracy, the extension of education facilities, the intensification of research activities and finally the rapid increase in the production of recorded knowledge in various forms have led to the expansion of libraries public, Academic or special and the development of the services.

OBJECTIVES :

(a) To impart essential know-how of modern library practices with a view to developing basic expertise in modern Library Management.

(b) To inculcate a sense of responsibility and awareness of professional belonging.

(c) To impart an understanding and an appreciation of the role of libraries in the society, in other words, to impart knowledge about their social purpose.

DURATION OF THE COURSE :

The course shall be of one Year's duration

ELIGIBILITY FOR ADMISSION :

Fro admission to B.Lib. & Inf. Sc. Course the minimum requirements are :

1. Second class Bachelor's degree from a recognized Unviersity. Howerver in view of limited seats candidates with superior qualifications shall be preferred. Proficiency in English is desirable.

2. The admission will be made on the basis of merit list and as per rules framed for the admission to B. Lib. & Inf. Science. seats shall be reserved for S.C., S.T. and OBC candidates as per govt. rules.

3. In all cases of admissions the decision of the Library Science Course Admission Committee shall be final.

* (Approved by Co-ordination Committee (73rd) dated 24.7.2004.)

The Scheme of Examination :

The scope of studies in different pepers shall be such as in prescribed in the prospectus by the Board of Studies and the Academic Council from time to time in due course.

Group - A	Theory papers	800 marks
Group - B	Viva-voce	50 marks
	Computer practical	50 marks

WORKING HOURS :

1. No candidate will be eligible for admission to the B.Lib. & Inf. Science Examination, unless he/she has attended seventy five percent of the lectures delivered during the session.

2. Medium of instruction and examination will be English/Hindi.

THE SCHEME OF EXAMINATION

The scope of studies in different papers shall be such as is prescribed in the prospectus by the Board of studies and the Academic Council from time to time in due course.

PASS PERCENTAGE AND DIVISION :

The scope of studies in different papers shall be such as is prescribed in the prospectus by the Board of studies and the Academic Council from time to time in due course.

PASS PERCENTAGE OF DIVISION :

Division shall be awarded to the successful candidate on the aggregate marks obtained by him in accordance with the following scale viz :

First Division   -   60% and more

Second Division   -   48% but below 60%

Third Division   -   40% but below 48%

ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION :

(i)   Candidates securing less than 40% marks in individual papers will be treated as failed. They can reappear at the subsequent examination in the paper concerned not more than two.

(ii)   A candidate declared eligible for supplementary shall be required to clear the same

in next two subsequent attempts. Any attempt unavailed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.

(iii) An ex-student candidate seeking permission for re-appear to a subsequent examination shall submit his/her application on prescribed form the date.

(iv) Not withstanding any thing contained in the foregoing paragraphs a candidate who after having appeared at the whole examination as a regular student fails in not more than two papers by not more than three marks shall be eligible for award of grace marks upto a limit of three marks so as to enable him/her to pass the examination, the grace marks shall however not be added any where.

(v) The Kulpati may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark, where the deficinecy is so condened one mark shall no where be added.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get benefit under paragraph vi.

DISCIPLINE :

All the sutdent who are admitted to the course will have to abide by the rules, regulations and procedures as notified from time to time by the Director/Principal and or the Registrar/Kulpati.

B. Lib & I.Sc. Exam - 2005 and onward (2006)
Syllabus

Paper	Subject	Duration	Marks
i.	Foundation of Library and information Science	3 Hours	100
ii.	Management of Library and Information Centres	3 Hours	100
iii.	Knowledge Organisation and Processing	3 Hours	100
iv.	Knowledge organisation and processing (Classification Practical) CC Rev 6th Ed. and DDC 19th Ed.	3 Hours	100
v.	Knowledge Organisation and Processing (Cateloguing Practical) CCC 5th Ed. And AACR-2	3 Hours	100
vi.	Documentation, Information Retrieval	3 Hours	100
vii.	Information Technology Basic	3 Hours	100
viii.	Reference service and sources of information	3 Hours	100
	Viva Voce		40
	Computer Practical		40
	Tour Report/Field Work/ Survey Report		20

PAPER - I FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

UNTI - 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). Role of library in formal and informal Education.

UNIT - II Library Movement in India : UK and USA, Library development plan and programmes in India after independence. Role of library in Modern Society.

UNIT - III Library legislation in Indian Status : their Salient features, Delivery of Book, Act Copy right and Censorship Act, Intellectual property Act, Right to Information Act.

UNIT - IV Library Building : Planning and designing, location, lighting and ventilation. Role of librarian and architect in designing of building, furniture, etc.

UNIT - V Cooperative & Consortee : Library co-operation and resource sharing, library extension services consultancy services. Role of professional associations with special reference to ILA, IASLIC, SIS, RRLF Role of UNESCO.

PAPER - II MANAGEMENT OF LIBRARIES & INFORMATION CENTRES

UNTI - I Concept of Management : Principles of Scientific Management, management of school of thought. Library organisational structure. Policy Making bodies of libraries. Library authority and library committee.

UNTI - II Human Resource Development : Job analysis, job description, motivation in service training. Staff recruitment procedures, staff, Formula.

UNTI - III Collection Development : Types of documents and selection principles, different types of selection tools and their importance, Acquisition procedure. Budgeting (PPBS, ZBB). Accounting Library rules and regulations. Cost effectiveness Auditing.

UNTI - IV Technical Section : Preparation of books for use routines of classification and cataloguing, filing routines, serial control. Acquistion methods, methods of recording. Three card system and Kardex.

UNTI - V Management and operation of various section, departments. Maintenance section (Shelving and stock verification binding), circulation section (Work, system-Browns, new ark).

PAPER - III KNOWLEDGE ORGANISATION AND PROCESSING (THEORY)

UNTI - I Universe of subjects - structure attributes and modes of formation library classification. Definition, need & purpose, including knowledge classification.

UNTI - II General theory of library classification, Fecel Analysis, Fundamental categories Devices Phase analysis, Notation.

UNTI - III Design & development of schemes of library classification. Species of classification schemes introduction to CC, DDC & UDC. Trends in library classification.

UNTI - IV Library Cataloguing : Definition need and purpose. Types and physical form. Standard codes of cataloguing - CCC & AACR-II. Kinds of entries and their function. Personal & corporate Authorship.

UNTI - V Principles of subject cataloguing. Current trends in standardization in description & exchange AACR-II, ISBD, MARC ISO 2709, CCF. Introduction to ISBN & ISSN.

PAPER - IV KNOWLEDGE ORGANISATION AND PROCESSING CLASSIFICATION) (PRACTICALS)

Practical classification of books and periodicals according to Colon Classification (Rev. 6th Ed.) and Dewey Decimal Classification (19th Ed.) Adequate number of titles will be given from all disciplines candidates will be required to classify 20 titles in all. The Titles should be classified by CC an DDC both. Whereas, five titles should be classified by CC and five by DDC only.

PAPER - V KNOWLEDGE ORGANISATION AND PROGRESSING CATALOGUING

Practical cataloguing according to classified catalogues code with Amendments and Anglo-American Cataloguing Rules- 1988 (Rev. AACR-2) in CCC Class index entries will be Prepared through chain Procedure. In AACR-2 Subject entries will be prepared according to Sear's list of Subject headings. Candidates will be required to catalogue fully five titles in all minimum to by CCC and two by AACR-2

PAPER - VI DOCUMENTATION & INFORMATION RETRIEVAL

UNTI - I Documentation : Meaning, genesis and scope, Facet of documentation, documentation list. Documentation activities in India. Reprographic, Micrographic and translation services.

UNTI - II Index and Indexing : Type of indexes pre and post co-ordinate indexing, UNITERM, Keyword indexing (KWIC-KWOC, KWAC, KWWC), chain indexing.

UNTI - III Abstracting : Characteristics, elements types, Ranganathan's canon of abstracting. Important abstracting services, Indian science, Biological abstraction.

UNTI - IV National systems : NISSAT, National Documentation centre of India : MSCARE, NASSDOC, DESIDOC, DELNET.

UNTI - V Information storage and retrieval system : meaning, purpose and evaluation, Search strategies, Concept of Vocabulary Control, Theories.

PAPER - VII INFORMATION TECHNOLOGY : BASIC

UNTI - I Introduction of computer, Historical background of computers types and

generations of computers, Architecture - CPU, input/Output devices. Basic hardware's.

UNTI - II Software aspect : Types of software types and generation of computer operating systems - MSDOS/MS Windows.

UNTI - III Information Technology : Definition, scope and history, CD_ROM, Technology DVD.

UNTI - IV DBMS - Introduction to Database Management System (DBMS) with special reference to CDS/SIS. Introduction to library automation software packages, SOUL.

UNTI - V Library Automation : Meaning - brief history, factors and goals. Area of library automation, Bar code.

PAPER - VIII REFERENCE SERVICE AND SOURCES OF INFORMATION

UNTI - I Documentary sources of information : Print, Non-print including Electronic media. Nature. Characteristics, Utility and evaluaton of different types of information sources. Non-documentary information sources. Categories primary, secondary and Tertiary information sources. Internet as source of information.

UNTI - II Reference service : Meaning, scope. Types of reference service : Short range and long ranges reference service. Reference service v/s information service. Refrence service in Public Academic and Special libraries. Reader's initiation/ orientation user education.

UNTI - III Bibliographies (Definition, need and purpose). Types of bibliographies. Methods of compilation of a bibliography, Evaluation of Bibliographies.

UNTI - IV Encyclopedias, year books and almanac, Names as almanac.

UNTI - V Dictionaries, Directories, geographical sources. Bibliographical sources. Definition, Purpose and Importance.

Note : List or reference and information sources for purpose of evaluation in appended.

APPENDIX (Evaluation of the following)

A. **BIBLIOGRAPHIES : 5 ONLY**
1. Indian National Bibliography.
2. British National Bibliography.
3. Books in Print (Bowker).
4. Indian Books in Print (Delhi, Indian Bureau of Bibliography).
5. Ulricle's international periodical directory.

COMPUTER PRACTICAL
- Computer Fundamentals
- Operating System (DOS, Windows introduction)
- MS - Office (Special reference to MS - Word)
- Basic of SOUL
- Internet search and e-mail

Viva - (On any of the 8 papers)

BARKATULLAH UNIVERSITY BHOPAL

ORDINANCE NO. 214*

MASTER OF LIBRARY & INFORMATION SCIENCE
(REGULAR COURSE)

LIBRARIANSHIP AS A CAREER :

The spread of the concept of democracy, the extension of education facilities, the intensification of research activities and finally the rapid increase in the production of recorded knowledge in various forms have led to the expansion of libraries public, Academic or special and development of the services.

The Management of various of libraries needs persons with good academic and professional qualifications. There has been an increasing recognition of the fact that well planned and oriented library training is needed to ensure efficient library service in the Country. It has now been fully recognized that library work is primarily a social service and needs young men and women with a sense of dedication and spirit of service. This is being emphasized on those intending to enter library profession.

OBJECTIVES :

1.   To acquaint the students with the organization and development of the Universe of knowledge and with the Research Organisation and Research Methodology.

2.   To give the students specialized knowledge in respect of the kinds of readings materials and different types of Libraries.

3.   To make the students proficient in : Advanced Library techniques/Methodology of Documentation and Advance Management of select types of Libraries.

DURATION OF THE COURSE :

This course shall be of one Year's duration in One year.

ELIGIBILITY FOR ADMISSION :

Fro admission to M.Lib. & Inf. Sc. Course the minimum requirements are :

1.   Second class Bachelor's degree followed by Second class Degree or Diploma in Lib. Sc. from a recognized Unviersity. Howerver in view of limited seats candidates with good second class P.G. Degree shall be preferred. Proficiency in English is desirable.

2.   In all cases of admissions the decision of the Library Science Course Admission Committee shall be final.

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* (Approved by Co-ordination Committee (73rd) dated 24.7.2004.)

The Scheme of Examination :

The scope of studies in different pepers shall be such as in prescribed in the prospectus by the Board of Studies and the Academic Council from time to time in due course.

Group - A	Theory papers	800 ma..
Group - B	Viva-voce	50 marks
	Computer practical	50 marks

PASS PERCENTAGE & DIVISION :

Division shall be awarded to the successful candidate on the aggregate marks obtained by him in theory as well as Viva-voce and computer practical of the examination separately in accordance with the following scale viz :

First Division - 60% and above

Second Division - 50% but below 60%

NOTE : There shall be no Third Division.

WORKING HOURS : Monday to Saturday

11.00 AM to 4.30 PM

EXAMINATION :

1. No candidate will be eligible for admission to the M.Lib. and Inf. Science examinatijon, unless he/she has attended seventyfive percent of the lectures delivered during the session.

2. Medium of instruction and examination will be English/Hindi.

ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION :

(i) Candidates securing less than 50% marks in individual papers will be treated as failed.

(ii) An ex-student candidate seeking permission for re-appear to a subsequent examination shall submit his/her application on prescribed from.

(iii) Not withstanding any thing contained in the foregoing paragraphs a candidate who after having appeared at the whole examination as a regular student fails in one paper by not more than one marks shall be eligible for award of grace marks upto a limit of one marks so as to enable him/her to pass the examination, the grace marks shall, however, not be added anywhere.

(iv) The Kulpati may, if a candidate is failing at an examination or missing a division by one mark, condone deficiency of one mark, where the deficiency is so condoned shall no where be added.

Provided that the benefit under this shall not be allowed to enable a candidate to get benefit under paragraph III.

DISCIPLINE :

All the sutdent who are admitted to the course will have to abide by the rules, regulations and procedures as notified from time to time by the Director/Principal and or the Registrar/Kulpati.

M. Lib Sc. Exam - 2005 and onward

Syllabus

Paper	Subject	Duration	Marks
i.	Universe of Subjects & Research Methodology	3 Hours	100
ii.	Advanced Library Organisation and Management Academic Library System	3 Hours	100
iii.	Information Processing Retrieval System	3 Hours	100
iv.	Knowledge organisation and processing (Practical)	3 Hours	100
v.	Information, Communication and Society	3 Hours	100
vi.	Information Sources, Systems and Programmes	3 Hours	100
vii.	Information Technology : Applications	3 Hours	100
viii.	Information Institutions, Products and Services	3 Hours	100
	Viva Voce		40
	Computer Practical		40
	Tour Report/Field Work/ Survey Report		20

PAPER - I UNIVERSE OF SUBJECTS & RESEARCH METHODOLOGY

UNTI - I Various subjects having degree as the field of study and their interrelation. Religion, Philosophy and Science their contributions to knowledge. Modes of thinking : speculative, prositivistic and Authority centred mode of thinking.

UNTI - II Definitions and type of research Steps Research process. Research Methods : Historical Survey / Descriptive and scientific with Ranganathan's spiral of Scientific methods.

UNTI - III Data collection techniques : Documentary, Observation, Experimental, Questionnaire, Interview, Sampling.

UNTI - IV Definition and types of Research Design meaning. Definition and Testing of Hypothesis, Bibliometrics.

UNTI - V Report writing organisation of report, tabular presentation and reporting, Reporting format, Graphics in report representation.

PAPER - II ADVANCED LIBRARY ORGANISATION AND MANAGEMENT ACADEMIC LIBRARY SYSTEM

UNTI - I Role of Academic library in Higher Education in India. Role of UGC and State Government in promoting Academic libraries like University, College and other academic institutions, Report of committees and commissions on higher education.
Ranganathan as Advisory Committee, UGC committee Reat 1998.

UNTI - II Personal management, overview of personnel management, manpower planning, HRD-quality improvement programmes. UGC service condition and pay scales. Yofesher counses and career advancement.

UNTI - III Collection development policy : weeding policy. System Analysis and Design : MIS, PERT/CPMS, TQM.

UNTI - IV Personnel management and organisational behaviour : organisational structure, hirarchies authority and deligation, staffing, Understanding human behavior etc. group behavior MBO, MBE, official communications, internal and external co-ordination, social responsibility of management.

UNTI - V Implications of INFLIBNET and Resource Sharing. Role of Intirnet in promoting of Academic Library services, Functional capabilities of a local library network, UGC information Centres for Sciences and Technology and Social Sciences.

PAPER - III INFORMATION PROCESSING RETRIEVAL SYSTEMS

UNTI - I Information storage and Retrieval : Objectives of ISAR systems, ISAR Systems : Operation and Design compatibility ISAR Systems Evaluation of ISAR Systems.

UNTI - II Information Retrieval : Information Retrieval Process. The process of searching, search strategies and Heuristics common command languages and multiple database searching.

UNTI - III Index and Indexing : Definition, Indexing Systems sss, PRECIS, POPSI, Special types of indexing : KWIC, KWOC etc, citation indexing, indexing languages, Thesaurus, Automation Indexing.

UNTI - IV Network and Networking : Concept of Network, Major networking in India and abroad, NICNET, INFLIBNET, DELNET, CALIBNET.

UNTI - V Reprography : Concept, method basis of choice of reprographic equipments, micrography : Evolution, Types of microforms, microforms, microform retrieval system. Digital microform.

PAPER - IV KNOWLEDGE ORGANISATION AND PROCESSING (PRACTICAL)

(PART - A) Classification by UDC (Abridged Rev. English Ed. 1961). Adequote number of titles from all disciplines. Candidates will be requested to classify 10 titles in all.

(PART - B) Cataloguing of serials, composite books, multi-volume sets and non-book materials (Microforms and monographs) by AACR-2 (1978). Library of congress. list of subject headings will be followed for subject headings. Conditions will be required to catalogue 3 titles in all.

PAPER - V INFORMATION COMMUNICATION AND SOCIETY

UNIT - I Information : Its nature, property and scope, comparative study of data, information and knowledge, Data : definition, types, nature properties and scope.

UNIT - II Information generations and communication. Communication process and media. Modes and Forms of Information, Information theory.

UNIT - III Information Deffusion Process, Knowledge generation cycle. Knowledge generation to utilization, personal knowledge and public knowledge, Knowledge

Acquisition : Learning Process.

UNIT - IV Intelectal property Act, Rishi to Information Act, Datasecurity and fair use.

UNIT - V Information as an Economic Resource. Information Policies, National and International Information Society, Knowledge of social duplications of information.

PAPER - VI INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

UNIT - I Physical medium of information, print media, multimedia and hypertext, non-print media, Micro, form Electronic and optical media.

UNIT - II Information Sources, systems and programmes, Indian council of Social Science Research, NISSAT, National Menuscript Mission India.

UNIT - III Non-disciplinary studies, content analysis and its correlation to clientil, Customised organisation of information source, Intenational organisation INIS, AGRIS, ARIS.

UNIT - IV Rural community information system, enjournance programme, Enviornmental Information system and biotechnology information system.

UNIT - V User Education Programmes goals objectives, techniques, methods. UEP industiral environment, Information literacy and digital divide.

PAPER - VII INFORMATION TECHNOLOGY : APPLICATIONS

UNIT - I Overiew of Information technology : Computer Technology, Printing and Publishing Technology CD Rom and DVD.

UNIT - II Storage devices, Definitions, Types of Networking (LAN, WAN), Data transmission, communication channel, Transmission Media, Switching Machanism Topology of Network, Wire less LANs.

UNIT - III Internets and its services : Origin and development, Resources and Services though Internet, Searching on the Internet (WWW, Subject directories, Search Engines, Uses of Internet Access in Libraries), Intranets.

UNIT - IV Library automation : Library keeping operations, Automated Aquisitions, Serial Control, Catalogue System, Silent features of SOUL.

UNIT - V Digital libraries genesis, definition, e-book founds, Hardware and Software Requirement, Data capturicy like scanners, OCR, and digitall camera.

PAPER - VIII INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

UNIT - I Information : Centres : Types and their Organisation, Data Centres and Referral Centres, Information Analysis and consolidation centres.

UNIT - II Literature searches and Bibliographies, Technical Enquiry Service. Document Delivery Service. Translation Services.

UNIT - III Information Products - Information Newsletter, House Bulletin, In-house communications. Trade and product Bulletins, State of art reports. Technical Digests.

UNIT - IV Database support services, Databases : types and use. Database intermediaries such as searchers, editors etc. Online information systems and information networks. Information standards for database design and development.

UNIT - V Study of Medlors OCLC, Inspec, IFLA and FID.

COMPUTER PRACTICAL

Internt Search, E-mail and web searches.

Operating System (Windows, Unix)

Biblographical Data Base Management with special reference to practical of CDS/ISRS.

Library automation Practical with special reference to SOUL package of INFLIVBNET.

CD-ROM - Database Search.