

DIRECTORATE OF DISTANCE EDUCATION

MAHARSHI DAYANAND UNIVERSITY, ROHTAK



New Scheme of Examination

**Bachelor of Library & Information Science (B.Lib.I.Sc.)
One Year Programme (Annual)**

Paper	Nomenclature	Total Marks
BL1001	Library and Society	100
BL1002	Library Management	100
BL1003	Library Classification Theory	100
BL1004	Library Classification (Practical)	100
BL1005	Library Cataloguing Theory	100
BL1006	Library Cataloguing (Practical)	100
BL1007	Reference, Information Sources and Services	100
BL1008	Information Technology: Basics (Theory)	50
BL1009	Information Technology: Practical	50

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)

LIBRARY AND SOCIETY

PAPER CODE: BL1001

Marks: 100

Time: 3Hrs

Note: Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions carrying 20 marks each

Section 1: Development of Libraries and Their Role in Society

Unit 1: Role of Libraries in Modern Society

Unit 2: Laws of Library science

Unit 3: Development of Libraries in UK and USA

Unit 4: Library Development in Modern India-plans and programme

Section 2: Types of Libraries

Unit 5: National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR

Unit 6: Academic Libraries: University, College and School Libraries

Unit 7: Public Libraries

Unit 8: Special Libraries and Information Centres

Section 3: Library Legislation

Unit 9: Library Legislation and Model Public Library Act

Unit 10: Library Legislation in Indian States—their Salient Features

Section 4: Resource sharing and User Studies

Unit 11: User Studies

Unit 12: User Education

Unit 13: Resource Sharing — Concept, Need, Form, Resource Sharing—Selected Case Studies

Section 5: Library Associations, Organisation and Institution

Unit 14: Librarianship as a Profession and Professional ethics.

Unit 15: Role of Professional

Unit 16: Organisation and Institutions involved in Development of Library and Information Services.

LIBRARY MANAGEMENT

PAPER CODE: BL1002

Marks: 100

Time: 3Hrs

*Note:*Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions carrying 20 marks each

Section 1: Principles of Library Management

Unit 1: General Principles of Management and the Application to Library Management

Unit 2: Library Organisational Structure

Unit 3: Management Information System

Unit 4: Physical planning

Section 2: Information Resources Development

Unit 5: Types of Information Resources Selection Principles including the communication Media

Unit 6: Different Types of Selection Tools and the Importance

Unit 7: Acquisition Procedure Books and Non- Printing Material

Unit 8: Acquisition of Periodicals and Serials

Unit 9: Technical Processing

Section 3: Use and Maintenance of the Library

Unit 10: Circulation Work

Unit 11: Maintenance Shelving and Stock Verification, etc.

Unit 12: Elements of Binding and Preservation

Section 4: Human Resource Development

Unit 13: Human Resource Development Concept and Contours

Unit 14: Personnel Planning

Unit 15: Participatory Management and Total Quality Management (TQM)

Section 5: Library Finance, Library Budget

Unit-16: Library Finance

Unit 17: Budgeting and Accounting.

LIBRARY CLASSIFICATION THEORY

PAPER CODE: BL1003

Marks: 100

Time: 3Hrs

Note: Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions carrying 20 marks each

Section 1: Elements of Classification Theory

Unit 1: Basic Terminology and Historical Perspective

Unit 2: Perspective Need and Purpose of Library Classification

Section 2: Theory and Development of Library Classification

Unit 3: General Theory of Library Classification

Unit 4: Species of Schemes of Library Classification

Unit 5: Learning about subjects

Section 3: Approaches to Library Classification

Unit 6: Postulation and Systems Approaches

Unit 7: Fundamental Categories; Facet Analysis and facet Sequences

Unit 8: Phase Relations and Common Isolates

Unit 9: Devices in Library Classification

Section 4: Study of Selected Schemes of Classification

Unit 10: Dewey Decimal Classification

Unit 11: Comparative Study of 19th, 20th and 21st Edition of DDC

Unit 12: Universal Decimal Classification

Unit 13: Colon Classification

Unit 14: Different Versions of Colon Classification

Unit 15: Current Trends in Library Classification

LIBRARY CLASSIFICATION (PRACTICAL)

PAPER CODE: BL1004

Marks: 100

Notes:

1. There will be three parts consisting of Ten Questions each.
2. The student is required to classify: any 5 titles by Colon Classification 6th revised edition from part-A, each title carries five Marks, any 5 titles by Dewey Decimal Classification 19th edition from part-B, each title carries 5 Marks and 5 titles using both colon Classification 19th from Part-C, each title carries 10 Marks.
3. Copies of Dewey Decimal classification 19th edition and Colon Classification by S.R. Ranganathan 6th revised edition will be provided for use.
4. The class numbers assigned should be specific as far as possible.
5. Question Paper should be in English.

Section 1: Dewey Decimal Classification (19th Edition) Part-I

Unit 1: Introductions, Structure and Organisation

Unit 2: Definitions, Notes and Instructions

Unit 3: Introduction to Three Summaries and Steps in Classifying Documents

Unit 4: Relative Index and its use

Section 2: Dewey Decimal Classification (19th Edition) Part-2

Unit 5: Study of Tables and Schedules

Unit 6: Auxiliary tables and Devices

Unit 7: Practical Classification

Section 3: Colon Classification (6th Edition): Preliminaries

Unit 8: Introduction, Structure and Organisation

Unit 9: Schedules and Techniques

Unit 10: Steps in Classification

Section 4: Colon Classification (6th Edition): Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis

Unit 11: Humanities and Social Sciences

Unit 12: Biological Sciences

Unit 13: Physical Sciences and Generalia

LIBRARY CATALOGUING THEORY

PAPER CODE: BL1005

Marks: 100

Time: 3Hrs

Note: Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions carrying 20 marks each

Section 1: History, Purpose and Types of Library Catalogue

Unit 1: Library Catalogue: Objectives, Purpose functions

Unit 2: History and Development of Library Catalogue codes

Unit 3: Physical form of Catalogue

Unit 4: Types of Catalogues

Section 2: Format of Catalogue Entries

Unit 5: Kinds of Entries

Unit 6: Date Elements in Different Types of Entries

Unit 7: Filing of Entries - Classified and Alphabetisation.

Unit 8: Centralised Cataloguing, Cataloguing in Publication and MARC

Unit 9: Machine Formats: MARC and CCF

Section 3: Choice of Rendering of Headings

Unit 10: Personal Authors (Western and Indian Names)

Unit 11: Corporate Authors

Unit 12: Pseudonyms, Anonymous Works and Uniform Titles

Unit 13: Cataloguing of Non- Print Media

Section 4: Subject Indexing, Vocabulary Control and Recent Development in Cataloguing

Unit 14: Subject Cataloguing -Problems

Unit 15: Vocabulary Control: Subject Heading List Thesauri

Unit 16: Subject Indexing Models

Unit 17: Techniques for subject indexing

Unit 18: Recent Trends in Library Cataloguing

LIBRARY CATALOGUING (PRACTICAL)

PAPER CODE: BL1006

Marks 100

Notes:

1. There will be two parts A & B consisting of 5 questions each, Part-A is devoted to AACR-II and Part-B to Classified Catalogue Code, 5th revised edition.
2. The students required to prepare entries for five titles selecting atleast 2 titles from each part. All titles carry equal Marks.
3. Copies of Colon Classification by S.R. Ranganthan 6th revised edition and Sears list of Subject Heading will be provided for use.

Part-A

Section 1: AACR-IIR-Part -1

Unit 1: Preliminaries

Unit 2: Single Personal Author

Unit 3: Shared responsibility and Editorial Direction

Unit 4: Choice Among Different Names and References

Unit 5: Series and Multivolume

Section 2: AACR -IIR-Part -2

Unit 6: Subject Headings

Unit 7: Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9: Cataloguing of Non Print Material and Users -Guide to AACR-2R

Part-B

Section 3: Classified Catalogue Code Part-1

Unit 10: Preliminaries Classified Catalogue Code

Unit 11: Class Index Entries and Tracing

Unit 12: Personal Authors

Unit 13: Corporate Authors

Section 4: Classified Catalogue Code Part-2

Unit 14: Analytical Entries and Composite Books

Unit 15: Series and Composite Books

Unit 16: Multivolume

Unit 17: Periodical Publications

REFERENCE, INFORMATION SOURCES AND SERVICES

PAPER CODE: BL1007

Marks: 100

Time: 3Hrs

Note: Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions carrying 20 marks each

Section 1: Study of Reference Sources

Unit 1: Reference and Information Access Tools: Overview

Unit 2: Types of References and Information Access tools

Unit 3: Non Documentary Sources: Human, Institutional, Mass Media

Section 2: Categories of Reference Sources -Part-1

Unit 4: Dictionaries

Unit 5: Encyclopedias

Unit 6: Geographical Sources

Unit 7: Biographical Sources

Section 3: Categories of Reference Sources -Part-2

Unit 8: Statistical Information Sources

Unit 9: Sources of Current Affairs

Unit 10: Indexing and Abstracting Periodicals

Section 4: Information Services

Unit 11: Concept and need for Information.

Unit 12: Information Services: An Overview

Unit 13: Users of Information Services

Section 5: Information Services and Techniques

Unit 14: Reference Services

Unit 15: Current Awareness Services

Unit 16: Document Delivery Service

INFORMATION TECHNOLOGY: BASICS (THEORY)

PAPER CODE: BL1008

Marks: 50

Time: 3Hrs

Note: Examiner is required to set Nine questions in all. Question no. 1 will be compulsory which consists of 07 short-answer questions each of 2 marks covering the entire syllabus out of which candidate will be required to attempt five questions. In addition to question no. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 10 marks.

Section 1: Information Technology: Concepts and Basics

Unit 1: Introduction to Information Technology

Unit 2: Introduction to Computers

Unit 3: Telecommunications: Basics

Section 2: Application Software

Unit 4: Introduction to Application Software

Unit 5: Library and Information Software Package

Unit 6: Features of Indian Software Package

Section 3: Library Automation

Unit 7: Library House Keeping Operations

Unit 8: Computerised Information Services

Unit 9: Management of Computerised Library

Section 4: Information System and Networks

Unit 10: Basic Concepts and Contours of Computer Based Information Systems

Unit 11: Library and Information Networks

Unit 12: Resources Sharing Networks

Unit 13: Internet

INFORMATION TECHNOLOGY: (Practical)

PAPER CODE: BL1009

Marks:50

1. MS Window- Common Commands
2. MS-office- MS Word and MS- Power Point
3. Internet searching and e-mail