

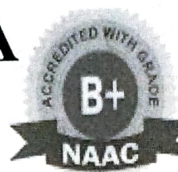
CHAMAN LAL MAHAVIDHYALAYA

(AUTONOMOUS)

LANDHAURA, MANGLAUR ROAD, HARIDWAR

AFFILIATED

SRI DEV SUMAN UTTARAKHAND UNIVERSITY, BADSHAHITHAUL, TEHRI GARHWAL, UTTARAKHAND



STRUCTURE OF UG SYLLABUS (2024-2025) B.Lib & I.Sc.

Kuldeep
12-04-25

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LIST OF MEMBERS OF BOARD OF STUDIES

S.N O.	NAME OF THE MEMBERS	DESIGNATION	NOMINATED AS	SIGNATURE
1	Dr. Kuldeep Kumar	Sr. Assistant Prof.	Chairman	Kuldeep 12-4-25
2	Dr. Punita	Sr. Assistant Prof.	Member	Punita 12/4/25
3	Dr. Anil Kumar Dhiman	Information Scientist	Member	Anil 12/4/25
4	Dr. Indu Bharti Nawani	Assistant Prof.	Member	Indu 12/04/25
5	Ms. Nidhi Saini	C.A.	Member	
6	Mr. Shiv Avtar	Ex Student	Member	
7				
8				

LIBRARY AND INFORMATION SCIENCE (B.Lib & I.Sc)

The duration of the course will be one academic year. The University examination will be held at the end of session of the academic year, and it will consist of Nine Papers of 100 Marks for the Degree will be 900 in all.

Paper – I	Library & Society	M.M. 100
Paper – II	Library Classification & Cataloguing (Theory)	M.M. 100
Paper – III	Library Classification (Practice)	M.M. 100
Paper – IV	Library Cataloguing (Practice)	M.M. 100
Paper – V	Reference & Information Source & Service	M.M. 100
Paper – VI	Library Management	M.M. 100
Paper – VII	Computer Application & Library Network	M.M. 100
Paper – VIII	Special Library and Research	M.M. 100
Paper – IX	(i) Tour Project report & Viva – Voice	M.M. 50
	(ii) Computer Application (Practical)	M.M. 50

The participation in the compulsory educational cum study tour and viva-voce as per establishment norms 50 marks will be assigned to library educational cum study tour. Project report based on it and viva – voce. There will be two examiners, one internal and external.

Tour project Report - 25 Marks

Viva – voce - 25 Marks

The minimum marks required to pass the examination shall be 40% in each paper and 50% in the aggregate.

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Aditya
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Note : Two questions will be set from each unit. Candidates are required to attempt one question from each each unit.

Unit – I

Concept of Information Society. Role of Library in Society. Social functions of libraries. Library & Continuing education. Laws of Library Science. Types of Libraries: Public, Academic & Special. National Libraries with special reference to India.

Unit – II

Development of Library Services in India. Plan Reports of U.G.C. (Report of Advisory Committee for Library 1958). Library Co-operation. Library extension services.

Unit – III

Library Legislation: Need, Purpose, History, Principles library movement with special reference to India.

Unit – IV

Organising a complete Library system. Building, Planning, role of Librarian and Architect. Furniture, Staff and Finance, Library environment.

Unit – V

Library Associations : ILA, IASLIC, ALA, ASLIB. Activities of UNESCO, FID, IFLA. Ethies of Librarianship.

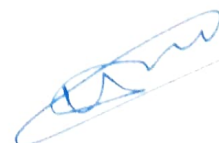
Recommended Books

- Augustine (C.A) and Devarajan (G) (Eds.): Public Library System in India.- New Delhi: Ess Ess Publications, 1990.
- Guha (B): Documentation & Information Services and Systems. The World Press, Kolkata, 1983.
- Jafferson, (G.): Library Cooperation. London: Andre Deutsch, 1977.

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- Kent, (Allen): Resource sharing in Libraries: Why, How, When next Action Step. New York, Dekker, 1974.
- Khan (TM): Information Organization and Communication, New Delhi, Ess Ess Publications, 1998.
- Khanna (J.K): Library and Society Ed.2.-New Delhi: Ess Ess Publications, 1994.
- Mittal (RL): Library Administration. New Delhi: Metropolitan, 1983.
- Mohammed (Taher): Libraries in india's National Developmental Perspective: A Saga of Fifty Years since Independence. New Delhi: Concept publishing, 2001.
- Nair (R.R) and Rajeshekhra (K.) (Eds): Academic Library Effectiveness, New Delhi. Ess publication 1992. New York: Dekker, 1974.
- Pandey, (S.K Sharma): Libraries and Society. New Delhi: Ess Ess Publications, 1992.

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Paper – II : Library Classification & Cataloguing (Theory)

M.M. 100

Note : Two questions will be compulsory from each section. Fifth question may be attempted from section A or B.

Section – A

M.M. 50

Unit – I

Definition and concept of classification: its need and purpose, knowledge, classification and library classification. Major scheme of classification (DDC, UDC & CC). Recent Trends in classification. Species of library classification.

Unit – II

Canons of classification, Fundamental categories. Common isolates. Principles of helpful sequence.

Unit – III

Mnemonics. Plan of work idea, verbal Notational. Notation. Devices. Book Number and collection number.

Section – B

M.M. 50

Unit – IV

Library catalogue. Development in library cataloguing. Forms of library catalogue, types and functions of catalogue.

Unit – V

Comparative study of cataloguing rules according to AACRII & CCC (5th ed.). for Personal author joint author, pseudonyms and corporate author. Multivolume publication and composite books.

Unit – VI

Subject cataloguing, methods of assignment of subject headings. Centralised and Co-operative cataloguing. Union catalogue.

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Recommended Books

- 1- Bakewell, (K.G.B): Classification and Indexing Practice. London: Clive Bingley, 1978.
- 2- Bavakutty, (M): Canons of Library Classification. Trivandrum: Library Association, 1981.
- 3- Dhyani, (Pushpa): Library Classification: Theory and Principles. New Delhi, Vishwa, 1998.
- 4- Foskett, (A.C): Subject Approach to Information. 5th ed. London: Library Association, 1996.
- 5- Krishan Kumar; Theory of Library Classification. Vikas Publishing House, 1945.
- 6- Mills, (J): Modern Outline of Library Classification. London: Chapman & Hall, 1962.
- 7- Hussain, (S): Library Classification. New Delhi: B.R. Publishing House, 2003.
- 8- Dhiman, (A.K.) and Rani, (Yashoda): Learn – Cataloguing – Theory. New Delhi: Ess Ess Publications, 2005.
- 9- Girija Kumar and Krishan Kumar: Theory Cataloguing. Ed 5, Delhi: Vikas Publishing House, 1986.
- 10- Guha (B): Documentation & Information Services and Systems. Kolkata: The World Press, 1983.
- 11- Khan (MTM) (Ed): Sear's List of Subject Headings. Ed 15 New York, Wilson 1994.
- 12- Miller (J) (Ed): Sear's List of Subject Headings. Ed 15 New York, Wilson 1994.
- 13- Rangnathan (SR): Classified Catalogue Code with Additional Codes. Ed 5 Bombay, Asia Publishing House, 1969.
- 14- Sharma, (Pandey S.K): Cataloguing Theory. New Delhi: Ess Ess Publications, 1986.
- 15- Vishwanathan, (C.G): Cataloguing: Theory and Practice, 6th Rev.Ed. New Delhi: Ess Ess Publications, 2002.

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Paper – III Library Classification (Practice)

M.M. 100

Note : Two questions will be compulsory from section A and B. Fifth question will be attempt from section C.

Section – A : Dewey Decimal Classification (19th Ed.)

M.M. 40

1. Introduction, structure and organisation definition. Notes and instruction of journals
2. Use of relative index Ascertaining specific subjects
3. Class number building practices
4. Use of Table – 1, standard Sub – divisions
5. Use of Table – 2 to 7
6. Multiple synthesis and order of precedence

Section – B Colon classification (6th revised Ed.)

M.M. 40

1. Introduction application of postulated and principles
2. Infacet analysis and synthesis.
3. Round and levels : Connecting symbols
4. Common isolate/phase relation.
5. Devices, system and specials.
6. Examples from main classess, Generalia and library science, humanities and social science, Physical and biological science.

Section – C : Universal Decimal Classification (UDC) (Abridge Ed.)

M.M. 20

Classification of very simple titles involving use of the following tables and techniques.

Place Auxiliaries

Time Auxiliaries

Relations

Recommended Books:

1. Dewey, M., Decimal classification and relative index, 19th ed. New York, Lake placid, 1979.
2. Ranganathan, S.R., Colon Classification 6th revised edition Bombay Asia, 1964.
3. Universal Decimal Classification (Abridged edition)

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Paper – IV : Library Cataloguing (Practice)

M.M. 100

Note : Two questions will be attempt from section A and B. Fifth question may be attempted from section A or B.

Section – A

M.M. 100

Anglo American Cataloguing Rules – II

M.M. 50

1. Introduction Structure AACR-II
2. Single . Shared and Pseudonyousms. Personal Author
3. Choice of Heading among different Names, Reference (Pseudonyms, title of nobility : Change of names, etc.)
4. Shared responsibility and editorial direction
5. Corporate body
6. Series and Multivolume Works.
7. Serials

Section – B

Classified Catalogue Code (CCC)

M.M. 50

1. Preliminary to Classified Cataloguing Code
2. Class Index Entry and Tracing
3. Personal Author (Single, Shared and Pseudonyms)
4. Series, Multivolume Composite Books
5. Corporate body
6. Serials

Recommended Books:

1. Anglo-American Cataloguing Rules, North American Text.
2. Classified Catalogue Code with additional rules for dictionary catalogue 5th edition.
3. Sear's list of subject Headlines. Latest edition available.
4. Boll, John, Introduction to Cataloguing 3 vol.

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Paper – V : Reference & Information Sources & Services

M.M. 100

Note : Two questions will be attempted from section A and B. Fifth question may be attempted from section A or B.

Unit – I

Theory and Function of References and Information Service, Kinds of Information sources, Primary, Secondary and Tertiary Sources.

Unit – II

Reference sources: Definition, Purpose. Types of Reference Service, Ready and Long-range reference service. Various types of reference sources, Dictionary. Encyclopaedia, Yearbook, Almanac.

Unit – III

Geographical, Biographical, Bibliographical Sources.

Unit – IV

Indexing, Abstracting and Translation services. Dissemination of information, Abstract types & uses. Indexing. Pre & Post Co-ordinate. Chain, procedure, PRECIS. POPSI, citation indexing.

Unit – V

Documentation Centres, INSDOC, DESIDOC, NASSDOC, NISSAT.

Recommended Books:

- Cheney, (F.N): Fundamental of Reference Sources. Chicago: A.L.A. 1971.
- Dhiman, (A.K) and Rani (Yashoda): Learn-Information and Reference Sources and Service. New Delhi: Ess Ess Publications, 2005.
- Foskett, (O.J.): Information Service in Libraries. 2nd Ed. Connecticut: Archon Book, 1967.
- Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
- Katz, (William A): Introduction to Reference Work. New York:, McGraw-Hill. 1987.

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- Krishan Kumar: Reference Services. New Delhi, Vikas Publishing House, 1987.
- Mukherjee, (A.K): Reference Work and its Tools. 3rd Rev. Ed. Kolkata: The World Press, 1975.
- Ranganathan, (SR): Reference Service .2nd Ed. Bombay, Asia Publishing House, 1961.
- Satyanarayan, (R). Information and its Facets. Delhi: Manak Publications Pvt. Ltd., 1996.
- Sheehy, (Eugene P.) (Ed.): Guide to Reference Books. 10th Ed. Chicago: A.L.A., 1986.
- Singh, (G): Information Sources, Services and Systems. New Delhi: PHI, 2013.

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Paper – VI : Library Management

M.M. 100

Note : Two questions will be attempted from section A and B. Fifth question may be attempted from section A or B.

Unit – I

Library Management, Theory, Definition, Function, Principles & elements of Library Management, Application to Management techniques to library operations.

Unit – II

Book Selection, Principles & Tools, Acquisition Section, Book ordering, Accessioning.

Unit – III

Functions, Jobs and routines of Periodica Section. Binding Section, maintenance Section. Circulation Section. Shelving, Preservation of library materials.

Unit – IV

Library Authority and Library Committee. Library Staff Formula and Staff Manual. Library Rules and Regulations.

Unit – V

Library Finance, Library Budget, Library Statistics and Annual Report.

Recommended Books:

- Dhiman, A.K. and Rani, Yashoda. (2005). Learn – Library Management. Ess Ess Publications, New Delhi.
- Emery, James C: Management Information Systems: the Critical Strategic Resource. New York: Oxford University Press Inc., 1987.
- Krishan Kumar: Library Administration and Management. New Delhi, Vikas Publishing House, 2004.
- Mittal (R L): Library Administration. New Delhi: Metropolitan, 1983.

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- Raanganathan (S R), Library Administration. 2nd Ed. Bombay, Asia Publishing House, 1959.
- Ranganathan, (S.R): Library Book Selection. Bombay: Asia Publishing House, 1966.
- Ranganathan, (S.R): Library Manual for Library Authorities, Librarians and Library Work. Bangalore: SRELS, 1988.

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Unit – I

Introduction to Computers, Historical developments. Types of different generations. Automation of various Library operations.

Unit – II

Structure of Computer: Hardware and Software. Basic input and Output devices. Mini & Micro computer. Modules of Library, Management Software, Acquisition, Cataloguing, Circulation.

Unit – III

Representative Library Management Software SOUL or KOHA, Designing, Creating and Search Library databases using SOUL or KOHA.

Unit – IV

Computer-based Information Services, CAS and SDI.

Unit – V

Existing Networks, International INTERNET, National-ERNET, NICNET, INFLIBNE.

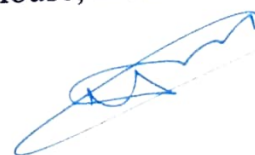
Recommended Books:

- Amba (Sanjeevi) and Raghavan (K S), CDS/ISIS: A Primer.-New Delhi: Ess Ess Publications, 1999.
- Devrajan, (G) and Rahelamma, (A. V) (Eds): Library Computerization in India. New Delhi: Ess Ess Publications, 1990.
- Dhiman, (AK): Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi: Ess Ess Publications, 2003.
- Dhiman, (A.K) and Rani, (Yashoda): Resource Sharing, Networking and Library & Information Networks. New Delhi: Ess Ess Publications, 2007.
- Dhiman, A.K. and Rani, Yashoda: Manual of Digital Libraries. 2 Vols. Ess Ess Publications, New Delhi, 2012.
- Kumar, P.S.G. Computerization of Indian Libraries. Delhi: B.R Publishers, 1987.
- Leon, (Alexis) and Leon, (Mathews): Fundamentals of Information Technology. 2nd Ed. New Delhi: Vikas Publishing House, 2000.

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- Nair, (R.R): Basics for CDS/ISIS for DOS. New Delhi: Ess Ess Publications, 1999.
- Nair (R R.): Computer Application to Library and Information Services, New Delhi: Ess Ess Publications, 1994.
- Pandey (S.K. Sharma): Library Computerization: Theory and Practice. New Delhi: Ess Ess Publications, 1993.
- Patil, (D.B): dBase III in Libraries and Information Centres: Theory and Practice. New Delhi: Ashish Publishing House, 1991.
- Ram (B): Computer Fundamentals Architecture and Organization. New Delhi: New Age International, 2018.
- Sinha (P K) and Sinha (P.): Computer Fundamentals. 6th Ed. New Delhi: BPB Publications, 2003.
- Tanenbaum, (Andrew S.) and Wetherall, (David J): Computer Networks. 5th Ed. New Delhi: Pearson, 2010.
- Vsantha, (N) and Mudhol, (M. V.) Software Packages for Library Automation. New Delhi: Ess Ess Publications, 2000.
- Satyanarayana, (N.R): A Manual of Library Automation and Networking. 2nd Ed. Lucknow: New Royal Book, 2003.

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Note: Two questions will be set from each section. Fifth question may be attempted from section A or B.

Unit- I

Special Libraries and their characteristics, History and Development, Types of Special Location of Library in Different Countries.

Unit – II

Special Library Staff, Finance, Book selection, Organization, Building and Furniture, Non-Materials.

Unit-III

Special Library and Computer.

Unit – IV

Research Methods, Definition, Need, Function and Scope, Various research centers in Trends of Modern Research.

Books Recommended

- Dhiman, A.K. (2008). Handbook of Special Libraries and Librarianship. Ess Publications, New Delhi.
- Dhiman, A.K. (2015). Research Methodology: Basics of Research Methods, Tools and Techniques. Avon Publications, New Delhi.
- Kapil, H.K. (2015). Anusandhan Vidhiyan. H P Bhargava Publication.
- Kothari, C.R. and Gaurav Garg (2019). Research Methodology. New Age International, New Delhi.
- Sharma, B.K., Sharma, Hemant and Ganesh Babu Sharma (2020). Special Library System Vishisth Pusthkalaya Pranali. University Prakashan, Agra.

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