

B. Lib. & I. Sc..(सेमेस्टर-I) प्रथमपत्र
Foundation of library & Information Science
(आधारभूतपुस्तकालय एवंसूचना विज्ञान)

UNIT1 :

प्रत्येकइकाई- 20 अंक

- Social and historical foundation of Library including libraries of Ancient India.
- Five Laws of Library Science and their implementations.
- Role of Library in formal and informal education.

UNIT 2:

- Development of libraries with special reference to India.
- Library Legislation- need and essential features.
- Library Legislation in India with special reference to library acts instates such as Tamil Nadu, karnataka, Maharashtra and west Bengal.

UNIT3 :

- Different types of Libraries Main features and function.
- Delivery of Book (Public Libraries) Act.
- Intellectual property Right : Copy Right law in India.
- Role of Library in India society

UNIT4 :

- Library information policy at Nation level with particular reference to India Library extension services, Public relations and publicity.
- Role of National and international Organization : RRRLF, UNESCO
- Role of UGC in the development of Universities libraries in India.

UNIT5 :

- Librarianship as a profession, professional ethics.
- Role of National and international Library association- ILA, ALA, ASLIB and IASLIC, IFLA.
- Library and Information Science Education in India.

SUGGESTED READINGS :

- 1- Augustine (C.A)&Devarjan (G), ED, Publik Library system in India.-New Delhi: EssEss publications, 1990
- 2- Guha (B). Documentation & Information Services and Systems.
- 3- Jafferson, G. Library Cooperation. London: Andre Deutsch, 1977.
- 4- Kent, Allan. Resource sharing in Libraries: why, how, when nex action step. New York, Dekker, 1974.
- 5- Khan (TM), Information Organization and Communication, New Delhi, Ess Ess,1998.
- 6- Khanna (J.K), Library and society Ed.2.-New Delhi: EssEss Publications, 1994.
- 7- Mittal (RL), Library Administration.
- 8- Mohammed Taher. Libraries in india's National Developmental perspective, A saga of fifty years since independence. New Delhi: Concept publishing, 2001.
- 9- Nair (R.R)&Rajeshkhran (K.) Ed. Academic Library Effectiveness, New Delhi. Ess publication 1992. New York: Dekker, 1974.
- 10- Pandey S.K Sharma. Libraries and society. New Delhi: EssEss, 1992.

नोट :-प्रत्येकसैद्धान्तिक पत्र में 20 प्रतिशतअंक सत्रीय मूल्यांकनहेतुनिर्धारितहैं।

द्वितीय पत्र

Knowledge Organization: Classification Theory

(ज्ञान संगठन : वर्गीकरणसिद्धान्त)

UNIT1 :

प्रत्येकइकाई— 20 अंक

- Universe of knowledge: structure and attributes.
- Different types of subjects.
- Modes of formation of subjects.

UNIT2 :

- Classification: Definition, need, purpose & scope.
- Species of classification schemes.
- Knowledge Classification and Book Classification.
- Normative Principles.

UNIT3 :

- Theory of Classification
 - Postulates
 - Principles
 - Principles of Helpful sequence
- Standard schemes of Library Classification
 - Introduction, features and applications: CC, DDC & UDC

UNIT4 :

- Notations and Notational Systems.
- Canons and planes of works: Idea plane, Verbal plane, Notational Plane.
- Phase relation.

UNIT5 :

- Devices: Chronological, Geographical, Subject, Alphabetical, Enumerative, Super- imposition device, classic Device.
- Call Number : Book Number, Collection Number, Class Number.
- Mnemonics and Common Isolates.
- Recent Trends in Classification.

SUGGESTED READINGS :

- 1- Bakewell, KG.B. Classification and Indexing Practice. London: Clive Bingly, 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 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.

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तृतीय पत्र

Knowledge Organization: Cataloguing Theory

(ज्ञान संगठन : सूचीकरणसिद्धान्त)

UNIT1 :

प्रत्येकइकाई- 20 अंक

- Cataloguing: Definition, need, Purpose & functions.
- Types and physical forms of the catalogue.
- Filing rules: CCC & ALA
- Historical development of Library Catalogue code: CCC & AACR-II.
- Cataloguing and Classification : Symbiotic relationship

UNIT2 :

- Kinds of catalogue entries and their function and parts of entries.
- Normative principles of cataloguing
- Principles of subject cataloguing

UNIT3 :

- Comparative study of CCC5th ed. & AACR-II for joint author, Corporate Pseudonyms.
- Structure of Names and their Rendering Indic
- Centralized, Cataloguing, Co- Operative Cataloguing, Cataloguing-in-Publication and Per-Natal cataloguing, Union Cataloging

UNIT4 :

- Subject Heading and their features: LCSH, SLSH and Chain Procedure.
- Vocabulary Control and tools for Vocabulary control
- Structure of Thesaurus

UNIT5 :

- Current Trends in Standardization in description and exchange: AACR-II, ISBDs, MARC Formats.
- Introduction to ISBN and ISSN

SUGGESTED READINGS :

- 1- Girija Kumar and Krishan Kumar. Theory Cataloguing Ed 5, Delhi Vikas 1986.
- 2- Guha (B). Documentation & Information Services and Systems
- 3- Khan (TM), Ed. Sear's List of Subject Heading. Ed 15 New York, Wilson 1994.
- 4- Miller (J), Ed. Sear's List OF subject Heading. Ed 15 New York, Wilson 1994.
- 5- Rangnathan (SR), Classified Catalogue Code with Additional Codes Ed 5 Bombay, Asia 1969.
- 6- Sharma, Pandey S.K. Cataloguing THEORY, New Delhi :Ess. Ess, 1986.
- 7- Vishwanathan, C.G. Cataloguing: Theory and Practice, 6th rev. ed. N. Delhi : ESS ESS Pub, 2002.

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चतुर्थ पत्र

Knowledge Organization: Classification Practice-I

(ज्ञान संगठन : वर्गीकरण प्रयोगात्मक)

-100 अंक

- Classification of documents by Colon Classification (6th Rev. edition).
- (Simple, Compound and complex cases)

Tools for Classifying documents:

- 1- Rangnathan (SR), Colon Classification- 6th Rev. Edition.

पंचम पत्र

Knowledge Organization: Cataloguing Practice

(ज्ञान संगठन : सूचीकरण प्रयोगात्मक)

–100 अंक

1- AAC R-2R.

- a. Works of single Authorship
- b. Work of Shared Authorship and Editorial Directions
- c. Uniform Titles
- d. Corporate Bodies
- e. Composite books
- f. Serials

Management of Library & Information Centers

II-Semester-प्रथम पत्र

(पुस्तकालय प्रबन्ध एवं सूचना केन्द्र)

प्रत्येक इकाई– 20 अंक

UNIT1 :

- Management : Concept, definition and scope
- Management School of thoughts
- Function and principles of Scientific Management and their application to Library Management
- Library Organization Structure
- Library Authorities and Library Committees

UNIT2 :

- Human Resource Management
- Manpower Planning: Job analysis, Job description, Job evaluation
- Selection, Recruitment, Training and Development, Staff formula
- Library rules and regulation
- MIS
- SWOT Analysis

UNIT3 :

- Financial Management: Library Finances and Budget
- Principles of Budgeting, Budgeting Techniques-PPBS, ZBB etc.
- Cost Effectiveness and cost Benefit Analysis
- Library statistics and Annual reports

UNIT4 :

- Different Sections of Library and Information Center and their Functions
- Collection development Policies and Procedures
- Books, Serials, Non-book Materials: Selection, Acquisition, Technical Processing, Maintenance
- Serial Control, Circulation Control
- Stock Verification: Policies and Procedures

UNIT5 :

- Weeding,
- Archiving : Conservation and Preservation.
- Library Building and Equipment
- Planning responsibility, qualities of library buildings, utilities, location, cost, furniture and equipment, care and upkeep

SUGGESTED READINGS :

- 1- Emery, James C. Management Information Systems: The Critical Strategic Resource. New York : Oxford University Press, 1987
- 2- Krishan Kumar, Library Administration and Management. New Delhi, Vikas.
- 3- Mittal (R L), Library Administration
- 4- Raanganathan (S R), Library Administration. Ed.2. Bombay, Asia. 1959
- 5- Ranganathan, S.R. Library Book Selection. Bombay : Asia Pub. House, 1966.
- 6- Ranganathan, S.R. Library Manual for Library Authorities, Librarians and Library Work. Bangalore: SRELS, 1988.

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द्वितीय पत्र

Reference Services& Information Sources

(सन्दर्भ सेवा एवंसूचना के स्रोत)

UNIT1 :

प्रत्येकइकाई- 20 अंक

- Reference Services: Concept, Definition, Need and Purpose.
- Types of Reference Services
- User's Initiation/Orientation and User education
- Information User's and their need

UNIT2 :

- Reference Services: Concept, Definition, Need And Purpose.
- Nature, characteristics, utility and criteria for evaluation of Reference Sources
- Non-documentary Information Sources

UNIT3 :

- Bibliographical Source-Bibliographies: INB, BNB
- Union Catalogue: NUCSSI
- Indexing Journals : Index India, MEDLINE
- Abstracting Services : Scifinder Scholar, Biosys, Google Scholar,

UNIT4 :

- Reference/Information sources
- Encyclopaedias: Britannica, McGraw-Hill Encyclopaedia of Science & Technology
- Dictionaries:
Advanced Learner, Oxford English Dichionary, KomilBulke's Hindi-English, and English-Hindi Dichionary, Published by Catholic Press Ranchi.
- Year Book : Europa; India reference annual

UNIT5 :

- Directories and Handbook : Ulrich International Periodical Directory; Guide to Indian Periodical Literature; World of Learning & University Handbook.
- Geographical Sources : Lippincott Gazetteer of the World; Gazetteer of India, Fodder's Guide
- Biographical Sources : International Who's Who; Dictionary of Biography (India)
- Current Information Sources : Keesing Contemporary; Facts on file; Asian Recorder

SUGGESTED READINGS :

- 1- Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.
- 2- Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Book, 1967.
- 3- Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
- 4- Katz, William A. Introduction to Reference Work. New York: McGraw-Hill. 1987.
- 5- Khan (T.M) information and Communication
- 6- Kumar (Krishan) Reference Services. New Delhi, Vikas
- 7- Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press, 1975.
- 8- Ranganathan (SR) Reference Service ed.2. Bombay, Asia. 1961.
- 9- Satyanarayan, (R). Information and its Facets
- 10- Sheehy, Eugene P., ed. Guide to Reference Books. 10thed. Chicago: A.L.A., 1986.

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तृतीय पत्र

Information Retrieval Systems and Services

(सूचना प्रणाली एवं सेवाएँ)

UNIT1 :

प्रत्येक इकाई- 20 अंक

- Documentation: Meaning, Need and objectives
- Genesis and brief history of Documentation
- Facets of Documentation, Preparation of Documentation List

UNIT2 :

- Index and Indexing: scope and importance
- Types of Indexes: Pre and Post Coordinate Indexing Systems
- Uniterm, Keyword Indexing (KWIC, KWOC, KWAC, KWWC)

UNIT3 :

- Abstract and Abstracting: Scope and Importance
- Types of Abstract, characteristics and elements of Abstract
- Ranganathan's Canon of Abstracting

UNIT4 :

- National International and Commercial Information Systems and their Services: NISSAT, AGRIS, INIS
- National Documentation Center: NISCAIR, NASSDOC, DESIDOC

UNIT5 :

- Information Storage and Retrieval: Meaning, Purpose and Process

- Information services and Products
- Information Services: Concept, Definition, Need,
- Alerting Services: CAS, SDI, DDS, Literature search

SUGGESTED READINGS :

- 1- Bradford, S.C. Documentation. 2nd ed. London: Lockwood, 1953.
- 2- Guha (B). Documentation & Information Services and Systems.
- 3- Kawtra, P.S. Fundamentals of Documentation with special reference to India. New Delhi: Sterling, 1983.
- 4- Khan (T M) Information and Communication
- 5- Khanna, J.K.. Documentation and Information Services, Systems and Technique. Agra: Y.K. Publishers, 2000.
- 6- Krishan Kumar. Reference Services. New Delhi, Vikas
- 7- Mphd. Riaz, Advanced Indexing and Abstracting practices. Lahore: Nadeem Book House, 1987.
- 8- Prasher, R.G. Index and Indexing. New Delhi: Medallion Press, 1989.
- 9- Rajan, J.N., ed. Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC, 1981.
- 10- Ranganathan (SR) Reference Service, ed. 2. Bombay, Asia. 1961.
- 11- Ranganathan, S.R, ed. Documentation and its Facets. Lonsan: Asia Publishing House, 1963.
- 12- Satyanarayana (R), Information and its Facets.

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चतुर्थ पत्र

Information Technology: Basics

(सूचना तकनीकी : प्रामरी)

UNIT1 :

प्रत्येक इकाई- 20 अंक

- Computer: Definition, Need and application.
- Historical Background of Computers
- Input/Output Devices.
- Hardware and Software Devices.
- Operating System: Concept and types
- Single User Operating System: MS- Windows.
- Multi User Operating System: Unix/Windows NT.

UNIT2 :

- Information Technology: Definition, Need, Scope, Objectives and Application.
- Components of Information Technology
- Networks and Networking: definition, Need, purpose, scopes and objectives
- Type of Networking: LAN, MAN, WAN
- LAN Topologies: Bus, Star, Ring, Mesh
- Application of Computer Networks

UNIT3 :

- Library Automation
 - Planning and Implementation of Library Automation
 - Automation of In-house operations
 - Acquisition Control
 - Cataloguing

- Circulation
- Serials Control
- OPAC
- Library Statistics
- Retro Conversion, Bar-coding

UNIT4 :

- Database Management Systems, WINISIS, POSTGRESOL
- Library Automation Software-SOUL/Alice for Windows/LIBSYS
- E-Publishing, E-Bulletin, E-Journals.

UNIT5 :

- Current Trends of Information Technology application in Libraries.
- Digital Libraries: an Introduction.
- Examples of Digital Libraries at Nation and International level.
- Management of Information: Concept, definition and scope.

SUGGESTED READINGS :

- 1- Mittal, (C), Fundamentals of Information Technology
- 2- Ram (B), Computer Fundamentals
- 3- Sinha (P K), Computer Fundamentals
- 4- CISTems School of Computing, Internet: an Introduction
- 5- Tanenbaum, A S, Computer Networks
- 6- Forouzan, B, Introduction to Data Communication and Networking
- 7- Amba (Sanjeevi) and Raghwan (K S), CDS/ISIS: A primer.-New DELHI: EssEss.
- 8- Nair (R Raman), Coputer Application to Library and Information Services.-New Delhi: EssEss.
- 9- Sharma (Pandey S K), Library Computerization.-N Delhi: EssEss.
- 10- Vasanth (N) and Mudhol (M V), Software
- 11- Chand Kuldip. Current Trends in Information Technology: Its impact on Information Science in India. New Delhi: Batra 1993.
- 12- Devrajan, G and Rahelamma, A. V., ed Library Computerization in India. New Delhi: EssEss, 1990
- 13- Esperanza, M. A.C. Library and Information Science: Emerging Trends. New Delhi: Concept, 1995.
- 14- Kumar, P.S.G. Computerization of Indian Libraries. Delhi: B.R publisher, 1987.
- 15- Pandey S.K. Sharma. Library Computerization: Theory and Practice. New Delhi: EssEss, 1993.
- 16- Patil, D.B. dBase III in Libraries and Information Centres: Theory and Practice. New Delhi: Ashish Pub, 1991.
- 17- Satyanarayana, N.R. A Manual of Library Automation and Networking. 2nd ed. Lucknow: New Royal Book, 2003.

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पंचम पत्र**Knowledge Organization: Classification Practice-II****(ज्ञान वर्गीकरण प्रयोगात्मक)**

— 100 अंक

- Classification of documents by Decimal Classification (21st edition)
- (Simple, Compound and complex cases)
- Classification of documents by Universal Decimal Classification (3rd Abridged edition)
- (Elementary Level)

Tools for classifying documents:

- 1- DDC-21st Ed.
- 2- UDC-3rd Abridged Ed.

षष्ठ पत्र

Information Technology-Practical

(सूचना तकनीकी प्रयोगात्मक)

– 100 अंक

- Use of Operating Systems (DOS, Windows)
- MS- Office.
- CDS/ISIS (DOS-Version)

अनिवार्यसंस्कृतपाठ्यक्रम
पुस्तकालय विज्ञान (बी०लि०बी०)
संस्कृतसामान्य ज्ञान (अनिवार्य पत्र)

पूर्णांक : 100
उत्तीर्णांक : 48

1. संस्कृतमें संख्याएँ :-

15 अंक

एकसे 100 तक संख्याओंमेंसेकिन्हींपाँच संख्याओंकासंस्कृतमेंलेखन।

2. सन्धियाँ :-

15 अंक

यण् सन्धि, दीर्घसन्धि, अयादिसन्धि, गुण एवंवृद्धि सन्धियोंमेंसेकिसी एक सन्धि की परिभाषा एवंउदाहरण।

3. छन्द :-

10 अंक

अनुष्टुप, वंशस्य, मालिनी, उपेन्द्रबज्रा, इन्द्रवज्रा, शिखरिणी, शार्दूलविक्रीडितम् इनछन्दोंमेंसेकिन्हींदोछन्दों के लक्षण एवंउदाहरण।

4. निबन्ध :-

20 अंक

विद्या, सत्संगतिः, सदाचारः, परोपकारः, अहिंसा, सत्यमेवजयते, संस्कृतभाषामें 10 पँक्तियोंका एक लघुनिबन्ध।

5. अनुवाद :-

संस्कृतसेहिन्दी

—

10 अंक

हिन्दीसेसंस्कृत

—

10 अंक

6. शब्द एवं धातु रूप :-

राम, हरि, गुरु, नदी, रमा शब्दोंमेंसेकिसी एक शब्द के किसीभी एक विभक्तिमें रूप लिखना।

10 अंक

भू, पठ्, गम् धातु के लट् लोट्, लृट्, विधिलिङ्, लङ् लकारोंमेंसे एकलकार के रूप पूछेजायेंगे।

10 अंक

सहायकपुस्तकें :-

1. प्रारम्भिकरचनानुवादकौमुदी — डॉ० कपिलदेव द्विवेदी।
श्रीविद्यालय प्रकाशनवाराणसी।
2. छन्दोंविंशतिका — चौखम्भाविद्याभवनवाराणसी।