

**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**  
**SCHOOL OF DISTANCE EDUCATION**  
**(B.Lib.I.Sc.) Bachelor of Library & Information Science**  
**(For the SDE Students admitted from the academic year 2016-17 onwards)**

**1. Objectives of the Courses:**

The course on Library and Information Science at B.Lib.I.Sc level aims to train the students and to impart knowledge and training in the Library and Information Science profession and manage the Library and Information centers.

**2. Eligibility for Admission:**

A Candidate with a Bachelor's Degree in Science or Arts or Humanities of this University or any other University recognized by the syndicate of this University.

**3. Duration of the Course:**

The duration of the Course in one year.

**4. Scheme of Examination: Annual Pattern**

Sl.No.	Title	Duration	Max. Marks
PAPER - I	Library and Society	3 Hours	100
PAPER - II	Library and Management	3 Hours	100
PAPER - III	Knowledge Organisation - I: Classification Theory	3 Hours	100
PAPER - IV	Knowledge Organisation – II: Classification (Practicals)	3 Hours	100
PAPER - V	Information Processing – I : Cataloguing Theory	3 Hours	100
PAPER - VI	Information Processing – II: Cataloguing (Practicals)	3 Hours	100
PAPER - VII	Information Sources	3 Hours	100
PAPER - VIII	Information Systems and Services	3 Hours	100
PAPER - IX	ICT in Libraries	3 Hours	100
	<b>TOTAL</b>		900

**5. Question Paper Pattern:**

Time: 3 Hours Max: 100 Marks

- a. The question paper consists of Eight Questions.
- b. Candidate will be asked to answer any FIVE out of the Eight questions.
- c. All Questions carry equal marks.

## **Paper-I LIBRARY AND SOCIETY**

### **Unit - I**

Libraries – Types and functions – Contemporary Social, Cultural, Economic, Political and Technological Changes and their impact on Library and Information services – Five Laws of Library Science – Professional aspects of Librarianship.

### **Unit – II**

Growth and development of Libraries in UK, USA and India.

### **Unit – III**

Library Legislation – Need and Purpose. Library Legislation in India – Model Library Act in India. Detailed Study of Tamil Nadu Public Libraries Act – Delivery of Books and News Papers Act (1954) – Copy right ACT, RTI

### **Unit – IV**

Public Library System in India – Functions of National Library, State Central Library and District Central Libraries.

### **Unit – V**

Role of Professional Associations: IFLA, CILIP, ALA, ILA, IASLIC, IATLIS.

### **Suggested Readings**

1. Isaac, K.A., Library Legislation in India : a critical and comparative study of State Library Acts. New Delhi. Ess Publications, 2004.
2. Mittal, R. L. Library administration : Theory and Practice, Metropolitan Book co., New Delhi, 1994.
3. Ranganathan, S. R. The five Laws of Library Science, ED.2. Bangalore: SRELS, 1999.
4. Ranganathan, S R Library Manual\
5. Venkatappaiah, V. Indian Library Legislation. 2<sup>nd</sup> Vol. New Delhi: Daya, 1990.
6. Vyas, S. D. Library and Society. Jaipur: Panchasheel, 1993.
7. Khanna, J. K. Library and Society. Kurushektra: Research Publication, 1987
8. Surendra singh and Sonal Singh. Ed. Library, Information and Service and Society. New Delhi: Ess ESS, 2002.

## **PAPER-II LIBRARY MANAGEMENT**

### **Unit – I**

Management – Concept; Scope; Functions and Principles – Scientific Management Principles in Libraries.

### **Unit – II**

Various sections in a Library – Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections – Book Selection: Need and Purpose, Principles and theories, Book Selection tools.

### **Unit – III**

Periodical Selection, methods of subscription, recording methods and problems in periodical procurement – Charging and discharging methods – Maintenance: Shelving methods, Shelf rectification, stock verification – Binding and preservation.

### **Unit – IV**

Library Governance - Library authority – Library Committee, need and functions – Library manpower – staff formula. Library Ethics – Library Finance: Sources of finance; Budgeting.

### **Unit – V**

Library building planning – Furniture and equipment. Library rules and regulations. Annual report – Library statistics.

### **Suggested Readings**

1. Katz, W.A. Collection development, the selection of materials for libraries. New York. Holt, Rinhart and Winston, 1980.
2. Krishan Kumar: Library Administration and Management. New Delhi : Vikas, 1987.
3. Mittal, RL Library Administration : Theory and Practice 5<sup>th</sup> ed. Delhi. Metropolton, 1984.
4. Narayana, G.J. Library and Information Management, New Delhi PHI 1991.
5. Ranganathan, S. R.: Library administration . 2<sup>nd</sup> ed. Bombay : Asia,
6. Sharma, J. S. Library Organization. New Delhi: Vikas, 1978.

## **PAPER-III KNOWLEDGE ORGANISATION - I** **CLASSIFICATION - THEORY**

### **Unit – I**

Library Classification – Need and Purpose – Ranganathan`s contribution to Library Classification.

### **Unit – II**

Notation – Definition, Need, Purpose, Kinds and Qualities – Modes of formation of Subjects.

### **Unit – III**

General theory of classification – Normative Principles – Three planes of work Postulates for classification – Principles of facet sequence – Canons for classification – Principles of helpful sequence.

### **Unit – IV**

Schemes of classification: Enumerative Classification Vs Analytico Synthetic – An overview of major schemes viz: Dewey Decimal Classification (DDC); Universal Decimal Classification (UDC) and Colon Classification (CC).

## **Unit – V**

Fundamental Categories, Facet Analysis, Systems and Specials – Devices – Common Isolates – Mnemonics – Rounds and Levels – Phase Relation.

### **Suggested Readings**

1. Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan, 1998.
2. Krishna Kumar, Theory of Classification, 4<sup>th</sup> Rev. Ed., Delhi, Vikas Publishing House, 1988.
3. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
4. Ranganathan, S. R. Colon Classification, 6<sup>th</sup> ed. Bangalore: Sarada Ranganathn Endowment for Library Science, 1960.
5. Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. Bangalore: SRELS, 2006.
6. Sinha, Suresh c and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.
7. Srivastava, A. P. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.

## **PAPER-IV : KNOWLEDGE ORGANISATION - II** **CLASSIFICATION – PRACTICAL**

Classification of Simple Books and Serials  
Colon Classification (6<sup>th</sup> ed.)  
DDC – (Latest Edition)

### **Suggested Readings**

1. Pandey S.K. Sharma. Colon Classification Made Easy. Delhi, Ess Ess Pub., 2000
2. Pushpa Dhyani. Classifying with Dewey Decimal Classification (Editions 19 and 20)/. New Delhi, Ess Ess, 2002
3. Ranganathan, S. R Colon Classification . New Delhi, Ess Ess Pub., Reprint 2006
4. Raju, A.A.N. Colon Classification Theory and Practice: A Self Instructional Manual/, Delhi, Ess Ess Pub., 2001
5. Sewa Singh. Colon Classification: New Practical Manual. Delhi, B. R. Pub., 2006

**PAPER V: INFORMATION PROCESSING – I**  
**CATALOGUING - THEORY**

**Unit – I**

Library Catalogue – Definition, Need & Functions – Types of Catalogues – Physical forms and Inner forms of catalogue - OPAC

**Unit – II**

Normative Principles – Canons, Laws and Principles and their Implications.

**Unit – III**

Subject Catalogues – Need and Scope – Methods of deriving subject headings – Chain Indexing – Subject Heading Lists – Sear’s List, LC Subject Headings.

**Unit – IV**

Types of Entries in Catalogues – Dictionary and Classified catalogues – Parts of Main entry, Unit card system – Arrangement and filing of entries.

**Unit – V**

Centralized and Co-operative Cataloguing: CIP – NPAC – Limited Catalogue – Descriptive Catalogue - ISBD

**Suggested Readings**

1. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
2. Byrne, Deborah j. MARC Manual: Understanding and Using MARC Record Englewood, Libraries Unlimited, 1998.
3. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House – Delhi, 1986.
4. Maxwell, Robert and Maxwell, Margaret F. Maxwell’s handbook of AACR2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendment. Chicago: ACA, 1997.
5. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
6. Ranganathan, S. R. Classified Catalogue Code. Madras, UBSPD, 1988
7. Ranganathan, S. R. Classified Catalogue: Fundamentals and Procedures, Madras, L. A, 1950.
8. Viswanathan, C. G. Cataloguing: Theory and Practice. Ed.6. New Delhi: Ess Publication, 1990.

## **PAPER VI: INFORMATION PROCESSING – II CATALOGUING – (PRACTICAL)**

Cataloguing of Books and Periodicals according to **Classified Catalogue Code (CCC) AACR –II** – (Latest Edition)

### **Suggested Readings**

1. Aswal, R. S.. AACR2R with MARC21: Cataloguing Practice for Twenty-First Century New Delhi, Ess Ess, 2005
2. Ranganathan, S. R. Classified Catalogue Code with Additional rules for Dictionary Catalogue Code. Reprint. New Delhi, Ess Ess Pub., 2006.
3. Anglo\_American Cataloguing Rules, Second Edition

## **PAPER-VII: INFORMATION SOURCES**

### **Unit – I**

Types of Information resources – Documentary – Non documentary – Characteristics – Scope and value. Primary and Secondary; Human sources of Information – Invisible colleges

### **Unit – II**

Ready Reference Sources – Types and Value – Dictionaries, Encyclopedias, Annuals, Biographical sources, Handbooks and Manuals, Geographical sources.

### **Unit – III**

Bibliographical sources – Bibliographies, list of serials; Union Catalogues; - Indexing and abstracting Sources, news summaries.

### **Unit – IV**

Internet as Source of Information; Web Resources – Subject Gateways – Web Directories

### **Unit – V**

Evaluation of Information Sources – Print and Web Resources

### **Suggested Readings**

1. G.G. Chowdhury and Sudatta Chowdhury: Searching CD-EOM and Online Information Sources. London : Facet Publishing, 2001.
2. G.G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2001.
3. Kumar (P.S.G). ED. Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co., 2001.
4. Sewasinh: Hand book of International Sources on Reference and Information New Delhi: Crest Publication, 2001.
5. Sharma, J. S & Grover, D. R: Reference Service and Sources of Information, New Delhi: Ess Ess, 1998.
6. Subramanayam, K: Scientific and Technical Information Resources, New

## **PAPER-VIII: INFORMATION SYSTEMS AND SERVICES**

### **Unit – I**

Information system: Concept, Definition, Need, Types, Emerging Trends

### **Unit - II**

Global & National Information Systems: UN Information Systems; NISCAIR, NASSDOC, DESIDOC, AGRIS – Library Networks: INFLIBNET, DELNET, etc.

### **Unit – III**

Information Service: Concept, Need and Scope Reference Service: Types: Ready Reference Service, Long Range Reference Service, Initiation to Freshman, User Education.

### **Unit – IV**

Bibliographic service, Reprographic service; Translation Service, Current Awareness Service, Selective Dissemination of Information Service (SDI).

### **Unit – V**

Indexing and Abstracting Services. News paper Clipping Services: Information – Kiosks Information Services in Information Technology environment: Database Search; Internet Search; Bulletin Board service; Electronic document delivery service.

### **Suggested Readings**

1. Atherton, P. Handbook of Information systems and services, Paris: UNESCO, 1977
2. Chowdhury, G. G. and Sudatta Chowdhury : Searching CD-ROM and Online Information Sources. London : Facet Publishing, 2001.
3. Girija Kumar and Krishna Kumar Bibliography. Revised 3 NewDelhi: vikas, 1990
4. Krishna Kumar Reference Service, Ed.3, New Delhi, Vikas, 2003.
5. Shyama Balakrishnan and Paliwal, P. K. Abstracting Practices in Libraries.. New Delhi, Anmol, 2001

## **PAPER - IX ICT IN LIBRARIES**

### **Unit – I**

Information Technology: Components – Computer generations – types of Computers – components of computers – Input, output and storage devices.

### **Unit – II**

Software: types – System Software and Application Software, Operating Systems Windows – Application Software: MS-Office.

### **Unit – III**

Communication Technology: Telecommunication – Transmission media: Switching, Bandwidth Multiplexing, Modulation Protocols – Wireless Communication, OSI – Reference Model.

### **Unit – IV**

Networking: Concepts, Topologies – Types: LAN, WAN and MAN, Internet, Intranet.

Web technology: Web browser, Hypermedia and Multimedia – Integrated services:  
Digital Network (ISDN)

**Unit – V**

Library Automation and Digitization: Concept and Scope – Housekeeping  
Operations- Digitization methods and Equipment – Digital Libraries.

**Suggested Readings**

1. Basandra, S. K. Computers Today, New Delhi, Galgotia, 2008
2. Bose Sanjay, K. Hardware and Software of Personal Computers, New Delhi, New Delhi, New Age international (p) Ltd, 2001
3. Subramanian, N. Introduction to Computers: Fundamentals of computer science, New Delhi, Tata Mc Graw – Hill, 2002.
4. Leon, Alexis and Mathews, Leon. Fundamentals of Information Technology, Delhi, Vikas Publishing House, 2000.