

# **FACULTY OF ARTS**

## **SYLLABUS**

### **BACHELOR OF LIBRARY SCIENCE**



**JODHPUR NATIONAL UNIVERSITY**

**JODHPUR**

## **BACHELOR OF LIBRARY SCIENCE (B.LIB.)**

<b>PAPER I</b>	<b>FOUNDATION OF LIBRARY AND INFORMATION SCIENCE</b>
<b>PAPER II</b>	<b>MANAGEMENT OF LIBRARIES &amp; INFORMATION CENTRES</b>
<b>PAPER III</b>	<b>KNOWLEDGE ORGANISATION AND PROCESSING</b>
<b>PAPER IV</b>	<b>DOCUMENTATION AND INFORMATION RETRIEVAL</b>
<b>PAPER V</b>	<b>INFORMATION TECHNOLOGY: BASIC</b>
<b>PAPER VI</b>	<b>REFERENCE SERVICES AND SOURCES OF INFORMATION</b>
<b>PAPER VII</b>	<b>INDUSTRY BASED ENVIRONMENTAL STUDIES</b>

## **PAPER I Foundation of Library and Information Science**

### **UNIT 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), An Introduction to Digital Library, Electronic Library and Virtual Library. Role of library in Formal and Informal Education.

### **UNIT II**

Library Movement in India, UK and USA, Library development Plan and Programs in India after Independence, Role of Library in Modern Society.

### **UNIT III**

Library Legislation in Indian States and their salient features Book Delivery Act, Intellectual Property Rights, Right to Information, Information Policy: National and International.

### **UNIT IV**

Library Building: Planning and Designing Location Lighting and Ventilation. Role of Librarian and Architect in Designing of Building, Furniture etc.

### **UNIT V**

Library Cooperation and Resource Sharing, Library Extension Services, Consultancy Services, Role of Professional Association with Special Reference to ALA, ILA, IASLIC, ASLIB. Role of International Organizations: UNESCO, FID, IFLA, An introduction to consortia.

## **PAPER-II MANAGEMENT OF LIBRARIES & INFORMATION CENTRES**

### **UNIT-I**

Concept of Management: Principles of Scientific Management. Management of Schools of Thought. Library Organizational Structure. Policy Making bodies of libraries. Library Authority and Library Committee.

### **UNIT-II**

Library Personnel: Job analysis, Job description in service training. Staff Recruitment procedures, formula. Library finance: Budgeting (PPBS, ZBB). Accounting-Library Statistics and Annual Report. Library Rules and Regulations.

### **UNIT-III**

Collection Development: Types of Documents and Selection principles, Different Types of Selection tools and their Importance, Acquisition Procedure.

### **UNIT-IV**

Technical Section: Preparation of Books for use. Routines of Classification and Cataloguing, Filing Routines. Serial Control: Acquisition methods, Methods of recording: Three Card System and Kardex System.

### **UNIT-V**

Management and Operation of Various Section (Shelving and Stock Verification, Binding), Circulation Section (Work, System-Browne, Newark Introduction of Barcode and its Application for Circulation of etc). Marketing of Information Products and Services.

## **PAPER III KNOWLEDGE ORGANISATION AND PROCESSING**

### **UNIT-I**

Universe of Subjects –Structure. Attributes & Modes of Formation. Library Classification: Definition Need & Purpose; including Knowledge Classification. Canons of Classification.

### **UNIT-II**

General theory of Library Classification including Normative Principles, Facet Analysis, Fundamental Categories, Common Isolates, Devices, Phase Analysis, Notation.

### **UNIT-III**

Design & Development of Schemes of Library Classification. Species of Classification schemes. Introduction to CC, DDC & UDC. Trends in Library Classification. An introduction to web DDC.

### **UNIT-IV**

Library Cataloguing: Definition, Need & Purpose. Inner and Physical Form. Standard Codes of Cataloguing - CCC & AACR-II. Kinds of Entries and their Function. Personal & Corporate Authorship. Canons of Cataloguing.

## **UNIT-V**

Principles of Subject Cataloguing. Current Trends in Standardization Description & Exchange AACR-II, ISBD, MARC ISO 2709, CCF. Introduction to ISBN & ISSN.

## **PAPER-IV- DOCUMENTATION AND INFORMATION RETRIEVAL**

### **UNIT-I**

Documentation: Meaning, Genesis and Scope, Facets of Documentation, Documentation List. Documentation activities in India, Reprographic, Micrographic and Translations Services.

### **UNIT-II**

Index and Indexing: Type of Index, Pre and Post Coordinate Indexing, UNITERM, Keyword Indexing (KWIC-KWOC, KWAC, KWWC), Chain Indexing. Indexing Services in India.

### **UNIT-III**

Abstracting: Characteristics, Elements, Types, Ranganathan's Canons of abstracting. Important Abstracting Services, CAS and SDI Services.

### **UNIT-IV**

National and International Information System. NISSAT, UNISIST, National Documentation Centers of India : NISCAIR, NASSDOC, DESIDOC.

### **UNIT-V**

Information Storage and Retrieval System: Meaning, Purpose and Evaluation. Search Strategies. Concept of Vocabulary Control.

## **PAPER-V- INFORMATION TECHNOLOGY: BASIC**

### **UNIT-I**

Concept and Terminology of Computer. Evolution of a Computer and Computer generation. Categorisation of Computer. Hardware Basics: Computer processing, CPU, Computer Storage, Input Devices, Output Devices. Software Basics: System Software, Application Software.

## **UNIT-II**

Library and Information Networks: Network Definition and Objective, The range of Network Services, Types of Networks, Library Networks in U.S.A, U.K and India. Non Bibliographic Data Network in India.

## **UNIT-III**

Computerised Information Retrieval System: Definition of IRS, Component and function of IRS, Software operations of IRS. CDS/ISIS: Main features, Historic perspective, Hardware and Software Requirements, Micro CDS/ISIS Application.

## **UNIT-IV**

Library Automation: Brief history, Factors and goals, Need for Library Automation, Problems and issues of Library Automation. Management of Computerised Library: Ordering and Acquisition Systems, Cataloguing Systems, Circulation Control System, Serial Control System, Management Information.

## **UNIT-V**

Features of Indian Software Packages: Software Development at Institutional level, commercially available library Software Systems. Library Housekeeping Software: Libsys, SANJAY, MAITRAYEE, Alice for Windows. Introduction to RFID techniques.

## **PAPERVI REFERENCE SERVICES AND SOURCES OF INFORMATION**

### **UNIT-I**

Documentary Sources of Information: Print, Non Print Including Electronic Media. Nature, Characteristics, Utility and Evaluation of Different Type of Information Sources.

### **UNIT-II**

Non Documentary Information Source. Categories: Primary, Secondary and Tertiary Information sources. Internet as a Source of Information. An introduction to evaluation of e-Information sources.

### **UNIT-III**

Reference Service : Meaning, Scope. Type of Reference Service: Short Range and Long Range Reference Service. Reference Service V/S Information

Service, Reference Services in Public, Academic and Special Libraries.  
Reader's Initiation /Orientation. User Education.

## **PAPER VII      INDUSTRY BASED ENVIRONMENTAL STUDIES**

### **UNIT – 1**

Environment – Definition – Scope – Structure and function of eco system's procedures, consumers and decomposers – energy flow in the ecosystem – ecological succession – food chain, food web and ecological pyramids - concepts of sustainable development.

### **UNIT – 2**

Natural resources: Renewable – air, water, soil, land and wildlife resources. Non- renewable – mineral, coal, oil and gas. Environmental problems related to the extraction and use of natural resources.

### **UNIT – 3**

Biodiversity – Definition – values – consumption use, productive social, ethical, aesthetic and option values threats to biodiversity – Hotspots of bio diversity – conservation of bio-diversity: In-situ Ex-situ. Bio-wealth – national and global level.

### **UNIT – 4**

Environmental pollution : Definition – causes, effects and mitigation measures – Air pollution, Water pollution, Soil pollution, Noise pollution, Thermal pollution – Nuclear hazards – solid wastes acid rain – climate change and global warming environmental laws and regulations in India – Earth summit.

### **UNIT – 5**

Population and environment – Population explosion – Environment and human health – HIV / AIDS – Women and child welfare – Resettlement and Rehabilitation of people, role of information technology in environmental health – Environmental awareness.