BACHELOR OF LIBRARY AND INFORMATION SCIENCE

ONE YEAR FULL TIME PROGRAMME

SYLLABUS - SECOND SEMESTER

Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES
Paper – B-108 – INFORMATION SOURCES AND SERVICES
Paper- B-109 - LIBRARY CATALOGUING (Theory)
Paper- B-110 - LIBRARY CATALOGUING (Practical)
Paper- B-111 - INTERNSHIP PROGRAMME

Department of Library and Information Science
Faculty of Arts,
UNIVERSITY OF DELHI
DELHI – 110007

2009
Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management
Management Vs Administration
General Principles and their Application
Library Organisation Structure and Library Governance
Library Planning: Need, Objectives and Procedures
Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management
Library Finance and Sources of Finance
Library Budget, Budgeting and Accounting
Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management
Library Building
Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library
Circulation Work
Maintenance Shelving and Stock Verification
Preservation
Library Services
Reference and Information Service

UNIT – V: Library Records and Statistics
Staff Manual
Library Statistics
Annual Report
Recommended Books


8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.


UNIT- I: Fundamental Concepts
Meaning, Definition, Importance, Nature and Characteristics
Printed and Electronic Information Sources
Types of Information Sources and Services
Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information
Primary Information Sources : General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)
Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues

UNIT- III: Reference and Information Services
Users and their Information Needs
Theory and Functions of Reference and Information Service
Enquiry Techniques
Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services
Documentation Services: Abstracting and Indexing Services
Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service
UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users Information needs

Information Literacy Products

Recommended Books

1. **CHENEY (F N) and WILLIAMS (W J).** Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
UNIT – I: Fundamental Concepts and Historical Developments
Library Catalogue: Definition, Objectives, Purposes and Functions
History and Development of Library Catalogue Codes
Physical Forms of Catalogues
Types of Catalogues

UNIT – II: Types of Catalogue Entries
Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings
Personal Authors: Western and Indic Names
Corporate Authors
Pseudonymous, Anonymous Works and Uniform Titles
Non-Print Resources

UNIT – IV: Subject Cataloguing
Subject Cataloguing: Concept, Purpose and Problems
Chain Indexing
Subject Headings Lists: LCSH, SLSH

UNIT – V: Trends in Library Cataloguing
Centralized and Cooperative Cataloguing
Bibliographic Standards: ISBD, MARC, CCF, etc.
ISBN and ISSN
Recommended Books

Paper- B-110 - LIBRARY CATALOGUING (Practical)

Cataloguing of books using *Classified Catalogue Code*, 5th edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).

**UNIT - I: Classified Catalogue Code**

- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multivolumed Works and Pseudonymous

**UNIT- II: Anglo American Cataloguing Rules (Latest Edition)**

- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous

**UNIT - III: Classified Catalogue Code**

- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books


- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction
Recommended Books


UNIT- I: Internship Programme

A. Report on Internship Programme

B. Viva-Voce

Objectives:

(i) To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month.

(ii) To train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

Note: - Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.