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

1. **BRYSON (Jo)**. Effective library and information centre management. 1990. Gower, Hants.

2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.

3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.

4. **KATZ (W A)**. Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.

5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.

6. **MATTHEWS (J)**. Strategic planning and management for library managers. 2005. Libraries Unlimited, London.

7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.

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

9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.

10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

Paper – B-108 – INFORMATION SOURCES AND SERVICES

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.
2. **CRAWFORD (John)**. Evaluation of library and information services. 2000. ASLIB, London.
3. **FARMER (LSJ), Ed**. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.
5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age.2002. Libraries Unlimited, New York.
6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R**). Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.
10. **WOODSWORTH (Anne)** and **WILLIAMS (James F)**. Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

Paper- B-109 - LIBRARY CATALOGUING (Theory)

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

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J)**, **Ed**. Sears list of subject headings. Ed. 15.1994.Wilson, New York.
6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
8. **TAYLOR (A G)** and **MILLER (David P).** Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.
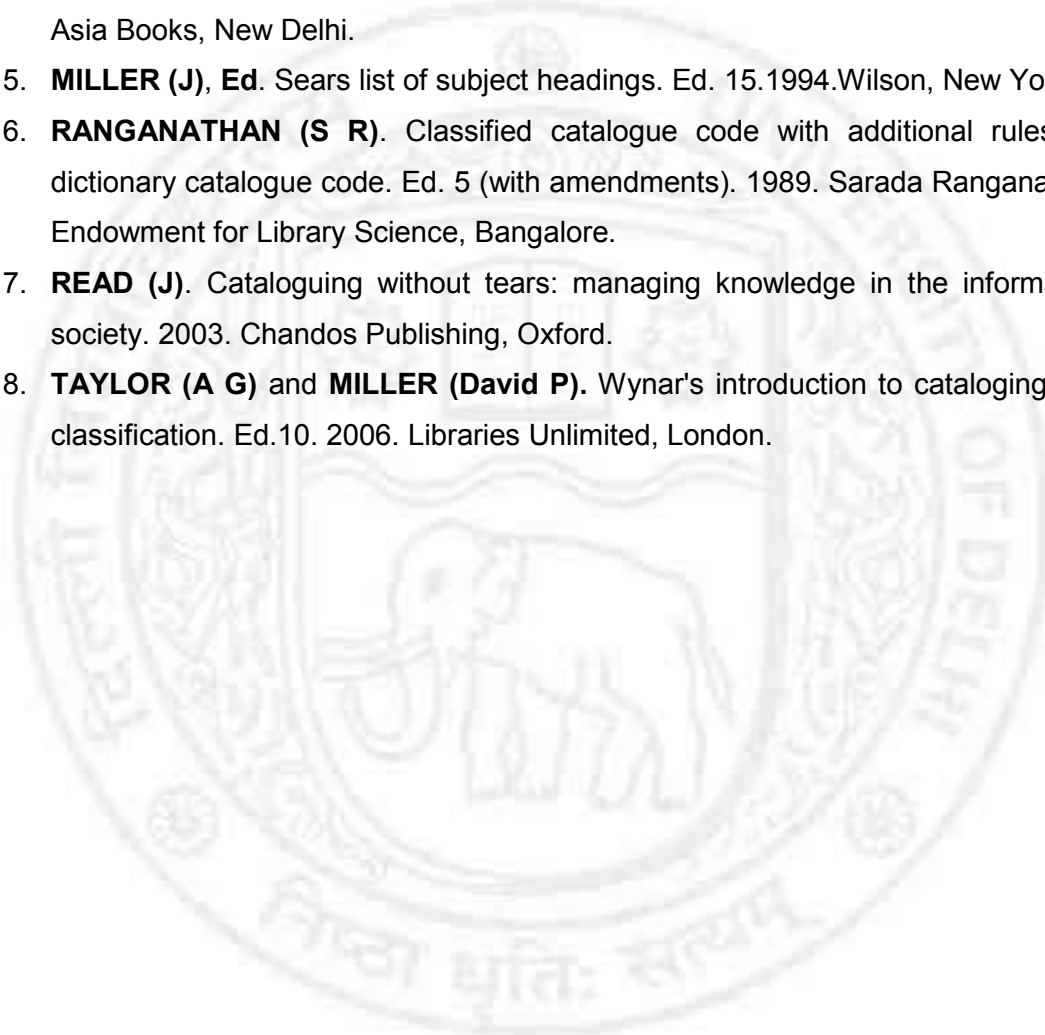
Paper- B-110 - LIBRARY CATALOGUING (Practical)

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

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies

Serial Publications

Works of Editorial Direction

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**. Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.

2. **MILLER (Joseph), Ed**. Sears list of subject headings. Ed 15. 1994 .Wilson, New York.

3. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper- B-111 - INTERNSHIP PROGRAMME

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.