KUVEMPU UNIVERSITY

JNANA SAHYADRI, SHANKARAGHATTA – 577 451.

SYLLABUS FOR LIBRARY AND INFORMATION SCIENCE OPTIONAL SUBJECT FOR
B.A./B.Sc. DEGREE COURSE (2018-19)

OBJECTIVES:

a) To enable the students to understand the libraries and their role in contemporary Society.

b) To provide instructions in the use of information sources & services

c) To train students in the techniques of librarianship.

d) To enable the student to comprehend general principles of organization and administration of libraries.

e) To equip the students with the necessary skills and knowledge in the use of equipment's and technique.

INTAKE

1) The intake for admission should not exceed 30 students for LIS optional in each college

2) **Medium of Instruction** : English/Kannada

3) **Educational Tour**:

   The students should undertake the educational tour during 5th Semester

TEACHING HOURS

First Semester	:	Paper-1.1	: 06 Hours Theory.
Second Semester	:	Paper-2.1	: 06 Hours Theory.
Third Semester	:	Paper-3.1	: 06 Hours Theory.
Fourth Semester	:	Paper-4.1	: 06 Hours Theory.
Fifth Semester	:	Paper-5.1	: 05 Hours Theory and 06 Hours Practical
		Paper-5.2	: 05 Hours Theory
Sixth Semester	:	Paper-6.1	: 05 Hours Theory and 06 Hours Practical
		Paper-6.2	: 05 Hours Theory

Note: 1.Practical Classes should be conducted in batches of 10 students each under the guidance of teacher.

2. One hour Practical Class is equivalent to One hour Theory Class.

SCHEME OF EXAMINATION

Paper No	Course/Subject Title	Exam Marks	Internal Assessment	Exam Hours
	Semester – I			
Paper-1.1	Fundamentals of Library and Information Science	80	20	3
	Semester– II			
Paper-2.1	Library Management	80	20	3
	Semester – III			
Paper-3.1	Information Sources	80	20	3
	Semester – IV			
Paper-4.1	Information Services	80	20	3
	Semester – V			
Paper-5.1	Library Classification (Theory & Practice)			
	Theory	50	10	3
	Practice	40	--	2
Paper-5.2	Fundamentals of Computer (Theory)	80	20	3
	Semester – VI			
Paper-6.1	Library Cataloguing (Theory & Practice)			
	Theory	50	10	3
	Practice	40	--	2
Paper-6.2	Application of Information Technology (Theory)	80	20	3

SEMESTER – I

Paper - 1.1: FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE

Unit 1: Library and Information Centre: Concept, Meaning and Definition, Evolution; Modern Libraries: Concept; Role of Libraries in Modern Society

Unit 2: Information & Communication: Data, Information and Knowledge: Meaning & Definition; Communication: Meaning & Definition, Channels, Barriers and Models of Communication.

Unit 3: Types of Libraries: Meaning and definition, Objectives, Functions and Services of Public, Academic, Special, and National Libraries.

Unit 4: Five Laws of Library Science: Implications and their relevance.

Unit 5: Library Legislation: Need and Purpose; Karnataka Public Libraries Act 1965 (KPLA), Delivery of Books and Newspapers Act - 1954.

Unit 6: Professional Associations: Need and Purpose; Origin, Development and Role of KALA, ILA, IASLIC and IATLIS

Books for Reference:

Kumar, P.S.G.(2003). Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.

Khanna J.K: Library & Society. New Delhi: Research Publication.

Sharma, P. S.K.(1992). Library and society. 2ndEd. Delhi: ESS ESS.

Surendra S. & Sonal Singh. Ed. (2002): Library, Information and Science and society. New Delhi: ESS.

Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: Ess Ess Publication.

Kumar, P.S.G: Information and Communication. Vol. VIII. Delhi: BR publishing Corp., 2004

Ranganthan,S.R: Five Laws of Library Science. Bangalore: SRELIS.

Kaushik, P: Foundations of Library and Information Science.New Delhi: Anmol Publications, 2006.

SEMESTER – II

Paper – 2.1: LIBRARY MANAGEMENT

Unit 1: Library Management: Concept and Definition, POSDCORB.

Unit 2: Acquisition Section: Objectives and Functions, Books and Periodicals, Selection Tools, Ordering Procedure.

Unit 3: Technical Section: Objectives and Functions; Circulation Section: Objectives and Functions

Unit 4: Library Budgeting: Techniques and Methods- PPBS, ZBB, etc.

Unit 5: Library Building: Planning and Designing; Furniture and Equipments

Unit 6: Library Maintenance: Library Rules, Library Committee, Annual Report, Library Statistics, Library Records

Books for Reference

Mittal R.L: Library Administration: theory and practice. New Delhi: ESS ESS, 2007.

Chandra Prakash: Library Administration & Management, Jaipur, Mangal   Publications, 1996

Koushik, P P: Management of Library and Information.--New Delhi: Anmol Publications, 2006.

Khanna J.K: Library & Society. Kurukshetra New Delhi, research Publication. 1987

Krishna kumar: Library Administration, New Delhi, Vikas

Prasher R.G: Developing Library Collection, New Delhi, Medallion Press, 1993

Ranganthan, S.R: Library Administration, Vikas, New Delhi. 2001

Krishnakumar: Library Manual, New Delhi, Vikas. 2000.

Balakrishnan, S and Paliwal, P.K: Library Administration and Resources. New Delhi: Anmol, 2001

SEMESTER – III

Paper – 3.1: INFORMATION SOURCES

Unit 1: Information Sources: Concept, Types and Characteristics.

Unit 2: Primary Sources: Periodicals, Conference Proceedings, Reports.

Unit 3: Secondary Sources: Dictionaries, Encyclopedias, Bibliographies, Year Books, Geographical sources, Indexing & Abstracting Periodicals.

Unit 4: Tertiary sources: Directory, Bibliography of Bibliographies, Union Catalogues.

Unit 5: Electronic Information Resources: e-books, e-journals, e-reference sources

Unit 6: Evaluation of Information Sources: Print and Electronic; Criteria

Books for Reference:

Peter W. Lea and Alan Day: the Reference Sources Handbook. London: Library Association publishing, 1996

Khanna, J.K: Handbook of Library Information Systems & Services, New Deacon Books, 1998

Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.

Chonny, Franc is Noel: Fundamental of Reference Service & Sources, Chicago, ALA, 1981

Guha, B: Documentation & Information Services Techniques and Systems, Calcutta, World Press, 1982.

Katz, W.A: Introduction to reference Work, Vol. 1 & Ed.2

Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.

Khanna, J.K: Advances in Librarian ship New Delhi, JKK; Publications, 1992

Krishnakumar: Reference Service Ed. 3, Delhi, Vikas, 1987.

Sharma, JS& Grover, DR: Reference Service and Sources of Information, New Delhi, ESS, 1987

SEMESTER – IV: Paper 4.1: INFORMATION SERVICES

Unit 1: Information Service: Concept, Need, Importance, Types.

Unit 2: Reference Services- Short range and Long range, Referral Service,

Unit 3: Types of Information Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI) Service. Bibliographic Service, Abstracting and Indexing Services, Newspaper Clipping Service, Reprographic Service.

Unit 4: Documentation and Information Centers: NISCAIR, NASSDOC, DESIDOC, NIC

Unit 5: User Education: Need, Methods and Techniques.

Unit 6: Reference/Information Officer: Concept, Qualities and Qualifications, Role in Library and Information Centre

Books for Reference:

Ranganathan, S.R: Reference Service. Ed.2. Bangalore: SaradaRanganathan endowment for Library Science. 1992.

Kaushik, P: Library Information Services and Systems. New Delhi: Anmol Publications, 2006.

Chonny : Fundamental of Reference Service & Sources, Chicago, ALA, 1981

Guha, B: Documentation & Information Services Techniques and Systems, Calcutta, World Press, 1982.

Khanna, J.K: Handbook of Library Information Systems & Services, New Deacon Books, 1998

Khanna, J.K: Advances in Librarian ship New Delhi, JKK; Publications, 1992

Krishnakumar: Reference Service Ed. 3, Delhi, Vikas, 1987.

Sewa Singh: Handbook of Reference and Information Services, New Delhi, ESS, 1987

Sharma J.S & Grover, D.R: Reference Service and Sources of Information, New Delhi, ESS, 1992

SEMESTER – V: Paper 5.1: LIBRARY CLASSIFICATION (THEORY & PRACTICE)

Part-A (Theory)

Unit 1: Library Classification: Meaning, Definition, Need and Purpose. Terminologies of Library Classification

Unit 2: Knowledge Classification and Book Classification Schemes

Unit 3: Library Classification Schemes: CC & DDC- Genesis, Development and Structure

Unit 4: Notation: Meaning, Types and Qualities.

Unit 5: Common Isolates: Types- Anteriorising and Posteriorising.

Unit 6: Devices in Colon Classification

Part-B (Practice)

Classification of documents according to DDC (Latest available edition)

Books for Reference:

Krishnakumar: Theory of Classification, New Delhi, Vikas, 1994

PushpaDhyani: Library Classification: Theory & Principles,New Delhi, WishwaPrakaashana, 1998

Ranganthan, S.R: Prolegomena to Library Classification, New Delhi, Vikas, 1989

Ranganathan, S.R Library Manual: For School, College and Public Libraries-with revised examples of subject classification.--New Delhi: ESS ESS Publications, 2008.

Khan, MTM: Dewey Decimal Classification. Shree publishers and Distributors: New Delhi. 2005

Satija, M.P. Theory and Practice of the Dewey Decimal Classification System. England: Chandos, 2007.

Kaushik, Prashant. Library Classification.--New Delhi: Anmol Publications,2006.

Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval (Practice) Vol. III. Delhi: BR publishing Corp. 2003

Paper 5.2: FUNDAMENTALS OF COMPUTER

Unit 1: Computer: Concept, Need and Scope; History and Development of Computer; Types

Unit 2: Computer Hardware: Computer Structure, Input and Output Devices, Memory Devices and their use.

Unit 3: Computer Software: System Software and Application Software; Operating System- DOS & Windows, Library Software- SOUL.

Unit 4: Data representation in Computer: Bits, Bytes and Codes, Number Systems: Binary and Decimal.

Unit 5: Programming Languages: Concept, Algorithms, Flow Charting.

Unit 6: File Organization: Concept, Methods, Advantages and Disadvantages.

Books for Reference:

Naresh Jotwani. Computer System Organization, New Delhi: Tata Mc Graw-Hill, 2009.

Copper, M.J: What Computer can do: A guide for the plain men. London, Maclaveu. 1970.

Rowely Jennifer: Basics of Information Technology. 1997.

Grover, P.S: Computers: Fundamentals and problem Solving, Allied Publishers, 1985.

Tedd, L.A: An introduction to computer and basic programming. Ed.2. New Delhi: New age publications. 1998.

Shera, J.H: Documentation and Organisation of Knowledge, London, Cross by and Lockwood, 1966.

Subramanian, N: Introduction to Computer: Fundamentals of Computer Science, Vol. 1. New Delhi, Tata Mc-Graw Hill, 1998.

Viswanathan, C.G: Elements of Information Service.

Xavier, C: Introduction to Computer Basic Programme, New Delhi, New Age International 1999.

SEMESTER – VI: Paper 6.1: LIBRARY CATALOGUING (THEORY &PRACTICE)

Part-A (Theory)

Unit 1: Library Catalogue: Meaning & Definition, Need, Purpose and Functions

Unit 2: Forms of Library Catalogue: Physical forms and Inner forms.

Unit 3: Introduction to CCC &AACR: Brief rules for preparation of main entry and added entries for various types of documents

Unit 4: Kinds of Entries: CCC and AACR-2R.

Unit 5: Normative principles: Cannons, Laws and Principles

Unit 6: Subject Headings: LCSH and SLSH; Chain Procedure

Part-B (Practice)

Practice: Cataloguing of Books and Periodicals according to AACR-2R

Books for Reference:

Kumar, P.S.G: Knowledge Organization, Information Processing and Retrieval (theory). Vol. II. Delhi: BR publishing Corp. 2003

Ranganathan, S.R: Library Catalogue: Fundamentals and Procedure. Madras: Library Association, 1993

Girija Kumar &Krishna Kumar: Theory of Cataloguing. New Delhi, Vikas, 1986

American Library Association: Anglo-American Cataloguing Rules. 2nd ed. Chicago: ALA, 1978

Sears, M.E: List of Subject Heading. 11th Ed. by Barbara M.West, New York. H.W. Wilson, 1997,

Sharma, PSK: Cataloguing theory. Delhi: ESS Publication, 1989.

Unit 1: Information Technology (IT): Meaning and Definition, Application of IT in Library and Information Centre.

Unit 2: Library Automation: Historical Perspective, Need and Purpose, Planning for Library Automation, Retrospective Conversion.

Unit 3: Housekeeping Operations: Acquisition, Cataloguing- OPAC, Circulation.

Unit 4: Internet: History and Evolution, Tools, Web Browsers and Search Engines.

Unit 5: Library Networks in India: Overview, INFLIBNET, DELNET.

Unit 6: Information Delivery: Alerting Services-Email, List Servs etc. Internet based library services- Current Awareness Bulletins, CD- ROM Databases, E-journals.

Books for Reference:

Thomas, C: Computer Concepts and Application. New York: McGraw Hill, 1991

Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.

Moorthym, A.L: Information Technology Applications in Academic Libraries in India with emphasis on Networking Services and Information Sharing. Ahmedabad: INFLIBNET, 1997

Subramaninan, V.S: Principles of Multimedia Database Systems, Mergan Kanufman, 1998

Satyanarayana, R. (2005). Information technology and its facets. Delhi: Manak

Raman Nair, R: Internet for Information Service. New Delhi: ESS ESS, 2002

Terrence, W Pratt and Marvin, V Zelkowlts: Programming Languages: Design and Implementation. New Delhi, Prentice Hall of India Pvt. Ltd., 2000.

Douglas E. Comer: The Internet Book. 3rded. New Delhi: Pearson Education Asia, 2000

Nanda, Manohar: Library Automation. New Delhi: Anmol Publications, 2006.

Kumar, P.S.G: Information Technology Applications: Theory and Practice Vol. IV. Delhi: BR Publishing Corp. 2004.

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