Mahatma Gandhi University  
Nalgonda  
B.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

I Semester

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Paper- BLS 101: LIBRARY & SOCIETY (CC)

Unit-1:
Nature and purpose of Librarianship.


Professional Education and Librarianship.

Unit-2:
Five Laws of Library Science – Implications – Examples. – Relevance to present technological environments.


Unit-3:


Library Consortia – Definition, purpose, functions. Consortia in India.

Unit-4:
National & International Organizations:

Professional Associations : IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.
Organizations: UNESCO, NISCAIR -- Objectives, Programmes and activities.

Unit-5:
Legislation – Need, Purpose and Advantages.


IPR (Intellectual Property Rights).

Library Education in India: Historical Development, levels of courses. Present Trends.

Select Reading:


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Paper- BLS 102: Library Classification (Theory) (CC)

Unit-1:

Library Classification – Meaning, Need and purpose of classification.

Terminology – Need and purpose. Important terms in Classification.

Normative Principles.

Five Laws of Library Science – Implications.

Formation, Structure and Development of Subjects:

Unit-2:

Species of Classification Schemes: Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC).
Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).

**Unit-3:**

General Theory of Classification. Ranganathan’s contribution.

Main Class – Canonical Class and Basic Class.

Five Fundamental Categories: PMEST.

Isolate -- Common Isolate – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.

Facet Analysis -- Postulates pertaining to Fundamental Categories.

Phase Analysis – Phase, Intra-facet & Intra-array relations.

**Unit-4:**


Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.

**Unit-5:**

Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3);

Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4):-
Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number -- Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

Select Reading:


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Paper- BLS 103: Library Cataloguing (Theory) (CC)

**Unit-1:**

**LIBRARY CATALOGUE:**

   Definition, need, objectives and functions.

**LIBRARY CATALOGUE & SIMILAR OTHER TOOLS:**

   Bibliographies, indexes, accession lists and shelf list.

**TYPES OF LIBRARY CATALOGUES:**
Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues, Microform Catalogues)

Inner forms (Dictionary, Classified and Alphabetico-Classed).

**Unit-2:**

AACR-2R and CCC: Features.

**DIFFERENT TYPES OF CATALOGUE ENTRIES AND THEIR FUNCTIONS:**

- Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).
- Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.
- Elements of information in each type of Entries.


**Unit-3:**

**SUBJECT CATALOGUING : Concept, purpose.**


Indexing techniques: Meaning, purpose. Pre-coordinate indexing – Chan indexing, PRECIS, KWIC, and KWOC. Post-coordinate indexing – Uniterm Indexing. Citation Indexing.

**Unit-4:**

**CENTRALISED CATALOGUING:**

Meaning and objectives. Pre-natal cataloguing, cataloguing in publication / cataloguing in source. Database as a source of cataloguing.
UNION CATALOGUES: Definition, use and functions.

OPAC. Web Based Catalogues.

Use of Internet in Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing). World Cat.

Impact of IT on Cataloguing.

Unit-5:

STANDARDIZATION IN CATALOGUING – Need, Purpose.

Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).


Trends in Cataloguing.

Select Reading:


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**Paper- BLS 151: Information Processing (Practice) – I (CC)**

*Library Classification (Practice) – DDC 20th Edition*


**Select Reading:**

6. Uppal, OP. *Practical procedure of classification according to CC and DDC*. Patiala: Madaan.

**Paper- BLS 152: Information Processing (Practice) – II (CC)**

*Library Cataloguing (Practice) – AACR-2R – Monographs & Serials*

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

**Select Reading:**

## II Semester

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**Unit-1:**
Management:
Routine & work flow in different libraries / sections.

**Unit-2:**
Technical Section: Processing – Classification & Cataloguing. Authority File.
Preservation – Concept, Purpose and Methods.
Circulation: Gate Register; Registration of Members, , Reservation of books; overnight issue, Inter-library loan, Charging and discharging methods; Day Book System, Ledger System, Browne System, Newark System, etc.

**Unit-3:**
Reference & Information Services.
Serials Management – Acquisition, Organisation, Methods of Recording. Problems in Acquisition.
Stock verification : Purpose and Importance – Methods.
Library Records: Purpose and Types of Records.

**Unit-4:**
Human Resource Management:
Staffing – Categorization of Staff. Staff Development. Recruitment Methods.
Financial Management:

**Unit-5:**
Library Statistics : Purpose and Types.
Library Committees: Concept, Importance , Functions. Types of Committees.
Library Rules & Regulations -- Purpose, Preparation.
Public Relations. Publicity & Extension Activities. Types of Extension Services.
Information Technology – Use for Effective Library Management.

**Select Reading:**
Unit-1:

INFORMATION TECHNOLOGY:

COMPUTERS:
Meaning, use, functions, Characteristics and Capabilities. How a computer works.
General computer terminology.
Impact on society and Library & Information Centres.

Unit-2:

TYPES OF COMPUTERS: Historical Development.
Generations of computers – Characteristics.
Analogue, Digital and Hybrid Computers.
Super, Mainframe, Mini and Micro, Laptop and PDA.

DATA AND INFORMATION: Data Representation and File Organization – Binary Code, Bit, Byte. Standards – ASCII, ISCII (Indian Script Cod for Information Interchange), and EBCDIC. UNICODE. Data Hierarchy.

Unit-3:

COMPONENTS OF COMPUTERS:


OPTICAL STORAGE DEVICES: CD and DVD. MULTIMEDIA:

Purpose and Use.

Data Processing – Batch, Online and Time Sharing.

Unit-4:

PROGRAMMING LANGUAGES : Machine, Assembly and Higher level.

Algorithm, programme. Flow Charting

Compilers and Translators.

OPERATING SYSTEMS : Windows, Application software.

APPLICATION SOFTWARE : MS-Word, MS-Access – Features.

NETWORKING: Concept and Types.


WWW, Information Searching, URL.

Unit-5:

COMPUTERS IN LIBRARY & INFORMATION CENTRES.


Hands on Experience to work with Computers with Windows (OS) and M.S.Word (Word processing).

Browsing Internet, Creating mail address

Observation of an Automated Library.
Select Reading:


Unit-1:

REFERENCE SERVICE:


Unit-2:

INFORMATION SERVICES:

Definition, need, scope. Reference service vis-à-vis Information Service.

Methods of dissemination of information – Current Awareness Service. SDI. Referral.


Searching Information from different Reference Tools / Sources -- Strategies.

Unit-3:

REFERENCE SOURCES:

Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources

Unit-4:

BIBLIOGRAPHY:

Meaning, scope, functions.
Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive.

Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list.

BIBLIOGRAPHIC CONTROL -- Meaning, purpose, UBC and UAP.

Unit-5:

ABSTRACTING SERVICES:


Abstracting Services / Products. – Examples from different subjects.

INDEXING SERVICES

Index: Meaning, use. Indexing Services / Products – Examples from Different Subjects -- Citation Indexes. Citation of Documents – Purpose.

Select Reading:


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**Paper- BLS 251: Information processing (Practice) – III (CC)**

*Library Classification (Practice) – UDC IME 2nd Edn.*

Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd Ed.

**Select Reading:**


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**Paper- BLS 252: Information processing (Practice) – IV (CC)**

*Library Cataloguing (Practice) – AACR-2R, Non-Book Material*
Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials (Cartographic Materials, Manuscripts, Printed Music, Sound Recordings, Motion Pictures & Video Recordings, Graphic Materials, Computer Files and Micro Forms).

Creating Meta Data for non-book materials

Select Reading: