

## First Semester

### Paper – 1 FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Code	Name of Paper	L	T	P	TOTAL
M1-LIBA1T	Foundations Of Library & Information Science	04	00	00	04

#### Syllabus:

##### Unit 1: Information, Knowledge and Society

- Information: Meaning, Characteristics
- Data, Information, Knowledge, Wisdom; Knowledge Society
- Information Transfer Cycle: Generation, Storage and Dissemination of information
- Library and Information Science as a Discipline

##### Unit 2: Libraries- Types and Roles

- Historical Development of Libraries
- Types of Libraries and Information Centres: Objectives, Features, Functions; Public Relations and Extension Activities
- Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Five Laws of Library Science

##### Unit 3: Laws Related to Libraries and Information

- Library Legislation: Need, Features
- Library Legislation in India
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism.

##### Unit 4: Professional Associations and Organizations

- Librarianship as a Profession
- Professional Ethics
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA - Role of UNESCO, UGC and RRRLF in the Promotion and development of libraries

##### Unit 5: Professional Education and Rights

- Professional Education and Research
- Press and Registration Act
- Intellectual Property Rights

**Recommended Books:**

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.
4. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
6. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.
7. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
9. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). Foundations of library and information science. 3rd ed. New Delhi: DBS Imprints.
11. Smith, M. M.(1999). Information ethics. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur.

## **Paper – II LIBRARY MANAGEMENT**

<b>Code</b>	<b>Name of Paper</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TOTAL</b>
M1-LIBA2T	Library Management	04	00	00	04

### **Syllabus:**

#### **Unit 1: Principles and Functions of Management**

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles of Management
- Functions of Management

#### **Unit 2: Collection Development and Management**

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

#### **Unit 3: Financial and Human Resource Management**

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting and Auditing
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction, Staff motivation and quality improvement

#### **Unit 4: Library Committee, Rules, and Reports**

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations

#### **Unit 5: Library Building and Furniture**

- Library Building – Physical Planning
- Space Management
- Library Furniture: Standards and Specifications

## **Recommended Books:**

1. Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson, Jo. (1996). Effective library and information management. New Delhi: Jaico Publishing House.
3. Evans, G. Edward & Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
4. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.
5. Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago : American Library Association.
6. Koontz, H. & Wehrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har - Anand Publications.
8. Mittal, R. (2007). Library administration: Theory and practice. New Delhi: Ess Ess Publications.
9. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). Management: Global perspectives. 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, 7th, ed. London: Libraries Unlimited.

**Paper – III KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY**

<b>Code</b>	<b>Name of Paper</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TOTAL</b>
<b>M1-LIBB1T</b>	Knowledge Organisation: Classification Theory	<b>04</b>	<b>00</b>	<b>00</b>	<b>04</b>

**Syllabus:**

**UNIT - I: Elements of Library Classification**

- Concepts, Terminology
- Need, Purpose and Functions
- Species of Classification Schemes

**UNIT - II: Theory and Development**

- Historical Development
- General Theory: Normative Principles
- Modes of Formation of Subjects

**UNIT – III: Approaches to Library Classification**

- Postulational Approach and Systems Approach
- Fundamental Categories, Facet Analysis and Facet Sequence
- Phase Relation and Common Isolates
- Devices in Library Classification

**UNIT – IV: Notation and Construction of Classification Number**

- Notation: Need, Purpose, Types and Qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Numbers

**UNIT – V: General and Special Classification Schemes**

- Dewey Decimal Classification
- Universal Decimal Classification
- Colon Classification
- Current Trends in Library Classification

## **Recommended Books**

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books.Ed. 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990.Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989.Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby.Ed. 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby.Ed. 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7.1985. Libraries Unlimited, New York.

## Paper – IV KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE

Code	Name of Paper	L	T	P	TOTAL
M1-LIBC1T	Knowledge Organisation: Classification Practice	00	00	04	04

### Syllabus:

#### Unit – I : Colon Classification (Ed,6)

- Introduction, Structure and Organisation
- Steps in Classification
- Classification of Documents with Basic Subjects
- Classification of Documents with Compound Subjects

#### Unit – II : Dewey Decimal Classification (Latest Edition)

- Introduction, Structure and Organisation
- Steps in Classification
- Classification of Documents Using Table 1 and 2
- Use of Relative Index

#### Unit – III: Colon Classification (Ed. 6)

- Use of Common Isolates, Phase Relations and Devices
- Classification of Documents with Compound and Complex Subjects

#### Unit – IV : Colon Classification (Ed. 6)

- Classification of Documents using Tables 1 to 7

#### Recommended Books

**DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.

**KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.

**RANGANATHAN (S R)**. Elements of library classification. 1989. SardaRanganathan Endowment for Library Science, Bangalore.

**RANGANATHAN (S R)**. Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.

**SATIJA (M P)**. Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.

**SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.