BACHELOR OF LIBRARY AND INFORMATION SCIENCE

ONE YEAR FULL TIME PROGRAMME

SYLLABUS - FIRST SEMESTER

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY

Paper- B-102 - LIBRARY CLASSIFICATION (Theory)

Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY

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

2009

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY

UNIT – I: Role of Libraries

Library as a Social Institution

Development of Libraries in India

Role of Library and Information Centres in Modern Society

Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services

Public Libraries, Academic Libraries and Special Libraries

Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA

National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act

Library Legislation in India: Structure and Salient Features

Press and Registration Act

Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information

Conceptual difference between Data, Information and Knowledge

Communication channels, models and barriers

National Knowledge Commission and Information Policy

Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

Recommended Books

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G), BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

Paper- B-102 - LIBRARY CLASSIFICATION (Theory)

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.
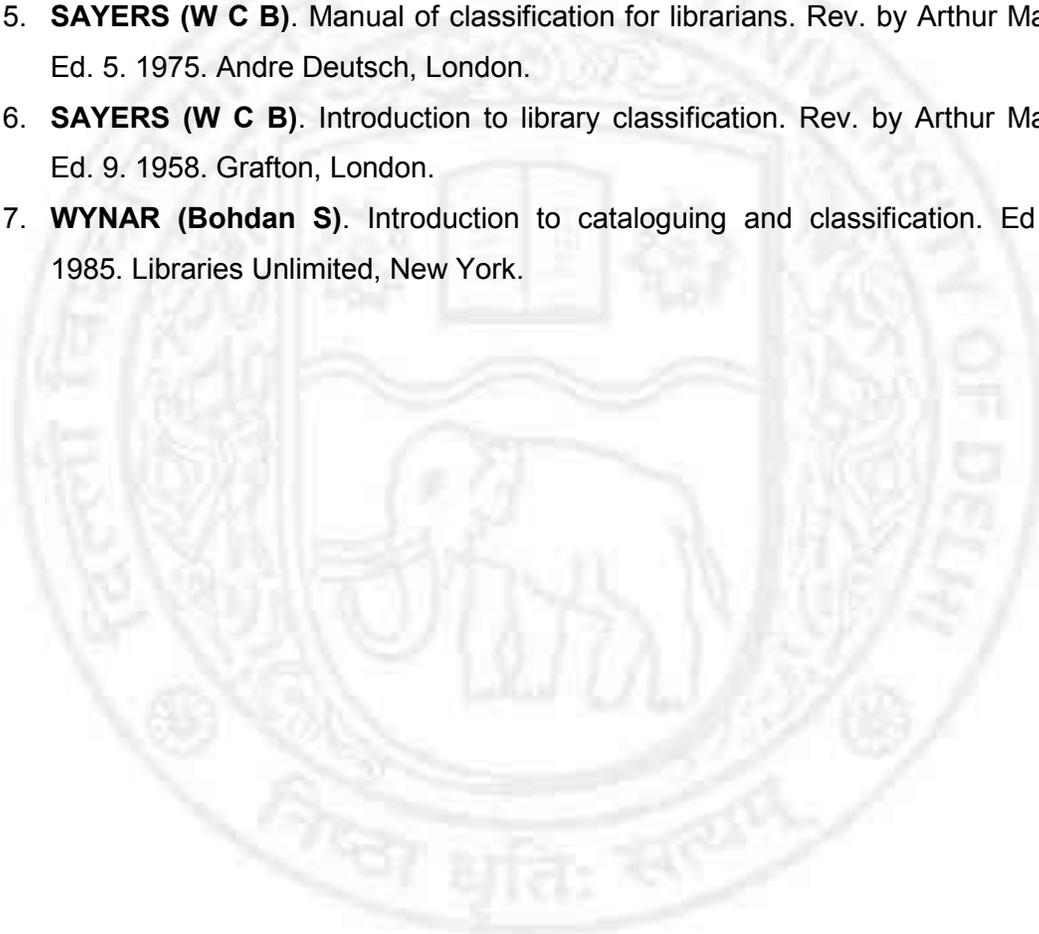
Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

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: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 1 to 7

Recommended Books

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification.1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960.Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P).** Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture

Data Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet Information Server

Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

Recommended Books

1. **DEEPALI (Talagala).** Web interface for CDS/ISIS : GENISISweb v.3.0. 2003**.** Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A)** and **LALITHA (S K).** Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux

Setting of Desktop, Library Server and its Maintenance

Creating Presentations with PowerPoint

Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS

Alice for Windows: Installation, Configuration and Functions

Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS

UNIT – IV: Online and Offline Searching

Web Searching

Advanced Internet Searching

Search through Meta Search Engines

Offline Databases

Internet and E-mail

Recommended Books

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.

2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta).** Organizing information : from the shelf to the web. 2007. Facet Publishing, London.

3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.

4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.

5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.

6. **NEGUS (Christopher).** Linux bible. 2005. John Wiley, New York.

7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.

8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.

9. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.

10. **WINSHIP (Ian)** and **McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.

Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY

Objectives :

(i)   To train the students in literature searching using print and online sources on the assigned area of study.

(ii)   To train the students in preparing bibliography and documentation list on the assigned area of study.

(iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.

(iv)   To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.