Syllabus in Library & Information Science

Unit – I

Library, Information and Social Relations

1. Libraries and information centres, types of libraries: their social and academic role
2. Data, information and knowledge, Role of information in planning and development
3. Library legislation, features of library acts, Model Library Act
4. Intellectual Property Rights, Right to Information, information literacy
5. Library profession, ethics, associations (India), organizations, library policy, user studies and information needs

Unit – II

Library Administration and Management

1. Scientific management of libraries, library authority and committee, composition and function, role of librarian
2. Organizational structure, different sections, workflow, records and physical planning: building, furniture and equipment
3. Collection development, selection of books and other documents, book selection methods, tools and policies, stacking, preservation of library materials
4. Library personnel: types, recruitment and duties, job description, job analysis and evaluation
5. Library financial planning, budgeting, stock verification, annual reporting

Unit – III

Subject Analysis and Bibliographic Description

1. Library classification: definition and functions, features of a book classification scheme, salient features of DDC, UDC, CC.
2. Fundamental categories, facet analysis and facet sequence, postulates and principles
3. Devices, phase relations, common isolates and auxiliary tables, notation: types and functions
4. Cataloguing: definition, kinds and formats of catalogues, shelf list, kinds of entries, entry elements according to CCC and AACR
5. Canons of cataloguing, standards: ISBD, MARC 21, CCF, Doublin core, cataloging of documents having personal authors, corporate authors, serials and cartographic materials according to AARCII

Unit – IV

Reference Sources and their use in libraries

1. Reference and information sources: nature and usefulness, reference services: concept and types, reading habits
2. Kinds of reference sources 1: Dictionaries, encyclopedias, bibliographies, indexing and abstracting services, their usefulness as reference sources
3. Kinds of reference sources 2: Biographical sources, geographical sources, directories, year books, news digests, their usefulness as reference sources
4. Kinds of reference sources 3: Patents, standards, web sources, electronic sources, mass media, institutional sources, their usefulness as reference sources
5. Organization of reference department, CAS, SDI, document delivery services, translation services, reprographic services, online services

Unit – V

Information Retrieval, Computer Applications and Networks

1. Controlled vocabulary, thesaurus: characteristics, use, kinds of relationship displayed
2. Indexing: meaning, characteristics, types, usefulness, abstracting: meaning, types of abstracts, usefulness
3. ISAR systems: functions and components, databases: types and functions, elements of file organization, search techniques, evaluation of system performance.
4. Computer: hardware, software, operating systems, computer software library packages
5. Internet: features, services, search engines, Networks: types, topologies, digital library: concept, standards, Protocols, open sources and digital collections, repositories, digital library initiatives in India.

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