

*Placed at the meeting of
Academic Council
held on 26.03.2018*

APPENDIX - O
MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)

B.Lib.I.Sc. (Semester) Degree
REVISED SYLLABUS

(With effect from 2018-2019 onwards)
Bachelor of Library and Information Science (B.Lib.I.Sc)

1. ELIGIBILITY FOR ADMISSION TO THE COURSE :

Candidate with a Bachelor's Degree in Science or Arts or Humanities of this University or an any other University recognized by the Syndicate of this University as equivalent thereto.

2. DURATION OF THE COURSE:

The course will extend over a period of one academic year from July to April, Consisting of two semesters.

The first semester shall be from July to December and the second semester from January to April.

3. ELIGIBILITY FOR THE DEGREE:

A candidate who satisfactorily complete the prescribed the course of study and pass in all the papers of Bachelor of Library and Information Science course shall be declared have qualified for the degree.

4. REQUIREMENT OF ATTENDANCE:

The attendance requirements for the course shall be as follows:

A candidate shall be permitted to appear for the University examination in semesters if only

- a) He / She secure not less than 75% of attendance in each semester.
- b) He/ She earns a progress certificate from the Head of the Department for having satisfactorily Completed the course of study prescribed in the semester as required by theses regulations and
- c) He/ She conduct has been satisfactory. Provided that it shall be open to the syndicate to grant exemption to a candidate who has failed to keep 75% of the attendance prescribed for valid reasons subject to the usual conditions.

5. COURSE OF STUDY:**FIRST SEMESTER**

Paper I.1: Library and Society

Paper I.2.: Information Sources and services

Paper I.3: Information Processing-I: Classification Theory

Paper I.4: Information Processing-II: Cataloguing and Indexing Theory

SECOND SEMESTER

Paper II.1: Information Technology

Paper II.2: Library Administration and Management

Paper II.3: Information Processing-III: Classification Practice

Paper II.4: Information Processing-IV: Cataloguing Practice

6. QUESTION PAPER PATTERN:

Open Choice Essay type Questions.

5 out of 8 : 5 X 20 = 100 Marks

7. SCHEME OF EXAMINATION:

The external examination shall be conducted by the University at the end of each semester. The scheme of examination shall be as follows:

SCHEME OF EXAMINATIONS

S.No	Subject	Duration of Exam Hours	External Marks	Total Marks
FIRST SEMESTER				
Paper I. 1	Library and Society	3	100	100
Paper I. 2	Information Sources and services	3	100	100
Paper I. 3	Information Processing-I: Classification	3	100	100
Paper I. 4	Theory Information Processing-II: Cataloguing and Indexing Theory	3	100	100
SECOND SEMESTER				
Paper II. 1	Information Technology	3	100	100
Paper II. 2	Library Administration and	3	100	100
Paper II. 3	Management	3	100	100
Paper II. 4	Information Processing-III: Classification Practice	3	100	100
	Information Processing-IV: Cataloguing Practice			
Grand Total			800	800

8. PASSING MINIMUM:

A candidate who secures not less than 40% of marks in the external examinations of a theory or practical paper shall be declared to have passed in the theory or practical paper.

9. RESULTS AND CLASSIFICATION:

a) Results will be declared after every University examination in each semester and the marks obtained by the candidate will be forwarded to them through the Head of the institution.

b) Classification of successful candidates shall be declared at the end of the second semester.

c) A candidate who has passed all the papers of examinations of first and second semesters whether in one appearance or more appearances shall be declared to have passed in first class, if he/she secure not less than 60% of marks on the aggregate of all the papers.

d) A candidate who has pass all the papers of examinations of first and second semesters whether in one appearance or more appearances shall appeared to have passed in second class, if he /she secures not less than 50% of marks on the aggregate of all the papers.

10. IMPROVEMENT EXAMINATION

A candidate who would have passed all the papers but intends to better his class may file a fresh application for the subsequent examination and pay the examination fees for such number of papers and the reappear. Regulations governing in general for other courses hold good her for improvement examination.

11. FAILED CANDIDATES

a) A candidate who fails in the first semester examination shall be permitted to re-appear for that failed paper/papers along with the second semester examination.

b) A candidate who fails in the semester shall be permitted to re-appear in the semester examination of the subsequent academic year.

c) Candidates of the first semester are permitted to continue their studies in the second semester irrespective of the fact whether they have appear first semester examination or not.

d) There is no restriction to the number of years to complete the course till the next revision of the syllabus.

FIRST SEMESTER

Paper 1: LIBRARY & SOCIETY

UNIT I

Libraries and Information Centers – Definition – Modern Concept – Importance – The impact of Social, Cultural, Educational, Economic and Technological changes on library & information services & Vice-versa – Five Laws of Library Science – Their relevance – Library extension activities – Outreach programmes – Rural Development – Gender Equity – Environment protection.

UNIT II

Historical Development of Libraries in India. Types of Libraries – National, Public, Academic, Special – and their Functions.

UNIT III

Library Legislation – Model State and Central Library Act – Tamilnadu Public Library Act, Andhra Public Library Act and Karnataka Public Library Act – Delivery of Books and News Papers Act– Copyright act.

UNIT IV

Library Co-operation Resource Sharing: Definition, Need and Uses – Areas of Co-operation – Networking of Libraries – Types of Networks.

UNIT V

Library and Librarianship – Qualities of Good Librarian – Professional Associations.

UNIT VI

Role of FID, IFLA, ILA, MALA – Library Activities of UNESCO

REFERENCE BOOKS:

1. Chaturvedi, D. D. (1993). *Academic Libraries*. New Delhi: Anmol.
2. Ekbote, & Gopal Rao. (1987). *Public Library System*. Hyderabad: Ekbote Bros.
3. Jefferson, G. (1969). *Libraries & Society*. Cambridge: James Clarke & Co.
4. Jefferson, G. (1977). *Libraries Co-operation*. London: Library Deutsh.
5. Panda, B.D. (1992). *Handbook of Public Library System - History of Library Development*. New Delhi: Anmol.
6. Ranganathan, S. R. (1988). *Five Laws of Library Science, Public Library System, India, Srilanka, UK, USA*. Bombay: Asia Publishing House.
7. Ranganathan, S. R. (1988). *Library Manual*. Bangalore: S.R. Endowment.
8. Rout, R. K. (1986). *Library Legislation in India*. New Delhi: Reliance.
9. Viswanathan, C. G.(1985) *Public Library Operations and services: A Short Manual*. 3rd ed.Lucknow: Print House.

Paper 2: INFORMATION SOURCES AND SERVICES

UNIT I

Information, Information Explosion & Information Environment – Nature and Characteristics of Information – Information Transfer – Means & methods – Formal & Informal- Barriers to Communication.

UNIT II

Sources of Information – Documentary – Non-documentary – Published and Unpublished – Types of Information Sources – Primary, Secondary, Tertiary Sources – Illustrations.

UNIT III

Categories of Information sources – Encyclopedias – Dictionaries, Directories, Handbooks & Manuals – Biographical sources – Geographical sources- Bibliographies, Almanacs, Year Books – General evaluation of information sources – Authority Scope, Arrangement, Treatment, etc – Abstracting and Indexing Periodicals.

UNIT IV

Information Services – Reference Service – Definition, Need and Types – Ready Reference Service – Long Range Reference Service – User Needs – User Education.

UNIT V

Documentation Services – Current Awareness Service, SDI – Bibliographical Services – Types of Bibliographies – INB and BNB – Planning, Compilation of Bibliography.

UNIT VI

Translation services – Need and Importance – Functions of INSDOC, DESIDOC, SSDS, NASSDOC & British Library.

REFERENCE BOOKS:

1. Chhotey Lal. (1986). *Information Sources in Science and Technology*. Delhi: Bharati Pub.
2. Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angeles: Meville Pub. Co.
3. Guha, B. (1983). *Documentation & Information: Systems, Techniques & services*. Calcutta: World Press.
4. Karz, W.A. (1947). *Introduction to Reference Work*. 2nd Ed. New York: McGraw-Hill.
5. Krishan Kumar.(1980). *Reference Service*. 2nd Ed. New Delhi: Vikas.
6. Renganathan, S.R. (1963). *Documentation and its Facets*. Bombay: Asia.
7. Renganathan, S.R. (1963). *Library Manual*. 2nd Ed. Bangalore: S.R. Endowment.
8. Sharma, J.S., & Grover, D.R. (1987). *Reference Service and sources of Information*. New Delhi: Ess Ess Publications.

Paper 3: INFORMATION PROCESSING-I CLASSIFICATION Theory

UNIT I

Library classification – Definition, Need and Purpose of classification – Physical Arrangement of Documents- Knowledge Classification- Book Classification – Universe of Subjects- Modes of Formation of Subjects.

UNIT II

Schemes of Library Classification – Historical Development – Salient Features of Major Schemes – DDC, UDC and CC – Enumerative and Analytic Synthetic Schemes – Notation – Types, Functions and Qualities .

UNIT III

General Theory of Classification- Normative Principles – Planes of work – Fundamental Categories - Facet analysis- Principles of Inversion and Facet Sequence – Principles of Helpful Sequence.

UNIT IV

Canons of Classification – Postulates and Postulational Procedures for Classification.

UNIT V

Various Aspects of Classification – Zone Analysis, System and Special, Phase Analysis- Common Isolates.

REFERENCE BOOKS:

1. Krishnan Kumar. (1979). *Theory of Classification*. Delhi: Vikas.
2. Mills. (1962). *Modern Outline of Library Classification*. London : Chapman & Hall.
3. Ranganathan, S.R. (1967). *Descriptive Account of the Colon Classification*. Bombay: APH.
4. Ranganathan, S.R. (1962). *Elements of Library Classification*. Bombay: Asia.
5. Sayers. (1967). *Introduction to Library Classification*. Bombay: Asia.
6. Sehgal, R.L. (1993). *Handbook to Colon Classification*. New Delhi: Ess Ess Publications.
7. Sehgal, R.L. (2002). *Introduction to Dewey Decimal Classification*. New Delhi: Ess Ess Publications.

Paper 4: INFORMATION PROCESSING – II CATALOGUING & INDEXING Theory

UNIT I

Library Catalogue - Definition, Need, Purpose and Functions – Catalogue vs. Bibliography.

UNIT II

Types of Library Catalogue – Physical Forms and Inner Forms of Catalogue- Indexing – Sear's List of Subject Headings – Chain Procedure – Brief Account of PRECIS, POPSI and Uniterm Indexing.

UNIT III

Normative Principles, Canons and Laws of Cataloguing – their Implications.

UNIT IV

Entries - Classified Catalogue Code (CCC) and AACR II – Choice and Rendering of Various Entries – Single, Multiple, Corporate Authors.

UNIT V

Co-Operative and Centralized Cataloguing - CIP, NPAC, MARC, LC – ISBD, ISBN, ISSN.

REFERENCE BOOKS:

1. Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angels: Meville Pub. Co.
2. Guha, B. (1983). *Documentation & Information: Systems, Techniques & services*. Calcutta: World Press.
3. Ranganathan, S.R. (1963). *Documentation and its Facets*. Bombay: Asia.
4. Ranganathan, S.R. (1988). *Library Manual*. 2nd Ed. Bangalore: S.R. Endowment.
5. Viswanathan. (1976). *Elements of Information Science*. Delhi: Today & Tomorrow.
6. Sharma, S.K. (1986). *Cataloguing Theory*, New Delhi: Ess Ess Publication.
7. Girja Kumar & Krishan Kumar (1975) *Theory of Cataloguing*. New Delhi: Vikas Publishing House PVT LTD.

SECOND SEMESTER

Paper 5: INFORMATION TECHNOLOGY

UNIT I

Introduction to Computer & its Components – Historical Development – Types of Computer – Hardware Components – Input, Output and Storage Devices.

UNIT II

Library Automation – Database Management System Concepts – Creating Database – Search Retrieval and Report Generation.

UNIT III

Information Technology in Information Storage and Transfer – Reprography and Micrography – Microfilm & Microfiche – CD ROM.

UNIT IV

Electronic Transmission of Information – E-Mail – Fax – Teleconferencing.

UNIT V

Communication Networks – INTERNET, NICNET, INDONET, ERNET, INFLIBNET.

REFERENCE BOOKS:

1. Doyle, L.B. (1975). *Information Retrieval & Processing*. Los Angeles: Melville Pub. Co.
2. Grogan, Denis. (1976). *Science & Technology: An Introduction to Literature*. 2nd Ed. London: Clive Binseley.
3. Meadow, C.T. (1974). *Analysis of information Systems*. London: Butterworth.
4. Presher, R. G. (1991). *Information & its communication*. New Delhi: Medallion Press.
5. Somnath Madan. (1987). *Computer and Library services*. Delhi: Commonwealth Pubcns.
6. UNESCO/UNISIST. (1947). *Guidelines for the Planning of National Scientific & Technical Information System*. Paris: UNESCO.
7. Ravichandra Rao, I. K. (1990). *Library Automation*. 2nd Ed. New Delhi: Wiley Eastern.
8. Vickery, B. C. (1973). *Information Systems*. London: Butterworths.
9. Viswanathan, C. G. (1976). *Elements of information Science*. Delhi: Today & Tomorrow.

Paper 6: LIBRARY MANAGEMENT**UNIT I**

General Principles of Management – POSDCORB - Scientific Principles of Management – Planning: Definition, Steps, Types - Library Building Planning – Furniture and Equipment.

UNIT II

Routines of Library Administration: Acquisition – Technical – Maintenance, Circulation – Periodical Sections.

UNIT III

Personnel Management : Definition – Functions & Importance – Job Analysis, Job Description & Job Evaluation – Ranganathan's Staff Formula - Training – Recruitment, Selection and Salary Pattern.

UNIT IV

Financing and Budgeting Types - Library Authorities – Library Committee – Library Rules & Regulations.

UNIT V

Closed and Open Access System - Stock Verification – Stock Rectification – Preservation of Library Materials - Annual Report.

REFERENCE BOOKS:

1. Chakrabarthy, A.K. (1983). *Treatise on Book selection*. Delhi: D.K. Publications.
2. Davar, R. S. (1980) *The Management Process*. Bombay: Progressive corporation Pvt.Ltd.
3. Godden. (1984). *Library technical Services*. New York: Academic Press.
4. Ivancevich, J. M. (1991). *Management: Principles and Functions*. Delhi: All India Traveller.

5. Krishan Kumar. (1980). *Library Administration and Management*. 3rd Ed. New Delhi: Vikas.
6. Krishan Kumar. (2007). *Library management in electronic enviornment* New Delhi: Anand Publications..
7. Mittal, R.L. (1984). *Library Administration: Theory and Practice*. 3rd Ed. New Delhi: Metropoliton Book Co.
8. Nair Ahmed, V. S. (1985). *Handbook of Library Administration*. Madras: IIT.
9. Prasher, R. G. (1991). *Managing University Libraries*. New Delhi: Today & Tomorrow.
10. Ranganathan, S.R., & Gopinath. (1959). *Library Administration*. Bombay: Asian Publishing House.

Paper 7: INFORMATION PROCESSING– III CLASSIFICATION (PRACTICE)

Classification of Documents according to Colon Classification (CC).

Classification of Documents according to abridged Dewey Decimal Classification (DDC).

For details refer Course material.

1. Raju, A.A.N.(2001).*Colon Classification Theory and Practice A Self Instructional Nanual*. New Delhi :Ess Ess Publication.
2. Satija, M.P. (1989). *Manual of Practical Colon Classification*. New Delhi: Sterling Publishers Private Limited.
3. Khanna, J.K.&Kapil, D.D. (1982). *Colon Classification Structure and Methodology*. New Delhi: Ess Ess Publication.

Paper 8: INFORMATION PROCESSING –IV CATALOGUING (PRACTICE)

Cataloguing of Books, Serials and Non Nook material according to AACR-II and CCC.

Selected Text and Reference Books:

1. Sehgal, R.L. (1996). *Cataloguing Practice CCC*. New Delhi: Ess Ess Publication.
2. Sehgal, R.L. (2002). *Cataloguing Manual AACR-II*. New Delhi: Ess Ess Publication.
3. Krishan Kumar (1997). *An Introduction to AACR 2*. New Delhi: Vikas Publishing House Pvt Ltd.
4. Krishan Kumar (2005). *An Introduction to Cataloguing Practice*. New Delhi: Vikas Publishing House Pvt Ltd.