उत्तराखण्ड संस्कृत विश्वविद्यालय, हरिद्वार

पुस्तकालय विज्ञान विभाग

B. Lib. & I. Sc. पाठ्यक्रम

प्रथम सत्र

पत्र- DSCC-01 - **Foundation of library & Information Science**
(आधारभूत पुस्तकालय एवं सूचना विज्ञान)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

UNIT 1 : प्रत्येक इकाई – 15 अंक

- Social and historical foundation of Library including libraries of Ancient India.
- Five Laws of Library Science and their implementations.
- Role of Library in Indian society
- Role of Library in formal and informal education.

UNIT 2:

- Development of libraries with special reference to India.
- Library Legislation- need and essential features.
- Library Legislation in India with special reference to library acts instates such as Tamil Nadu, karnataka, Maharashtra and west Bengal.

UNIT 3 :

- Different types of Libraries: main features and function.
- Delivery of Book Act.
- Intellectual property Right: Copy Right law in India.

UNIT 4 :

- Library & information science policy at national level with particular reference to library extension services, public relations and publicity.
- Role of National and international Organization: RRRLF, UNESCO
- Role of UGC in the development of universities libraries in India.

UNIT 5 :

- Librarianship as a profession, professional ethics.
- Role of national and international Library association- ILA, IASLIC, ALA, ASLIB and IASLIC, IFLA.
- Library and information science education in India.

SUGGESTED READINGS

Augustine, C. A., & Devarajan, G. (Eds.). (1990). Public library system in India. Ess Ess Publications, Delhi.

Dhiman, A. K. (2024). Pustakalay prabandhan. Current Publication, Agra.

Khan, T. M. (1998). Information organization and communication. Ess Ess Publications, New Delhi.

Khanna, J. K. (2009). Library and society (2nd ed.). Ess Ess Publications, New Delhi.

Mittal, R. L. (1983). Library administration (5th ed.). Metropolitan Book Co., New Delhi.

Nair, R. R., & Rajesekharan, K. (Eds.). (1992). Academic library effectiveness. Ess Ess Publications, New Delhi.

Pandey, S. K. Sharma. (2000). Libraries and society. Ess Ess Publications, New Delhi.

Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.

Rubin, R. E., & Rubin, R. G. (2020). Foundations of library and information science (5th ed.). Facet Publishing, London.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
प्रथम सत्र

पत्र- DSCC-02 - **Knowledge Organization: Classification Theory**
(ज्ञान संगठन : वर्गीकरण सिद्धान्त)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

प्रत्येक इकाई – 15 अंक

UNIT 1 :

- Universe of knowledge: structure and attributes.
- Different types of subjects.
- Modes of formation of subjects.

UNIT 2 :

- Classification: Definition, need, purpose & scope.
- Species of classification schemes.
- Knowledge Classification and Book Classification.
- Normative Principles.

UNIT 3 :

- Theory of Classification
  - Postulates
  - Principles
  - Principles of Helpful sequence
- Standard schemes of Library Classification
  - Introduction, features and applications: CC, DDC & UDC

***UNIT* 4 :**

- Notations and Notational Systems.
- Canons and planes of works: Idea plane, Verbal plane, Notational Plane.
- Phase relation.

***UNIT* 5 :**

- Devices: Chronological, Geographical, Subject, Alphabetical, Enumerative, Super- imposition device, classic Device.
- Call Number : Book Number, Collection Number, Class Number.
- Mnemonics and Common Isolates.
- Recent Trends in Classification.

SUGGESTED READINGS

Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kearla Library Association.

Chan, L. M. (1994). Cataloging and classification: An introduction (2nd ed.). New York: McGraw-Hill.

Dhyani, P. (1998). Library classification: Theory and principles. Delhi: New Age Int. Pvt. Ltd.

Foskett, A. C. (1996). The subject approach to information (5th ed.). London: Library Association Publishing.

Hussain, S. (2004). Library classification: Facet and analysis. Delhi: B. R. Publishing Corporation.

Kumar, K. (1993). Theory of library classification. New Delhi: Vikas Publishing House.

Mann, Margaret (1943). Introduction to cataloguing and the classification of books (2nd ed). Chicago: American Library Association.

Ranganathan, S. R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: EssEss Publications.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
प्रथम सत्र

DSE-01 - **Knowledge Organization: Cataloguing Theory**
(ज्ञान संगठन : सूचीकरण सिद्धान्त)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

UNIT 1 : प्रत्येक इकाई – 15 अंक

- Cataloguing: Definition, need, Purpose & functions.
- Types and physical forms of the catalogue.
- Filing rules: CCC & ALA
- Historical development of Library Catalogue code: CCC & AACR-II.
- Cataloguing and Classification : Symbiotic relationship

UNIT 2 :

- Kinds of catalogue entries and their function and parts of entries.
- Normative principles of cataloguing
- Principles of subject cataloguing

UNIT 3 :

- Comparative study of CCC5th ed. & AACR-II for joint author, Corporate Pseudonyms.
- Structure of Names and their Rendering Indic
- Centralized, Cataloguing, Co- Operative Cataloguing, Cataloguing-in-Publication and Per-Natal cataloguing, Union Cataloging

UNIT 4 :

- Subject Heading and their features: LCSH, SLSH and Chain Procedure.
- Vocabulary Control and tools for Vocabulary control
- Structure of Thesaurus

UNIT 5 :

- Current Trends in Standardization in description and exchange: AACR-II, ISBDs, MARC Formats.
- Introduction to ISBN and ISSN

SUGGESTED READINGS

Dhiman, A. K., & Rani, Y. (2005). Learn–cataloguing–theory. New Delhi: Ess Ess Publications.
Bristow, B.A. (Ed.). (2014). Sears list of subject headings (21st ed.). Massachusetts: H. W. Wilson.

Kumar, G., & Kumar, K. (1982). Theory of library cataloguing (4th ed.). New Delhi: Vikas Publishing House.

Ranganathan, S. R. (1969). Classified catalogue code with additional codes (5th ed.). Bombay: Publishing House.

Sharma, Pandey S. K. (1986). Cataloguing theory. New Delhi: Ess Ess Publications.

Vishwanathan, C. G. (1990). Cataloguing: Theory and practice. Ess Ess Publications.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम

प्रथम सत्र

DSE-02 - **Knowledge Organization: Classification Practice-I**
(ज्ञान संगठन : वर्गीकरण प्रयोगात्मक)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

Knowledge Organization: Classification Practice
(ज्ञान वर्गीकरण प्रयोगात्मक)

- Classification of documents by Colon Classification (6th Rev. edition).
  (Simple, Compound and complex cases)
- Classification of documents by Decimal Classification (21st edition)
  (Simple, Compound and complex cases)
- Classification of documents by Universal Decimal Classification (3rd Abridged edition)
  (Elementary Level)

Tools for classifying documents:

1- Colon Classification- 6th Rev. Edition.
2- DDC-21st Ed.
3- UDC-3rd Abridged Ed.

B. Lib. & I. Sc. पाठ्यक्रम

प्रथम सत्र

IAPC-01 - **Knowledge Organization: Cataloguing Practice**
(ज्ञान संगठन : सूचीकरण प्रयोगात्मक)

पूर्णांक- 100

क्रेडिट-06

1- AAC R-2R.

Tools for cataloguing documents:

1- *AACR-2R.*

B. Lib. & I. Sc. पाठ्यक्रम

द्वितीय सत्र

DSCC-03 - Management of Library & Information Centers

(पुस्तकालय प्रबन्ध एवं सूचना केन्द्र)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

प्रत्येक इकाई – 15 अंक

UNIT 1 :

- Management: Concept, definition and scope
- Management School of thoughts
- Function and principles of Scientific Management and their application to Library Management
- Library Organization Structure
- Library Authorities and Library Committees

UNIT 2 :

- Human Resource Management
- Manpower Planning: Job analysis, Job description, Job evaluation
- Selection, Recruitment, Training and Development, Staff formula
- Library rules and regulations
- MIS
- SWOT Analysis

UNIT 3 :

- Financial Management: Library Finances and Budget
- Principles of Budgeting, Budgeting Techniques-PPBS, ZBB etc.
- Cost Effectiveness and cost Benefit Analysis
- Library statistics and Annual reports

UNIT 4 :

- Different Sections of Library and Information Center and their Functions
- Collaction development Policies and Procedures
- Books, Serials, Non-book Materials: Selection, Acquisition, Technical Processing, Maintenance
- Serial Control, Circulation Control
- Stock Verification: Policies and Procedures

UNIT 5 :

- Weeding,
- Archiving: Conservation and Preservation.
- Library Building and Equipment
- Planning responsibility, qualities of library buildings, utilities, location, cost, furniture and equipment, car and upkeep

SUGGESTED READINGS

Chandan, J. S. (2000). Management concepts and strategies. Vikas Publishing House.

Dhiman, A. K. (2024). Pustakalaya prabandhan. Current Publications.

Dhiman, A. K., & Rani, Y. (2004). Library management: A manual book for effective management. Ess Ess Publications.

Emery, J. C. (1987). Management information systems: The critical strategic resource. Oxford University Press.

Kumar, K. (2023). Library administration and management. Vikas Publishing House.

Mittal, R. L. (1983). Library administration. Metropolitan Book Co.

Ranganathan, S. R. (2006). Library administration. Ess Ess Publications.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
द्वितीय सत्र

DSCC-04 - **Reference Services & Information Sources.**
(सन्दर्भ सेवा एवं सूचना के स्रोत)

पूर्णांक- 75+25(आंतरिक मूल्यांकन)=100 क्रेडिट-04

प्रत्येक इकाई – 15 अंक

UNIT 1 :

- Reference Services: Concept, Definition, Need and Purpose.
- Types of Reference Services
- User's Initiation/Orientation and User education
- Information User's and their need

UNIT 2 :

- Reference Services: Concept, Definition, Need And Purpose.
- Nature, characteristics, utility and criteria for evaluation of Reference Sources
- Non-documentary Information Sources

UNIT 3 :

- Bibliographical Source-Bibliographies: INB, BNB
- Union Catalogue: NUCSSI
- Indexing Journals : Index India, MEDLINE
- Abstracting Services : Scifinder Scholar, Biosys, Google Scholar,

UNIT 4 :

- Reference/Information sources
- Encyclopaedias: Britannica, McGraw-Hill Encyclopaedia of Science & Technology
- Dictionaries:
  Advanced Learner, Oxford English Dichionary, Komil Bulke's Hindi-English, and English-Hindi Dichionary, Published by Catholic Press Ranchi.
- Year Book : Europa; India reference annual

UNIT 5 :

- Directories and Handbook: Ulrich International Periodical Directory; Guide to Indian Periodical Literature: World of Learning & University Handbook.
- Geographical Sources: Lippincott Gazetteer of the World; Gazetteer of India, Fodder's Guide
- Biographical Sources: International Who's Who; Dictionary of Biography (India)
- Current Information Sources: Keesing Contemporary; Facts on file; Asian Recorder

SUGGESTED READINGS

Cheney, F. N. (1971). Fundamentals of reference sources. American Library Association.

Chowdhury, G., & Chowdhury, S. (2001). Information sources and searching on the World Wide W
Facet Publishing.
Dhiman, A. K., & Rani, Y. (2005). Learn information and reference sources and services. Ess Ess
Publications.
Foskett, D. J. (1967). Information service in libraries (2nd ed.). Archon Books.
Katz, W. A. (1987). Introduction to reference work. McGraw-Hill.
Kumar, K. (1987). Reference services. Vikas Publishing House.
Mukherjee, A. K. (1975). Reference work and its tools (3rd rev. ed.). The World Press.
Ranganathan, S. R. (1961). Reference service (2nd ed.). Asia Publishing House.
Sheehy, E. P. (Ed.). (1986). Guide to reference books (10th ed.). American Library Association.
Shuman, B. A. (2004). Issues for libraries and information science in the internet age. Libraries Unlimited.
Singh, G. (2013). Information sources, services and systems. PHI Learning.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
द्वितीय सत्र

DSE-03 - **Information Retrieval Systems and Services**
(सूचना प्रणाली एवं सेवाएँ)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

प्रत्येक इकाई – 15 अंक

UNIT 1 :

- Documentation: Meaning, Need and objectives
- Genesis and brief history of Documentation
- Facets of Documentation, Preparation of Documentation List

UNIT 2 :

- Index and Indexing: scope and importance
- Types of Indexes: Pre and Post Coordinate Indexing Systems
- Uniterm, Keyword Indexing (KWIC, KWOC, KWAC, KWWC)

UNIT 3 :

- Abstract and Abstracting: Scope and Importance
- Types of Abstract, characteristics and elements of Abstract
- Ranganathan's Canon of Abstracting

UNIT 4 :

- National International and Commercial Information Systems and their Services: NISSAT, AGRIS, INIS
- National Documentation Center: NISCAIR, NASSDOC, DESIDOC

UNIT 5 :

- Information Storage and Retrieval: Meaning, Purpose and Process
- Information services and Products
- Information Services: Concept, Definition, Need,
- Alerting Services: CAS, SDI, DDS, Literature search

SUGGESTED READINGS

Dhawan, K. S. (1997). Principles of information retrieval. Commonwealth Publishers.
Khanna, J. K. (2000). Documentation and information services, systems and techniques. Y. K. Publishers.
Lancaster, F. W. (1979). Information retrieval systems: Characteristics, testing, and evaluation (2nd ed.). John Wiley & Sons.
Manning, C. D., Raghavan, P., & Schütze, H. (2008). Introduction to information retrieval. Cambridge University Press.
Prasher, R. G. (1989). Index and indexing. Medallion Press.
Satyanarayan, R. (1996). Information and its facets. Manak Publications.

Satyanarayana, N. R. (2016). An introduction to information processing and retrieval: For library and information professionals. Ess Ess Publications.
Sharma, C. K., & Sharma, A. K. (2007). Information process and retrieval. Atlantic Publishers & Distributors.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
द्वितीय सत्र

DSE-04 - **Information Technology: Basics**
(सूचना तकनीकी : प्राइमरी)

पूर्णांक- 75+25(आतंरिक मूल्यांकन)=100 क्रेडिट-04

UNIT 1 : प्रत्येक इकाई – 15 अंक

- Computer: Definition, Need and application.
- Historical Background of Computers
- Input/Output Devices.
- Hardware and Software Devices.
- Operating System: Concept and types
- Single User Operating System: MS- Windows.
- Multiuser Operating System: Unix/Windows NT.

UNIT 2 :

- Information Technology: Definition, Need, Scope, Objectives and Application.
- Components of Information Technology
- Networks and Networking: definiftion, Need, purpose, scopes and objectives
- Type of Networking: LAN, MAN, WAN
- LAN Topologies: Bus, Star, Ring, Mesh
- Application of Computer Networks

UNIT 3 :

- Library Automation
  Planning and Implementation of Library Automation
  Automation of In-house operations
    - Acquisition Control
    - Cataloguing
    - Circulation
    - Serials Control
    - OPAC
    - Library Statistics
- Retro Conversion, Bar-coding

UNIT 4 :

- Database Management Systems, WINISIS, POSTGRESOL
- Library Automation Software-SOUL/Alice for Windows/LIBSYS
- E-Publishing, E-Bulletin, E-Journals.

UNIT 5 :

- Current Trends of Information Technology application in Libraries.
- Digital Libraries: an Introduction.
- Examples of Digital Libraries at Nation and International level.

- Management of Information: Concept, definition and scope.

SUGGESTED READINGS

Dhiman, A. K. (2003). Basics of information technology for librarians and information scientists (Vols. 1–2). Ess Ess Publications.

Dhiman, A. K., & Rani, Y. (2007). Resource sharing, networking and library & information networks. Ess Ess Publications.

Dhiman, A. K., & Rani, Y. (2012). Manual of digital libraries (Vols. 1–2). Ess Ess Publications.

Kumar, P. S. G. (1987). Computerization of Indian libraries. B. R. Publishers.

Leon, A., & Leon, M. (2000). Fundamentals of information technology (2nd ed.). Vikas Publishing House.

Nair, R. R. (1999). Basics for CDS/ISIS for DOS. Ess Ess Publications.

Patil, D. B. (1991). dBase III in libraries and information centres: Theory and practice. Ashish Publishing House.

Satyanarayana, N. R. (2003). A manual of library automation and networking (2nd ed.). New Royal Book.

Sinha, P. K., & Sinha, P. (2003). Computer fundamentals (6th ed.). BPB Publications.

Tanenbaum, A. S., & Wetherall, D. J. (2010). Computer networks (5th ed.). Pearson.

Vasantha, N., & Mudhol, M. V. (2000). Software packages for library automation. Ess Ess Publications.

नोट :– प्रत्येक सैद्धान्तिक पत्र में 25 अंक सत्रीय मूल्यांकन हेतु निर्धारित हैं।

B. Lib. & I. Sc. पाठ्यक्रम
द्वितीय सत्र

IAPC-02- **(A) Information Technology-Practical**
(सूचना तकनीकी प्रयोगात्मक)

(B) Tour/Project Report
(टूर / प्रोजेक्ट रिपोर्ट)

पूर्णांक-50+50=100 क्रेडिट-06

(A) Information Technology-Practical
(सूचना तकनीकी प्रयोगात्मक)

- Use of Operating Systems (DOS, Windows)
- MS- Office
- SOUL/KOHA

(B) Tour / Project Report
(टूर / प्रोजेक्ट रिपोर्ट)

- Based on the tour and/or project on the topic given in first semester.