RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

SYLLABUS FOR B. A.

(SUBJECT- LIBRARY & INFORMATION SCIENCE)

PAPER PATTERNS FOR ALL SIX SEMESTERS
(SEM I TO SEM VI)

Theory: 80 Marks
Internal Assessment: 20 Marks

Instructions:

i.   All questions are Compulsory.

ii. All questions carry equal marks (Each question of SIXTEEN Marks)

1. Students will have to solve ONE long question from FIRST unit having Internal Choice of SIXTEEN Marks.

| 1 X 16 = 16 |

2. Students will have to solve ONE long question from SECOND unit having Internal Choice of SIXTEEN Marks.

| 1 X 16 = 16 |

3. Students will have to solve ONE long question from THIRD unit having Internal Choice of SIXTEEN Marks.

| 1 X 16 = 16 |

4. Students will have to solve ONE long question from FOURTH unit having Internal Choice of SIXTEEN Marks.

| 1 X 16 = 16 |

5. Students will have to solve FOUR Short Notes out of SIX from all FOUR units.

| 4 X 4 = 16 |

Internal Examination: 20 Marks
1. Viva Voce   : 10 Marks
2. Assignments   : 10 Marks

| 10 x 2 = 20 |

| Total = 100 |

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Syllabus for B.A-I (Subject- Library & Information Science)
Semester-I
BA-I - 101: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

Unit- I	Library as a Social Institution • Library: Concept, Purpose, functions, need and importance • Brief History and Development of libraries in India • Librarianship as a profession • Five laws of Library Science
Unit- II	Types of Libraries and Section of libraries • Types of Libraries: Academic, Public, Special and National: Function, need, services
Unit- III	Physical Structure of Library • Building • Equipment • Furniture
Unit- IV	Library Collection • Document: Concept and Definition • Type of Document: Primary, Secondary, Tertiary

Recommended Books for Study

1. Chakraaborty, N.C. Library Movement in India. Delhi, Hindustan.1962.
2. Khanna, J. K. Library and Society. Kurukshetra Research Publication. 1987.
3. Krishna Kumar. Public Library Stem in India. Indian Book Industry 21st 1992.
4. Kumar PSG. Indian Library Chronology,Ed.2. Bombay, Allied Publishers. 2000.
5. Kumar, PSG. Fundamentals of Information Science. Delhi, S. Chand. 1997.
6. Mittal, R.L. Library Administration. Delhi, Metropolita. 1964
7. Nalhe, Umaji. Working and Finance of Aided Public Libraries. Satyam Publishers & Distributors, Jaipur. (Rajasthan). 2015.
8. Ranganathan S. R.New Education and School Library. Ed.2. Delhi, Vikas.1973.
9. Ranganathan, S.R. Five Laws of Library Science. Madras LibraryAssociation. 1957.
10. Sharma, O.P. History of the Development of University Libraries in India: an appraisal. Indian Librarian. Dec.1964.
11. Sharma, Pandey S. K. Library and Society. Ed. 2 ND. Ess Ess . 1992
12. Subramoni (TS) Public Relations in Libraries (IASLIC Bulletin v31;1986.
13. The National Library (Calcutta). Brochure,1992.
14. Vashisth, C.P. University Libraries in India: a review. Library Herald V 19: 1980.
15. Vyas, S.D. Library and Society. Jaipur. Panchasheel. 1993.

Syllabus for B.A-I (Subject- Library & Information Science)
Semester-II
BA-I - 201: LIBRARIANSHIP AS A PROFESSION AND LEGISLATION

Unit- I	Library and Information Profession • Attributes of Profession • Librarianship as profession • Professional Ethics
Unit- II	Professional Associations • National LIS Association • IASLIC, IATLIS • Role of professional Associations in the growth of LIS profession.
Unit- III	Library Legislation • Library Legislation: need, Purpose and objectives • Library legislation in India • Maharashtra Public Libraries Act 1967 • Copyright Act
Unit- IV	Role of Government and its Agencies • Role of union and State Government • Sinha Committee Report • UGC • RRRLF

Books Recommended for Study

1. Agarwal, U.k.Library legislation in India, Jaipur.RBSA, 1999.
2. Iyer, V.K. Public Library System in India, Delhi: Rajat Publications, 1999.
3. American Library Association Anglo American Cataloguing Rules 1967, North American Text, Chicago:A.L.A., 1967.
4. Kumar, P.S.G. Foundations of Library and Information Science, vol.1.: paper I of UGC Model Curriculum. B.R.publication, New Delhi, 2003.
5. Kumar, P.S.G. Fundamentals of Library and Information Science, New Delhi: B.R. Publishing House, 2003.
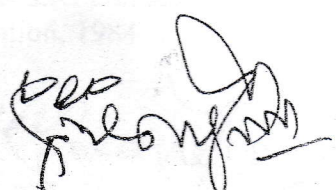
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Syllabus for B.A-II (Subject- Library & Information Science)
Semester-III
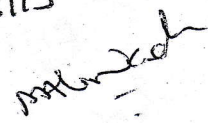## BA-II - 301: FUNDAMENTALS OF KNOWLEDGE ORGANIZATION

Unit- I	Universe of Knowledge
	• Knowledge: Concept, Definition, Types
	• Introduction to Universe of Subject
	• Knowledge Classification and Book Classification
Unit- II	Classification
	• Definition, Need and Purpose
	• Steps in Library Classification
	• Schemes of Classification: DDC and CC
Unit- III	Cataloguing
	• Inner and Outer Forms of Catalogue
	• Reading a book technically
	• Kinds of Entries
	• Codes of Cataloguing- AACR2 and CCC
Unit- IV	Organization of Catalogue
	• Guidance in use of Library Catalogue
	• Organizing Cataloguing Department
	• Centralized, Co-operative and Union Catalogue

Books Recommended for Study
1. Coates, E.J. Subject Catalogue Heading and Structure, London: Library Association, 1961.
2. Dhyani, P. Library Classification, Theory and Principles New Delhi: Vishva Prakashan, 1998.
3. Girija Kumar and Krishan Kumar. Cataloguing, New Delhi: Vikas Publications, 1986.
4. Hingve, K.S. Granthalaya Vergikaran, Pune: Suvichar Prakashan, 1974.
5. Husain, S. Library Classification: Facets and Analysis, New Delhi: Tat McGraw Hill, 1993.
6. Krishan Kumar, Theory of Classification, 5th ed. New Delhi: Vikas Publication, 1996.
7. Kumar, P.S.G. Knowledge Organisation, Information Processing and Retrieval. New Delhi. B.R. Publishing House, 2003.
8. Bhongade Devendra S, Library catalogue; computerization & OPAC services Dattasons publication, Nagpur 2012
9. Mahajan, S.G.Granthalayan Talikikaran Prathyakshika. Vol. 1, Pune: Maharashtra Vidyapith Granth Nivedhi Mandal, 1974.
10. Pande, S.K.Sharma. Pusthakalaya Siddantha. Delhi: Satisahitya Prakashan.
11. Ranganathan, S.R. Classified Catalogue Code, 5th ed. Bombay: Asia Publication House, 1964.
12. Shera, J.H. Classified Catalogue Basic Principles of Practice, Chicago: A.L.A., 1956.
13. Lihitkar, Shalini, R. and Veranjanallu. Cataloguing: Theory and Practice. B.S. Publication, 2012.Hyderabad.

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Syllabus for B.A-II (Subject- Library & Information Science)
Semester-IV
BA-II - 401: MANAGEMENT OF LIBRARIES

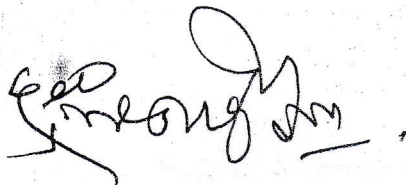|	
Unit- I	**Management** • Management: Definition, Purpose and History. • Schools of thoughts of Management • Levels of Management • Planning: Need, Forecasting, Types and Steps
Unit- II	**Library House -keeping Operation** • Various Sections of Libraries • Acquisitions and Technical Processing • Serials Management • Circulation, Maintenance and Stock Verification
Unit- III	**Human Resource Management and Financial Management** • Recruitment and Selection, Training and Development • Leadership Styles • Motivation • Financial Management: Techniques, ZBB, PPBS • Sources of Finance for Libraries
Unit- IV	**Library Records and Reports** • Library Statistics: Purpose, Sources and Kind • Records ▪ Accession Register ▪ Membership Register ▪ Periodical Record Register ▪ Withdrawal Register ▪ Binding Register • Reports ▪ Annual Report ▪ Rules and Regulation ▪ Library Committee

Recommended Books for Study

1. Evans, E. Management Techniques for Libraries, New York, Academic Press Inc. 1984.
2. Faraqui Khalid, F. (ed). Planning Budget in Libraries, New Delhi: Anmol Publications, 1997.
3. Jain, M.K. Library Manual: A Practical Approach to Management, New Delhi: Shipra Publication, 1996.
4. Kale, K.B. Library Security, Nagpur: Dattason's Publication, 2010.
5. Khan, M.A. The Principles and Practice of Library Science, New Delhi: Sarup & Sons, 1996.
6. Khanna, J.K. Fundamentals of Library Organisation, New Delhi: Ess Ess Publication, 1984.
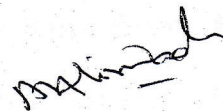
7. Koontz, H and Weitghric, H. Essentials of Management. 5th ed. New Delhi, Tata McGraw Hill Publishing Co.Ltd., 1998.
8. Krishan Kumar. Library Administration.
9. Krishan Kumar. Library Mannual
10. Krishna Murthy, R. Library Administration & Resources, New Delhi: Common Wealth Publishers, 1997.
11. Kumar, PSG. Management of Libraries and Information Centers, B R Publication, Delhi.
12. Lahiri, R. Management of Libraries Concepts and Practices, New Delhi: Ess Ess Pub. 1996.
13. Mittal, R.L. Library Administraction: Theory and Practice, New Delhi: Metropolitan, 1996.
14. Mukherjee, S.K. and Sengupta, B. Library Organisation and Library Administration, 2nd ed. Calcutta: The World Press Private Ltd., 1977.
15. Narayanan, G.J.Library Management and Information of Management. New Delhi, Printice Hall of India, 1991.
16. Nikose, S.M. Aadhunik Granthalaya Vyvasthapan (M) Pradyna Publication, Nagpur. 2007.
17. Nikose, S.M. Granthalaya Vyvasthapan (M). Pradyna Publication, Nagpur. 2007.
18. Pawar, B.S. and Vyas, S.D.Library Management, New Delhi: B.R.Publishing Corporation, 1986.
19. Ranganathan, S.R. Library Administration. Madras: Asia Publishing House, 1959.
20. Sehgal, R.L. Guide to Library and Information Science, New Delhi: Ess Ess Publications, 1999.

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Syllabus for B.A-III (Subject- Library & Information Science)
Semester-V
BA-III - 501: REFERENCE SOURCES AND SERVICES
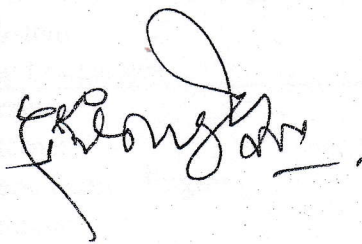
Unit- I	**Information Sources** • Need for Information Sources in Libraries • Sources of Information: Documentary and Non-documentary sources of Information • Primary, Secondary and Tertiary Sources of Information • E- Resources
Unit- II	**Reference Service:** • Definition, Need, Nature and Scope of Reference Service • Types of Reference Service: Ready and Long Range Reference Service, CAS, SDI, Translation. • Reference Services in Public, Academic and Special Libraries
Unit- III	**Information Users and Their Information Needs** • Types of Users • Approaches and Needs of Users • User Studies: Purpose and Techniques • Information Seeking Behavior
Unit- IV	**User Education, Organizational Aspects of Reference Service** • User Education: Objectives and Techniques • User Education in Public, Academic and Special Libraries

Recommended Books for Study

1. Bhat, S.G, Pralekhan Parichaya, Nagpur: Maharashtra Rajya Granth Mirmiti Manda, 1977.
2. Bose, H.C. Information Science, Principles and Practices, 2nd ed. Delhi: Sterling, 1993.
3. Chaturvedi, D. Sandarbha Seva Ke Vividha Ayam, Mumbai: Himalaya Publishing house, 1993.
4. Foskett, D.J. Information Service in Libraries, New Delhi: Anmol Publications, 1994
5. Guha, B. Documentation and Information, 2nd ed. Calcutta: World Press, 1983.
6. Katz W.A. Introduction to Reference work. Vol. I and II, 6th Ed. New Delhi: Vikas Pub. House, 1992.
7. Krishna Kumar Reference Service, 5th edition, New Delhi: Vikas Pub. House, 1996.
8. Kumar, P.S.G. Information Sources & Services: Theory & Practice. New Delhi, B.R. Publishers, 2004.
9. Mukherjee, A.K. Reference work and its tool, 3rd ed. Calcutta: World Press, 1975.
10. Ranganathan, S.R. Documentaation, Genesis and Development. New Delhi: Vikas Pub. House, 1975.
11. Ranganathan, S.R. Reference Services, 2nd ed. Banglore: Sarda Rangnathan Endowment for Library Science, 1961 [Reprint (1990)].
12. Sewa Singh. Manual of Reference Service and Sources, New Delhi: B.R. Publishing Corporation, 2004.

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13. Sharma, J.S. and Grover, D.R. Reference Service and Sources of information, New Delhi: Ess Ess Publications, 1987.
14. Sharma, S.K. Reference Service, New Delhi: Shree Publications, 2008.
15. Sood, S.P. (ed.) Pralekhan Evam Suchana Vigyan, Jaipur: Raj Publishing House, 1994.
16. Tripathi, S.M. Sandarbha Avam Suchana Seva Ke Navin Ayam (New Dimension of Reference/information services), Agra: Y.K. Publishers, 1993.
17. Varma, S.R. Reference and Information Service, New Delhi: Shree Publications, 2006.
18. Walfard, A.J. (ed.) Concise Guide to Reference Material, London: Library Association, 1981.
19. Kale, K.B. Sandarbha Seva Ani Mahiti Sadhananche Mulyankan (Reference and Evaluation of Information Sources), Nagpur: Vishva Publishers and Distributors, 2010.
20. Kale, K.B. Mahiti Seva Va Sadhane (Information Services and Sources), Nagpur: Vishva Publishers and Distributors, 2010.
21. Bhat, S.G. Electronic Mohiti Sadhane, Nagpur : Pimpalapure Book Dustributor, 2008.

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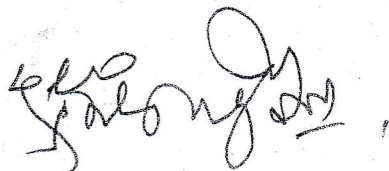# Syllabus for B.A-III (Subject- Library & Information Science)
Semester-VI
BA-III - 601: INFORMATION TECHNOLOGY AND BASICS

Unit- I	Information Technology • Information and Communication Technology: Definition, Need, Scope and Objectives • Introduction to Computers: Historical Development, Generations, Classification, Components • Input and Output Devices, Memory and Storage Devices • Fundamentals of Telecommunication
Unit- II	Computer Software • Introduction to System Software and Application Software • Operating System • Programming Languages
Unit- III	Introduction to Internet • Basics of Internet • Web Browsers, Search Engines • Search Techniques • Web based Services in Libraries
Unit- IV	Application of ICT in Libraries • Application of ICT in Libraries • Areas of Library Automation • OPAC, Web- OPAC and m-OPAC • Introduction to Library Management Software: Selection, SOUL, Libsys, Libman • Library Automation in India

Recommended Books for study

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol Publication.

2. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.

3. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation

4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition

5. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. NewDelhi: BPB Publications, 1992.

6. Hirwade M.A. Websites of Indian Universities: An Evaluation. Mumbai, Himalaya Publishing House. 2006.p.376. (ISBN 818-4886802 & 978-8184886801)