

Library and Society

DETAILED SYLLABUS

		Marks	Page no
Unit 1 :	Library Definition, Types of libraries: National, Public, Academic, School, Special, Personal, Archives – definition, objectives, collection, and services.	15	5 – 33
Unit 2 :	Library as a Social Institution Information society: definition, criteria. Social institution : Need of library, emergence of library, origin, organization, social responsibility. Role of library in society: formal, non-formal and informal education. Changing role of library and information centers.	15	34 – 52
Unit 3 :	Five Fundamental Laws of Library Five laws and their need and importance, different variation of five laws in LIS. The implication of five laws in different library and information activities.	15	53 – 68
Unit 4 :	Library Association Definition, functions and activities. International, National, State and Local level library association. International Library Association: International Federation of Library Associations and Institutions (IFLA), United Nations Educational, Scientific and Cultural Organization (UNESCO). National Library Associations: Indian Library Association (ILA), Indian Association of Special Libraries and Information Centres (IASLIC). State Library Association: Assam Library Association, Bengal Library Association. Local Library Associations: Guwahati Library Association.	15	69 – 99
Unit 5 :	Library Legislation Concept, need, components, essential features. Library legislation in India. Delivery of Books (Public Libraries) Act 1954. Press and Registration of Books Act, 1867, 1954 and Intellectual Property Right.	20	100 – 112
Unit 6 :	Library and Information Science Definition, Linkage of Library and Information Science with other discipline. Library and Information Science Education in India, LIS Research in India. Growth and Development of Library in India.	20	113 – 144

Library Management

DETAILED SYLLABUS

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Unit 1 : Sections of the Library (1) The administrative section, budgeting and finance section, Book selection section.	15	5-27
Unit 2 : Sections of the Library (2) Accessioning, classification and cataloguing, and processing. Serial control. Circulation.	15	28-59
Unit 3 : Library Building and Furniture Planning, basic principles of library building design, standards. Library furniture and fittings.	15	60-76
Unit 4 : Library Staff Library and Information Profession. Staffing Pattern of the library (School, College, University, Public, Special). Roles of librarians at different types of libraries. Academic status of librarians. Library governance and authority. Library Rules and its components.	15	77-98
Unit 5 : Maintenance Service Guides, shelf list. Document maintenance in and around the shelves. Binding. Stock verification and its procedures. Evaluation and Weeding.	20	99-115
Unit 6 : Preservation and Conservation of Library Materials Definition, need, strategies, ethics. Print and digital material preservation and conservation techniques.	20	116-135

Library and Information Services

DETAILED SYLLABUS

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Unit 1 :		
Information and Its Role	15	5 – 34
Data, information, knowledge and wisdom. Properties of information, Information Transfer Cycle (generation, collection, storage, dissemination). Theories of information. Information need (definition, types). Role of information in different context. Information as a resource and commodity. Information explosion.		
Unit 2 :		
Reference and Information Sources	15	35 – 63
Documentary and Non documentary. Sources of documentary information: Primary, Secondary, Tertiary. Manuscripts, Print, non-print including electronic sources: Nature, characteristics and utility. Reference sources: Dictionaries Encyclopedias, Geographical Sources, Gazetteers, Biographical Sources, Year Book/ Almanac, Directories, Handbook, Manual, Statistical Sources (Salient features and evaluation).		
Unit 3 :		
Reference and Information Services in Anticipation	15	64 – 78
Concept, definition, scope, need and trends. Public service. Current Awareness Service and Selective Dissemination of Information Service. Use of computer in CAS and SDI services. Extension and online services.		
Unit 4 :		
On Demand Reference and Information Services	15	79 – 96
Definition, need, strategies and types. Bibliographic services, Referral Services, Translation Services, Reprographic Service, Consultancy services		

PRACTICAL

Unit 5 :		
Classification with DDC	20	97 – 116
Basic subjects.		
Unit 6 :		
Cataloguing with AACR 2 (R)	20	117 – 137
Single and multiple authorship.		

Computer Applications in Library

DETAILED SYLLABUS

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Unit 1 :	Basics of Computer Definition, history, generations, components. Types of computer, Advantages and disadvantages of computers, Application of computer	15	5- 44
Unit 2 :	Basics of Internet Concept, history, components. Internet Protocol addresses, types of internet connections. Factors affecting speed of Internet connectivity. Internet based services. Internet browsing and searching. Advantages of Internet.	15	45-67
Unit 3 :	Library Automation Library automation: definition, history. Need and advantages. Areas of computer application in library. OPAC, Retrospective conversion Selection of hardware and software for automation. Library related standards (ISBD, MARC, UNIMARC, CCF, MARC 21).	15	68-94
Unit 4 :	Library Software Packages Types of library software packages. Criteria for selection and evaluation of library software packages. Library management and automation softwares, Institutional repository software packages, content management systems, learning management softwares.	15	95-117
Unit 5 :	Library Network and Consortium Library cooperation: types, kinds. Library Networks (definition, preconditions, advantages). Development of library networks in India. Study the function of OCLC, INFLIBNET, DELNET. Library Consortia (definition, precondition, advantages). Study the structure of INDEST, UGC INFONET.	15	118-147
Unit 6:	Internet Applications Email, Online Chat, Search engine, Web directories, Discussion Forum, Groups, Social network.	20	148-188