



UNIVERSITY OF JAMMU

NOTIFICATION (10/June/ ADP/24)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation to the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi of B.Lib. Sc. Ist Semester & M.Lib. Sc. Ist Semester in each paper for the examination to be held in the year as under alongwith %age of change:-

Adoption of the Revised Syllabi of B.Lib. Sc. & M.Lib.Sc. Ist Semesters alongwith %age of Change in each Paper

<u>Class</u>	<u>Semester</u>	<u>For the Examinations to be held in the year</u>	<u>Paper/Title</u>	<u>%age of Change</u>
B.Lib.Sc.	I	Dec. 2011, 2012 & 2013	400-Organization of Document	5% change
			401- Reference Service and Information Sources	5 % change
			402- Library, Information and Society	12% change
			403- Library Management	12% change
M.Lib.Sc.	I	Dec. 2011, 2012 & 2013	500- Knowledge Organization Information Processing and Retrieval	6% change
			501- Research Methodology and Statistical Techniques	5% change
			502- Information Analysis, Repackaging and Consolidation	5% change
			503- Information Technology Applications in Libraries	5%

The alternative question papers are required to be set as per the University regulation given as under:-

- i). If the change in the Syllabi and Courses of Study is less than 25%, no alternative Question paper will be set.

Contd.

- ii). if the change is 25% and above but below 50% alternative Question Paper be set for one year.
- iii). If the change is 50% and above on whole scheme is changed, alternative Question Paper are set for two years.

F.Acd./10/ 3699-13718
Dated 06-07-2010

sd/-
(DR. P.S. PATHANIA)
REGISTRAR

Copy for information and necessary action to:-

1. Special Secretary to Vice-Chancellor, University of Jammu.
2. P.S. to Registrar
3. Dean, Faculty of Social Sciences
4. Convener, Board of Studies in Library Sciences
5. Members of the Board of Studies concerned
6. Principals of the concerned Colleges
7. P.A. to Controller of Examinations.
8. C.A. to Controller of Examinations.
9. Deputy/ Asstt. Registrar (Conf./Exams. U/G /Inf./Pub./Admission/DDE)
10. S.O (Confidential)
11. Incharge, University Website.

Sumita Sharma
(Sumita Sharma) 28/6.
ASSISTANT REGISTRAR (ACAD)

Dr. A.S.
28/6/10

**Course Outline for First Semester
Bachelor of Library and Information Science
(BLISc)**

For the Session 2011, 2012 & 2013

**Post Graduate Department of
Library and Information Science
University of Jammu,
Jammu**

BLISc. Programme

The percentage change in the B.LISc. Courses:-

First Semester Course

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>	<u>Percentage Change</u>
1.	400	Organization of Documents	5%.
2.	401	Reference Service and Information Sources	5%.
3.	402	Library, Information and Society	12%.
4.	403	Library Management	12%.

Total 5-12%.

Omaha

Bpta

Syllabus for Bachelor of Library and Information Science (BLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 400
ORGANISATION OF DOCUMENTS

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Library Classification: Meaning, Need and Purpose
- 1.2 Special Features of Document Classification
- 1.3 Standard Schemes of Classification: An overview
- 1.4 Structure and Features of CC, DDC, UDC & Bibliographic Classification

Unit III

- 3.1 Library Catalogue: Definition, Purpose, functions
- 3.2 Library Catalogue Codes: ALA, AACR and CCC
- 3.3 Types of Catalogue; Entries Structure and Functions
- 3.4 Physical Forms of Catalogue

Unit II

- 2.1 Species of Library Classification
- 2.2 Steps for Practical Classification: Postulational Approach
- 2.3 Notation: Meaning, Types, Qualities and Functions
- 2.4 Call Number: Concept and Tools

Unit IV

- 4.1 Canons of Cataloguing: an overview
- 4.2 Subject Cataloguing: LCSH and Rule of Thesauri, Chain Procedure
- 4.3 Union Catalogue: Definition, Need, Purpose and Functions
- 4.4 An overview of MARC Project

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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BPA

Recommended Readings

<u>Author</u>	<u>Title</u>
S.R. Ranganathan	Colon classification, 6 th Ed. Reprint
S.R. Ranganathan	Elements of Library Classification, 3 rd Ed. 1967
S.R. Ranganathan	Prolegomena to Library Classification, 3 rd , Ed. 1967
Krishan Kumar	Theory of Classification, 4 th Ed. 1988
Girja Kumr Krishan Kumar	Theory of Cataloguing
C.G. Vishwanarthan	Cataloguing Theory and Practice, 6 th Rev. Ed.
Rita Marcella Arthur Maltby	The Future of Classification, 2000
A.C. Foskett	Subject Approach to Information, 5 th Ed, London, LA
Blackwell, U.G. and Eric Hunter	Cataloguing, 2 nd Ed.
EMC Hunter	Classification made simple, 2002

Pranab

Spks

Syllabus for Bachelor of Library and Information Science (BLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 401
REFERENCE SERVICE AND INFORMATION SOURCES

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

1.1 Reference Service; Definition, Need and Purpose

1.2 Types of Information Sources

1.3 Information Literacy: What, Why & How?

1.4 Reference -Librarian; Role, Skills and Competencies

Unit II

2.1 Ready Reference and Long Range Reference Service.

2.2 Reference Service in Different Types of Libraries.

2.3 Reference. Interview: An overview and steps

2.4 Criteria for Evaluation of Print Reference Sources

Unit III

3.1 Evaluation of Select Encyclopedias, year, books and Directories

3.2 Evaluation of Select Statistical Sources and Reference Sources of Current Events.

3.3 Evaluation of Select Trade Bibliographies and National Bibliographies

3.4 Evaluation of Select Biographical and Geographical Sources

Unit IV

4.1 Impact of Information Technologies on Reference Services.

4.2 Criteria for Evaluation of Online Reference Sources.

4.3 Evaluation of Select Internet based Reference Sources

4.4 Reference Queries pertaining to all Types of Reference Sources

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

Amalhan

8/1/11

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ RUSA Reference Guidelines	[http://www.ala.org/ala/rusa/rusaprotocols/referenceguide/guidelinesinformation.htm]
▪ William A Katz	Introduction to Reference Work. Vol. 1 and 2. 6 Ed. 1997. McGraw-Hill International, New York
▪ F. N. Cheney and W. J. Williams	Fundamental Reference Sources. Ed 3, 2000, ALA, Chicago
▪ D.J. Foskett	Information service in libraries. Ed. 2. 1967. Archon book Hamden, Connecticut.
▪ Krishan Kumar	Reference Service Ed. 3. 1996. Vikas, New Delhi.
▪ S.R. Ranganathan	Reference Service. Ed 2. 1989, Ranganthan Endowment for Library Science, Bangalore.
▪ A.J. Walford	Guide to Reference Books, Ed 4. 3V. 1980. Library Association, London

Pranabha

8/1/19

Syllabus for Bachelor of Library and Information Science (BLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 402
LIBRARY, INFORMATION AND SOCIETY

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit III</u>	
1.1	Concept of Library: Definition and Importance in Society	3.1	Historical Development of Libraries with special reference to India
1.2	Types of Libraries: Features and Functions	3.2	Library Legislation: Need and Importance
1.3	NKC and libraries and information centres.	3.3	Library Legislation in India including essential features of various Library Acts
1.4	Introduction to Knowledge Society	3.4	Copyright Act
<u>Unit II</u>		<u>Unit IV</u>	
2.1	Librarianship as a Profession and its ethics.	4.1	Library extension activities: Need, Importance and methods.
2.2	Professional Ethical Codes of ALA, ILA.	4.2	Resource Sharing, Concept and Methods, Networking and Consortia approach.
2.3	Five laws of Library Science	4.3	Role of Professional Associations in the field of Library and Information Science in India
2.4	Implications of five laws of Library Science on Library and Information Activities	4.4	Role of International Organizations: IFLA and UNESCO in the development of library and information sector

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

Malhas

S/ka

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ SR Ranganathan	Five Laws of Library Science, 1988
▪ KA Issac	Libraries and Librarianship: a basic introduction, 1987
▪ Krishan Kumar	Library Organization 1987
▪ CA Augustine and G Devarajan	Public Library System in India, 1990
▪ V Venkatappiah	Indian Library Legislation, 2v, 1990
▪ V Venkatappaiah	Modern Library Legislation, 1994
▪ Gardner, Frank M	Public Library Legislation: a comparative Study, Paris, UNESCO 1971
▪ Colin Harrison and Rosemmy, Beenham	The Basic of Librarianship, London, Clive Bingely, 1987
▪ India Ministry of Education Delhi	A Report of the Advisory Committee for Libraries, Manager of Publication, 1959
▪ G. Jefferson	Libraries and Society. London, James Clarks and Co, 1969

Amalha

8/11/19

Syllabus for Bachelor of Library and Information Science (BLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

**COURSE NO. 403
LIBRARY MANAGEMENT**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 General Principles and Theories of Management
- 1.2 Management: Schools of Thought
- 1.3 Management of Change, Conflict Management
- 1.4 Public Relations Management

Unit II

- 2.1 Human Resource Management with special reference to Library and Information Centres
- 2.2 Performance Measurement and Evaluation Techniques for Libraries & Information centres.
- 2.3 Monitoring and Control Techniques for Libraries and Information Centres
- 2.4 Financial Management in Libraries Resource Mobilization; Budget and Budgeting Techniques

Unit III

- 3.1 Collection Development; Selection and Acquisition of Print and Non-Print Material
- 3.2 Circulation Section; Functions, Charging Systems
- 3.3 Serial Control System: Functions and Methods
- 3.4 Stock Verification and Stock Rectification

Unit IV

- 4.1 Library Rules and Regulations
- 4.2 Library Statistics and Annual Report
- 4.3 Care and Preservation of Documents
- 4.4 Library Building, Space Management, Equipment.

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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8/11

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ Krishan Kumar	Library Administration and Management, 1993, Vikas, New Delhi
▪ Ann Lawes , Ed	Management Skills for the Information Manger, 1993. Ashgate Pub. U.K.
▪ S.R. Ranganathan	Library Administration.™ Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
▪ H.D. Sharma	Library Building and Furniture: A handbook for librarians. 1996. Indian Bibliographic Centre, Varanasi.
▪ James Thompson	Introduction to University Library Administration. Ed. 3. 1979. Clive Bingley, London
▪ R.L. Mittal	Library Administration Theory and Practice. 1987. – New Delhi
▪ Karen Kreizman	Establishing and Information Centre: A practical guide 1999. Bowker- Saur, London.

Oralha

8/12

**Course Outline for First Semester
Master of Library and Information Science
(MLISc)**

For the Session 2011, 2012 & 2013

**Post Graduate Department of
Library and Information Science
University of Jammu,
Jammu**

MLISc. Programme

The percentage change in the MLISc. Courses:-

First Semester Course

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>	<u>Percentage Change</u>
1.	500	Knowledge Organization, Information Processing and Retrieval	6%
2.	501	Research Methodology and Statistical Techniques	5%
3.	502	Information Analysis, Repackaging and Consolidation	5%
4.	503	Information Technology Applications in Libraries	5%

Total change 5-6%

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B/ta

Syllabus for Master of Library and Information Science (MLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 500
KNOWLEDGE ORGANIZATION, INFORMATION PROCESSING AND RETRIEVAL

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Structure and attributes of universe of knowledge
- 1.2 Universe of subjects as mapped in different schemes of classification: DDC, UDC, CC & LC
- 1.3 Modes of formation of subjects
- 1.4 Growth of knowledge and its impact on knowledge organization

Unit II

- 3.1 Comparative study of standard codes of cataloguing: Classified Catalogue Code (CCC) & Anglo American Cataloguing Rules-2 (AACR-2)
- 3.2 Recent trends in cataloguing and subject indexing
- 3.3 Role of Thesaurus in an information retrieval system
- 3.4 Online Public Access Catalogue (OPAC): Use, features and examples

Unit III

- 2.1 History and development of classification schemes since 19th century
- 2.2 Normative Principles of Classification
- 2.3 Trends in Library Classification
- 2.4 Comparative study of standards schemes of classification: CC & UDC

Unit IV

- 4.1 ISSN, ISBN, CCFC: Concept and Trends
- 4.2 International Standard Bibliographic Description (ISBD) & Anglo American Cataloguing rules (AACR)
- 4.3 OCLC, World cat
- 4.4 Cataloguing of Indian Names

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

Malhan

SP

Recommended Readings

<u>Author</u>	<u>Title</u>
DA Kemp	Nature of knowledge: An Introduction for Librarian London, Clive Bingley, 1976
F Machlup	Production and distribution of knowledge in the U.S. New Jersey, Princeton, 1962.
SR Ranganathan	Prölegomena to Library Classification 2 nd Ed, 1967
Girija Kumar and Krishan Kumar	Theory of Cataloguing
Margaret Slater	Research methods in Library and information Studies, London, Library Association, 1990
KJ McGarry	The Changing context of information, 1981
J Feather	The information Society: an experiment of its nature, volume and usage, East Girinstead, Bowker-Saur, 1999-292p
C W Choo	The knowledge organization : How organizations use information to construct meaning, create knowledge and make decisions, New York, Oxford University Press, 1998, 296p
AL Parter & WH Read	The information revolution: current and future consequences, London, Ablex Publishing, 1998, 296p
J Meadow	Understanding information, K.G. Saur, Munchen, 2001
Sharma, Pandey S.K.	Universe of Knowledge and Research Methodology
Eric Hunter	Classification made simple
Rita Marcella and Arthur Maltby	Future of Classification, 2000
Krishan Kumar	Theory of Classification 4 th Ed, 1988
Foskett, AC	Subject Approach to Information, 5 th Ed, 1996, Bingley

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8/1/16

Syllabus for Master of Library and Information Science (MLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 501
RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Research: Meaning Need and Importance
- 1.2 Types of Research: Fundamental, Applied, Action
- 1.3 Identification, Formulation of Problems, Hypothesis
- 1.4 Types of Research Design

Unit II

- 2.1 Scientific Methods of Research; Ranganathan's Spiral of Scientific Method
- 2.2 Research Methods: Historical, Descriptive, Case Study, Exploratory
- 2.3 Research Techniques and Tools: Questionnaire, Interview, Observation Methods
- 2.4 Sampling Techniques: Procedure, Types

Unit III

- 3.1 Descriptive Statistics: Measures of Central Tendency (Mean, Mode, Median)
- 3.2 Measures of Dispersion: Variance and Standard Deviation
- 3.3 Hypothesis: Definition, Need and Purpose
- 3.4 Regression Analysis

Unit IV

- 4.1 Time Series Analysis
- 4.2 Chi-Square Test
- 4.3 Use of Bibliometric Techniques in Research: Citation Analysis, Content Analysis
- 4.4 Report Writing: Guidelines, Style Manuals

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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Sp/ka

Recommended Readings

<u>Author</u>	<u>Title</u>
William J Goode and Paul K Hatt	Methods in Social Research. 1952. McGraw-Hill, New York.
Frankfort Chava and David Nachmias	Research methods in Social Sciences. Ed 6 1999. Worth Publisher, New York.
Babbie (earl)	Practice of social research. 2003. Wadsworth Publishing, Belmont, California.
B. N. Ghosh	Scientific Methods and Social Research. 1982. Sterling, New Delhi
Krishan Kumar	Research Methods in Library and Information Science. Rev Ed. 1999. Har-Anand Publication, New Delhi.
O.R. Krishnaswami	Methodology of Research in Social Sciences, 1993. Himalaya, Bombay
C.R. Kothari	Research Methodology: Methods and Techniques. 2 Ed. 1990/ Wishwa, New Delhi.
S.P. Gupta	Statistical Methods. 31 Rev. Ed. 2004. Sultan Chand and Sons. New Delhi
P Saravanel	Research Methodology, 6 Ed. 1999. Kitab Mahal, New Delhi

Malhan

B/2

Syllabus for Master of Library and Information Science (MLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 502
INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Libraries and Publishers
- 1.2 Information Centres
- 1.3 Information Analysis Centres
- 1.4 Referral Centres

Unit II

- 2.1 Content Analysis
- 2.2 Information Packaging and Re-Packaging
- 2.3 Abstracting : Types and Guidelines in Preparing Abstracts
- 2.4 Information Analysis and Consolidation Activities

Unit III

- 3.1 Information products: Types
- 3.2 Information Products: characteristics
- 3.3 Role of various specialists in design and development of information products
- 3.4 Role of Institutions and Information Centres in Information Analysis and Consolidation

Unit IV

- 4.1 Marketing of Information Products and Services
- 4.2 Marketing Strategies for Information and Services
- 4.3 Marketing approach for Library and Information Services
- 4.4 Pricing Models for Information Products and Services

Donalva

8/2/12

Recommended Readings

<u>Author</u>	<u>Title</u>
Atherton, Pauline	Handbook for information systems and services. UNESCO, Paris, 1997
Saracevic, T and Wood, JS	Consolidation of Information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, UNESCO, Paris, 1981
S. Seetharama	Modes of Presentation of Information in Information consolidation Products, Library Science with a slant to Documentation, 22, 1985, Paper E
Eileen Elliott de Saez	Marketing concepts for libraries and Information Services, 2 nd Ed, 2001, 192p
Helen Coote and Bridget Batchelor	How to market your library services effectively, London, ASLIB 2 nd Ed, 1998, 60p
S Seetarama	Information consolidation and repackaging, 2000
Blaise, Cronin, Ed	Marketing of Library and Information Services, 1992
S Seetarama	Library and Information Centres as Profit making Institution, 2000

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

Smalhas

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Syllabus for Master of Library and Information Science (MLISc) 1st Semester for the examination to be held in the year 2011, 2012 & 2013

COURSE NO. 503
INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1 Overview of Advances in various aspects of computers
- 1.2 Overview of Advances in Information communication technologies (ICTs)
- 1.3 Impact of development in information technologies on libraries and Information centres
- 1.4 Changing Role of Library and information professionals in the information technology era

Unit II

- 2.1 The Internet origin and stages of development
- 2.2 Internet, Intranet and Extranets: What and Why?
- 2.3 Growth of the Internet resources, criteria for evaluation of Internet resources
- 2.4 Web-browsers (Netscape Navigator and Internet Explorer), Information discovery tools (search engines, gateways, portals): Features and Examples

Unit III

- 3.1 Digital Libraries: Genesis, definition, objectives, challenges and opportunities
- 3.2 Overview of major digitization projects in India
- 3.3 Hypermedia organization and searching
- 3.4 Application of classification schemes to web indexing and searching

Unit IV

- 4.1 Virtual libraries: Concept and Development.
- 4.2 Data-warehousing, Data mining; Basic concepts
- 4.3 Basics of Artificial Intelligence (AI)
- 4.4 Expert Systems with reference to library and information centres

NOTE FOR PAPER SETTING: The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

Omach

8/21

Recommended Readings

<u>Author</u>	<u>Title</u>
J Rowley	The Electronic Library London, Library Association, Publishing, 1998, 224p
JK Starnes	The complete Internet Source for Information Professionals: Resource Guide, Washington, D.C. SLA, 1997, 205p
D Kovacs and M Kovacs	The Cybrarian's Guide to developing successful Internet Programs and Services, New York, Neal-Schuman, 1997, 150p
A Poulter, G Tseng and G Sargnet	The Library and Information Professional Guide to the World Wide Web, London, Library Association Publishing
D Raitt	Libraries for the New Millennium: Implications for managers, London Library Association Publishing, 1998, 288p
SUN Microsystems	Digital Library toolkit, 2 nd ed. 2000
A Cooke	A guide to finding quality information on the Internet: Selection and evaluation strategies, London, Library Association Publishing, 1999, 169p
P Bradley	Going online, C.D.ROM and the Internet-10 th ED, London ASLIB, 1997, 182p
DJ Brown	Electronic Publishing and Libraries: Planning for the Impact and Growth to 2003, Grinstead, Bowker-Saur, 1997
Marving Zelkowitz (Ed.)	Advances in Computers. Vol 56, Academic Press
P.K. Mhapatra and B Chakrabarti	Book byte and Beyond: Library without walls, ESS Pub, New Delhi, 2000
Krishan Gopal	Digital Libraries in Electronic Information Era

Amal

E/12