DEPARTMENT OF LIBRARY & INFORMATION SCIENCE  
Ch. Charan Singh University, Meerut  

Library & Information Science  
as Subsidiary Subject in Graduation  
Syllabus 2016-2017  

First Year  

<table>
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<tr>
<th>Paper No</th>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>I</td>
<td>LSB 101</td>
<td>Fundamentals of Librarianship</td>
<td>3</td>
<td>10</td>
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<td>II</td>
<td>LSB 102</td>
<td>Information Sources and Services (Theory)</td>
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Second Year  

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Third Year  

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<td>Library Management</td>
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Fundamentals of Librarianship

UNIT – I
- Definition and Concept of Library, Objectives and Functions of Libraries.
- Role of Libraries in the development of Society
- Functions and Duties of Librarian
- History of Libraries

UNIT – II
- Types and Functions of Libraries: Academic Libraries, Public Libraries and Special Libraries
- Laws of Library Science
- Library Legislation and Library Acts

UNIT – III
- Book Selection: Policy and Procedures
- Accessioning and Processing
- Stock Verification
- Charging Systems

Suggested Readings

Information Sources and Service (Theory)

UNIT – I

• Information Sources : Definition, Need and Purpose, Types of Information Sources - Primary, Secondary and Tertiary
• Information Services : Definition, Need, Purpose and Types
• Reference Service and Reference Sources

UNIT – II

• Criteria of Evaluating Information Sources
• Searching of Information : Techniques of Information Search
• User Education and Information Literacy : Definition, Importance and Methods
• Online Information Sources

UNIT – III

• Dictionaries : General and Special
• Geographical Sources : Maps, Atlas, Gazetteers, Census
• Encyclopedias : General and Special
• Bibliographies : Definition, Types and Techniques

Recommended Books

Knowledge Organisation in Libraries (Theory)

UNIT – I
• Knowledge Organisation : Concept, Definition and Importance
• Library Classification and Cataloguing : Objectives and Functions
• Species of Classification Schemes

UNIT – II
• Notation : Definition, Types and Qualities of Notation
• Class Number, Book Number, Collection Number
• Five Fundamental Categories
• Salient Features of DDC and CC

UNIT III
• Library Catalogue : Functions, Objectives and Forms of Library Catalogue
• Canons of Cataloguing
• Salient Features of AACR-II
• OPAC

Recommended Books

Information Storage and Retrieval System

UNIT - I

• Information Science : Definition, Need and Functions
• Documentation : Definition, Importance and Objectives
• CAS and SDI

UNIT - II

• Index and Indexing, Subject Indexing, Pre-Coordinate Indexing, Post Coordinate Indexing System
• Abstract and Abstracting : Scope and Importance, Types of Abstracts
• Computer Application in Information Retrieval

UNIT – III

• Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET

Recommended Books

Computer Application in Libraries

UNIT – I

• Introduction to Computers: Parts of Computer, Hardware and Software, Generation of Computers
• MS Office: MS-Word, MS-Excel and MS-Power Point
• Application of Computers: Airport, Banks, Railway Stations, Hospitals and Libraries

UNIT – II

• Memory and Storage: Internal Memory, External Memory, Storage Devices: Hard Disk, Portable Storage,

UNIT – III

• Internet: Features, Applications, Search Engines
• Networking: Types of Networks, LAN, WAN

Recommended Books

Library Management

UNIT - I

- General Principles of Management and their Applications to Libraries
- Functions of various sections of a library: Acquisition, Circulation, Technical and Periodical

UNIT – II

- Library Authority and Library Committee, Library Budget
- Recruitment, Staff Formula, Library Rules and Regulations
- Role of Librarian

UNIT – III

- Stock Verification, Library Statistics
- Library Building and Furniture Planning,
- Binding of Library Materials
- Annual Report

Recommended Books