

SYLLABUS – LIBRARY AND INFORMATION SCIENCE

COMPULSORY SUBJECTS

- (1) **General English Paper - I** : 100 Marks
(ESSAY TYPE)
- a) Essay Writing : 25 Marks
 - b) Précis Writing : 15 Marks
 - c) Letter Writing : 15 Marks
 - d) Idioms & Phrases : 15 Marks
 - e) Expansion of passages : 15 Marks
 - f) Comprehension of given passages : 15 Marks
- (2) **General English Paper - II** : 100 Marks
(OBJECTIVE TYPE)
- a) Grammar : Parts of Speech, Nouns, Adjective, Verb, Adverb, Preposition, Etc. : 40 Marks
 - b) Compositions : 30 Marks
 - i) Analysis of complex and compound sentences.
 - ii) Transformation of sentences.
 - iii) Synthesis of sentences.
 - c) Correct usage and vocabularies. : 30 Marks

LIBRARY AND INFORMATION SCIENCE

PAPER I : FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE - MARKS : 200

UNIT I : LIBRARY ORGANISATION AND ADMINISTRATION - MARKS : 100

1. Libraries : Concepts, role and types
2. Fundamentals of Library planning – site, building, furniture, etc.
3. Laws of Library Science
4. Library Cooperation
5. Professional Organisations
6. Acquisition of Library reading materials and their processing
7. Circulation
8. Stock Verification
9. Conservation and preservation of Library materials

UNIT II : INFORMATION SOURCES AND SERVICES - MARKS : 60

1. Data, information and knowledge
2. Sources of information
3. Repackaging of information
4. Reference and information services
5. Bibliography and Documentation

UNIT III : ORGANISATION OF KNOWLEDGE (Theory) - MARKS : 40

A. Library Classification (Theory)

B. Library Cataloguing (Theory)

A. Library Classification (Theory)

1. Fundamentals of Library classification
2. Classification schemes

B. Library Cataloguing (Theory)

1. Fundamentals of Library cataloguing
2. Types of Library catalogues
3. Kinds of entries
4. Centralised and cooperative cataloguing

LIBRARY AND INFORMATION SCIENCE

PAPER II : ORGANISATION OF KNOWLEDGE (Practical) - Marks : 200

UNIT I : Library Classification (Practical)

UNIT II : Library Cataloguing (Practical)

UNIT I : LIBRARY CLASSIFICATION (Practical) - Marks : 100

Classification of titles/ books/ periodicals according to Dewey Decimal Classification scheme

UNIT II : LIBRARY CATALOGUING (Practical) - Marks : 100

Preparation of complete *catalogue* of titles/ books/periodicals in accordance with *Anglo American Cataloguing Rules-2 (AACR-2)*

LIBRARY AND INFORMATION SCIENCE

PAPER III :

INFORMATION TECHNOLOGY - Marks : 150

1. Fundamentals of Information Technology
2. Internet
3. Networking and Telecommunications
4. Library Automation
5. Digital Library

Aptitude test : 50 Marks