TRIPURA UNIVERSITY
TRIPURA

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Syllabus for **B.Lib. & I. Sc.** Course
2016-

Paper – I A: Library, Information and Society - I

Full Marks: 50
Final Examination: 40 + Sessional Test / Assignment – 10

UNIT – 1: Library as a Social Institution
- Objectives and functions of social institutions with special reference to libraries and information centres (LICs);
- Historical development of LICs, Information resources, Tools, Techniques and Technologies, views of eminent thinkers;
- Historical development of Library and Information Science as a discipline.
- Information poverty, Digital divide
- Types of Libraries and their functions: National and Copyright libraries, Academic libraries, Public libraries, Special libraries and Information centres, other information agencies.

UNIT – 2: Fundamentals of Information
- Information: Definition and Attributes
- Information Society: Social implication; Genesis; Changing role of information institutions and information professionals;
- Information Communication, Channels and Barriers

UNIT – 3: Normative Principles of Library and Information Science
- Basic laws and five laws of Library Science and their implications in library and information activities;
- Modifications of Five Laws of Library Science;
- IFLA principles relating to bibliographical control, Other normative principles;

UNIT – 4: Library Policy, Movement and Development
- UNESCO charter of books, IFLA/UNESCO public library manifesto, other IFLA/UNESCO guidelines;
- International, and national programme4s and policies (NAPLIS etc), Recommendations of National knowledge Commission (NKC), India;
- Resource sharing and networking, Promoting agencies of Library and information services – National and International levels;
- Library and Information Policy at the National level;
- Library movement and development in India;
- Role of national and international promoting agencies in the growth and development of libraries and information centres – IFLA, UNESCO, RRRLF, UGC, and NKC.

Paper – I B: Library and Society – II

Full Marks: 50
Final Examination: 40 + Sessional Test / Assignment: 10

UNIT – 1: Legislation relating to Libraries and Information
- Library Legislation : needs and features;
- Library Legislation in India;
- Comparative study of library legislations in Indian states;
- Laws relation to information with special reference to India :
  - Press and Registration Act and Delivery of Books and Newspapers (Public Libraries) Act, 1954;
  - Intellectual Property Rights: Concept and scope;
  - Indian Copyright Act, 1957,
  - Right to Information Act, 2005

UNIT – 2: Library and Information Service Profession
- Historical Development of Library & Information Science as a Discipline;
- Occupation, Vocation and Profession: Definitions and Attributes;
- Librarianship as a profession in India and abroad;
- Professional ethics and duties of Library and Information workers;
- Information ethics; Meaning and scope;
- Professional associations and their role in library development: International and National Scenario;
- Professional development: In-service training, LIS education and research.

UNIT – 3: Public Relations and Extension Activities
- Meaning and scope;
- Publicity and extension, outreach activities;
- Community information services in India and abroad,
- Local history collection and Area profile;
- Information Consultancy including promotional web tools.

Paper – II A: Management of Libraries and Information Centres – I

Full Marks – 50
Final Exam – 40 + Sessional Test / Assignment: 10

UNIT – 1: Concepts and Principles
- Concept, definition and scope of library administration;
- Library organization – structure, process of structuring, charts (horizontal and vertical);
- General principles of management and their application to the administration of library and information centre;
- Library Management vs. Library Administration, Levels of Library Management;
- Functions and Principles of scientific management.

UNIT – 2: Library Housekeeping Operations
- Different sections of library and information centres and their functions;
- Library acquisition: Book selection – Tools; Book ordering procedure and operation staff manual;
- Collection development – policies, procedures, evaluation and weeding;
- Technical processing of library materials; CIP;
- Serials control;
- Circulation control – methods of charging and discharging, renewal and reservation;

UNIT – 3: Maintenance Work
- Binding of books and periodicals;
- Shelving of library materials;
- Stock maintenance: Stock rectification and stock verification – policies and procedures;
- Archiving, conservation, preservation and restoration of print, non-print and digital objects;

UNIT – 4: Managerial Tasks of Library Administration
- Library Committee and Library Authority – types, functions and need;
- Library Committee meeting, Role of Librarian in Library Committee;
- Annual report – Components and compilation;
- Library rules and regulations.

Paper – II B: Management of Libraries and Information Centres – II

Full Marks – 50
Final Exam – 40+ Sessional Test / Assignment: 10

UNIT – 1: Personal Administration
- Job analysis, Job description, Job evaluation;
- Selection and Recruitment;
- Staff manual;

UNIT – 2: Financial Administration
- Sources of library finance and resource mobilization
- Budgeting techniques and methods, budgetary control
- Financial estimation and cost benefit analysis

UNIT – 3: Planning
- Definition, need, scope and purpose of planning;
- Types of planning, steps and procedure of planning;
- Building and space management;
- Furniture and equipment;

- Furniture and equipment;
- Library standards.

UNIT – 4: Library Records and Statics
- Library Records – Types, contents and style of compilation;
- Library statistics – types, purpose and applications in different library activities; Librametry;
- Data collection and analysis – methods and presentation of data;
- Measurement of central tendency – Mean, Median and Mode; Dispersion.

Paper – III A: Knowledge Organisation – I (Theory)

Full Marks – 50
Final Exam – 40 + Sessional Test / Assignment: 10

UNIT – 1: Universe of Subjects and Classification
- Structure and attributes of universe of subjects;
- Subject and discipline: concept, features and formation;
- Types of subjects and their modes of formation;
- Facets, Isolates and Speciators;
- Phase Relation: levels and kinds.

UNIT – 2: Library Classification
- Meanings, need, purpose and functions of classification;
- Knowledge classification and Document classification;
- Normative principles : laws, canons, principles and postulates;
- Fundamental Categories, Rounds and levels;
- Notational systems: kinds, qualities, mnemonics, devices.
- Array and Chain: Hospitality, Devices for extrapolation and interpolation.

UNIT – 3: Schemes of Library Classification
- Kinds of scheme : Enumerative and Faceted;
- Major Classification Schemes (DDC, UDC and CC) : structure and features;
- Steps involved in practical classification;
- Call Number and its parts.

UNIT – 3: Recent Trends in Library Classification

Paper – III B: Knowledge Organisation – I (Practice)

Full Marks – 50
Final Exam – 40 + Sessional Test / Assignment: 10

- Classification of simple, compound, and complex subjects by using Dewey Decimal Classification (DDC) (Available Latest Edition).
- Determination of Book numbers by using Cutter's Table / Ranganathan's principles;

Paper – IV A: Knowledge Organisation – II (Theory)

Full Marks – 50
Final Exam – 40 + Sessional Test / Assignment: 10

UNIT – 1: Basic Concepts and Genesis
- Library Catalogue – definition, importance;
- Objectives and functions of Library Catalogue;
- Difference between Library catalogue, Accession Register, Shelf list and Bibliography ;
- Limited and selective cataloguing
- Organization of cataloguing department.

UNIT – 2: Forms and Types of Catalogue
- Physical forms – book, sheaf, card and machine-readable (including OPAC) forms;

- Inner forms – dictionary, classified and alphabetic-classed;
- Entries – formats, kinds and their functions;
- Unit card system and alternative heading methods;
- Filing of entries-rules;
- Union Catalogue – layout, compilation
- Subject Cataloguing: Subject heading lists and their features – Sears List of Subject Headings (SLSH) and Library of Congress Subject Headings (LCSH).

UNIT – 3: Principles and Rules
- Meaning, scope and differences;
- International Conference on Cataloguing Principles (ICCP) 1961;
- Canons and Principles of cataloguing and their implications;
- Main features of AACR 2R and CCC (5th Ed. 1964 with amendments);
- Cataloguing Code – definition, need, components, levels and their history;
- Rendering of Indic names with special reference to Bengali names.

UNIT – 4: Recent Trends in Library Cataloguing
- Standardization of Bibliographic Description – ISBDs, Consolidated ISBD, Revised ISBDs, FRBRized ISBDs;
- Bibliographic Data Standards (MARC, UNIMARC, CCF) and Metadata (Dublin Core);
- FRBR and RDA; BIBFRAME; Copy Cataloguing
- Use of Computers in cataloguing, OPAC, Web-enabled OPAC.
- Centralized and co-operative cataloguing-Library of Congress, OCLC Inc, RLIN;

Paper – IV B: Knowledge Organisation – II (Practice)
Full Marks – 50
Final Exam – 40 + Sessional Test / Assignment: 10

- Preparation of basic catalogue entries according to CCC (5th Ed. 1964 with amendments);
- Preparation of Catalogue entries of books and serials (with analytical entries) by using AACR 2R and
- Preparation of Catalogue entries of books and serials in regional languages by using AACR 2R;
- Preparation of subject entries by assigning subject headings from LCSH / SLSH;

Paper – V: Information Sources and Services (Theory)
Full Marks – 75
Final Examination – 60 + Sessional Test / Assignment: 15

UNIT – 1: Reference and Information Sources
- Types and Importance;
- Documentary Sources : Primary, Secondary and Tertiary ; AV Materials;
- Non-documentary Sources : Institutional and Human Sources;
- E-Information Sources; Meaning, Scope, Types and Characteristics;
- Indian Reference Sources with particular reference to Bengali language;

UNIT – 2: Information Users
- Users and Non-users: Characteristics;
- Users in different types of Libraries and Information Centres;
- Users Study: Types and Techniques;
- Users Needs: Different Approaches;
- User Education: Objectives, Types and Programmes.

UNIT – 3: Organization of Information
- Abstracting and Abstract : Meaning, Types and Methodology of preparation of abstract;
- Indexing Language: Controlled Vocabulary, Syntax and Semantics;
- Subject Indexing: Concepts, Purposes, problems and general principles;
- Assigned and Derived Indexing; Pre- and Post-Coordinate Indexing: Chain indexing, Uniterm; Keyword Indexing.

UNIT – 4: Reference and Information Services

- Reference, Referral, Documentation and Information Services : Definition, Need, Characteristics and Differences;
- Short-range and Long-range Reference Services;
- Reference Processes : Reference Interview, Information Query and Search Strategy;
- Current Awareness Services and SDI Service, Abstracting and Indexing Services;
- Translation Services;
- Document Delivery Services, Inter Library Loan;
- E-information Sources: Meaning, Scope, Types and Characteristics.

UNIT – 5: Information Systems and Centres
- Library as an information system;
- Information Systems and Networking : Meaning, Importance and Structure;
- Structure and Services of International and National Information Systems and Networks like AGRIS, INIS, NISSAT, CALIBNET, INFLIBNET DELNET, etc.
- Information Centres and Information Analysis Centres : Meaning and Functions;
- Objectives and Services of ASLIB, IFLA, NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR.

Paper – VI A: Information Sources (Practice)

Full Marks – 50
Project Examination – 40 + Viva-voce – 10
Project 1: **Study of Reference Tools (25 marks + 05 marks for viva-voce)**
Each student is required to submit a project on Study of reference and Information Sources using a prescribed format for evaluation and viva-voce.

Project 2: **Answering specific reference questions (15 marks + 05 marks for viva-voce)**
Each student is required to submit a project on answering specific reference questions consulting different types of ready reference sources for evaluation and viva-voce.

Paper – VI B: Information Services (Practice)

Full Marks – 50
Project Examination – 40 + Viva-voce – 10

Project 1: Study of Subject (15 marks + 05 marks for viva-voce)
Each student is required to carry out a brief study of subject in prescribed proforma on which the secondary information product/services will have to be prepared and submitted for evaluation and viva-voce;

Project 2: Preparation of a secondary information product/services (25 marks+05 marks for viva-voce)
Each student is required to submit a project on the preparation of secondary information product/services like Current Awareness List/ Bibliography/ Local Documentation List/ Press Clippings/ Indexing and Abstracting bulletins/ Directories etc. for evaluation and viva-voce.

Paper – VII: Library Automation and Networking (Theory)

Full Marks – 75
Final Examination – 60 + Sessional Test / Assignment: 15

UNIT – 1: Fundamentals of Computers
- Characteristics and classification of computer;
- Hardware: System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices);
- Overview of Data Representation in Computer;
- Software: System software – Operation System: Single and multi-user system, features of MS-DOS, windows and Linux;
- Application software packages.

UNIT – 2: Programming Language and Database Management System (DBMS)
- Definition, scope and use of programming languages
- Types of programming languages: machine language, assembly language and high level language;
- Programme Development Tools: Translator, Assembler, Interpreter, Compiler, Device Driver;
- DBMS: Concept, scope, purpose and advantages; Entity, attributed and properties; Field, record and database;

- Features of DBMS packages: Dbase III+ and WINISIS;
- Mark up Languages.

UNIT – 3: Computer Networks and Distributed Information System
- Computer networks – Definition, scope, purpose, features and advantages;
- Types of network – LAN, MAN and WAN
- Internet – Origin, development, architecture, connection options;
- Internet in India – GIAS of India, Indian ISPs and connection options;
- Internet addressing system – IP address and domain name system;
- Web retrieval tools – subject directories, search engines and meta search engines;
- Use of internet technologies and tools in library and information services.

UNIT – 4: Library Automation
- Areas of library automation, Procedural model of library automation;
- Automation of housekeeping operations – planning and implementation;
- Computerized acquisition and cataloguing subsystems, OPAC and Web-enabled OPAC;
- Computerized serials control subsystem;
- Computerized circulation and maintenance subsystems;
- Library automation software;
- Digital Library.

Paper – VIII A: Library Automation and Networking (Practice) –I

Full Marks – 50
Final Examination –40 + Sessional Test / Assignment: 10

Unit 1: MSDOS, Windows 9.x, Windows XP and Windows Advance Server;
Unit 2: Office Management Software Group: Ms-Access
Unit 3: SQL Basic;
Unit 4: CD-ROM and Online Database Searching;
Unit 5: Internet Searching and Downloading;

Paper – VIII B: Library Automation and Networking (Practice) –II

Full marks: 50
Section A: Full marks – 25 (Final Exam: 20 + Sessional Test / Assignment: 05)
Section B: Full marks – 25 (Final Exam: 20 + Sessional Test / Assignment: 05)

Section – A
Preparation of bibliographic database of books and serials according AACR 2R (output format) by utilizing MARC 21 Bibliographic standard, WINISIS and ISIS MARC software

Section – B
Unit 1: Web page Development;
Unit 2: Library Automation Software – Operation Level Tasks (SOUL/ KOHA/ WEBLIS).

Paper – IX: Field Survey

Full marks – 50
Project 1: Full Marks – 25 (Report Exam: 20 + Viva-voce: 05)
Project 2: Full Marks – 25 (Report Exam: 20 + Viva-voce: 05)

Project 1: Users' Survey
  Each student is required to carry out a survey of a community or a specified group of information users and to submit the report for evaluation and viva-voce.

Project 2: Library Survey
  Each student is required to carry out a survey of a specified library / group of libraries / information centre(s) and to submit the report for evaluation and viva-voce.

TRIPURA UNIVERSITY
Department of Library and Information Science

Structure of the Syllabus for **B. Lib. & I. Sc.** Course

Semester I				Semester - II			
Papers	**Full Marks**	**Sessional Test/Assignments/Project**	**Final Exam. Marks**	**Papers**	**Full Marks**	**Sessional Test/Assignments/Project**	**Final Exam. Marks**
I A: Library, Information and Society – I	50	10	40	I B: Library, Information and Society – II	50	10	40
II A: Management of Libraries and Information Centres – I	50	10	40	II B: Management of Libraries and Information Centres –II	50	10	40
III A: Knowledge Organisation – II (Theory)	50	10	40	III B: Knowledge Organisation – I (Practice)	50	10	40
IVA: Knowledge Organisation – II (Theory)	50	10	40	IVB: Knowledge Organisation – II (Practice)	50	10	40
V: Information Sources And Services (Theory)	75	15	60	VI A: Information Sources (Practice)	50	....	50
VII: Library Automation and Networking (Theory)	75	15	60	VI B: Information Services (Practice)	50	10	40
VIIIA: Library Automation and Networking (Practice) – I	50	....	50	VIII B: Library Automation and Networking (Practice) – II	50	10	40
				IX : Field Survey	50	....	50
TOTAL	**400**	**70**	**330**	**TOTAL**	**400**	**60**	**340**