

**SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**



**SYLLABUS EFFECTIVE FROM: 2017-18
Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: I**

Paper Code: UA01CLIB21	Total Credit: 5
Title of Paper: Knowledge Organization, Information Processing & Retrieval (Library Classification – Theory)	

Unit	Description in detail	Weightage (%)
I	<p>Library Classification: Meaning , need and purpose & Functions Knowledge classification and Document classification</p> <p>Normative principles: Basic laws Five Laws of Library Science and their Implications Cannons: Idea plane, Verbal plane and Notational plane</p> <p>Formation, Structure and development of Subjects.</p>	25
II	<p>Spices of classification scheme: Enumerative classification (EC) Almost enumerative classification (AEC) Rigidly faceted classification (RFC) Freely faceted classification (FFC)</p> <p>Brief study of major schemes: DDC, UDC and CC</p> <p>Notation: Definition, types, quality and functions</p>	25
III	<p>Five fundamental categories PMEST Postulates pertaining to fundamental categories</p> <p>Isolates: Common isolates Special isolates Devices</p> <p>Phase relation: Phase Intra-facet Intra-array</p>	25
IV	<p>Computer & Classification New trends & development</p>	25

Basic Text & Reference Books:-

- AGGARWAL (D S). Lectures En Universe of Knowledge. Delhi: Academic, 1985.
- BAVAKUTTY (M). Canons of Library Classification. Trivandrum: Kerala Library Association, 1981.
- SAYERS (Berwick W C). An Introduction to Library Classification. London: Grafton and Co., 1958.
- British Standards Institute. Universal Decimal Classification. London: Bsi, 1988.
- BUCHAN (Brain). Theory of Library Classification. London: Clive Bingley, 1979.
- CHAN (Lois Mai). Cataloguing and Classification: An Introduction. New York: Mc Graw Hill, 1985.
- COMAROMI (John P) and SATIJA (M P). Exercises In The 20th Ed. of The Dewey Decimal Classification. Delhi: Sterling, 1990.
- CUTTER (C A). Cutter- Sanborn. Figure Author Table.
- DEWEY (Melvil). Dewey Decimal Classification. 19* Ed.
- DHYANI (P). Guide to DDC. New Delhi: Metropolitan.
- FOSKETT (A C). The Subject Approach to Information. 4th Ed. London: Civil Bingley, 1982.
- FOSKETT (A C). The Universal Decimal Classification: The History, Present Status and Future Prospects of a Large General Classification Scheme. London, Dive Bingley, 1973.
- KRISHAN KUMAR. Theory of Classification. Delhi: Vikas, 1991.
- KAULA (P N). Treatise on Colon Classification. Delhi: Sterling, 1985.
- KUMAR (P S G). Practical Guide to DDC 20. Nagpur. Datisene, 1990.
- LANGRIDGE (Derek). Aesraash to Classification for the Students of Librarianship, London: Clive Bingley. 1973.
- MALTBY (A). Sayers Manual of Classification for Librarians. 5th Ed. London: Andre Deutsch, 1975.
- MILLS (J). Modem Outline of Library Classification, Bombay, Asia, 1952.
- MILLS (J). Universal Decimal Classification. Rutgers State University, 1986.

- NEEDHAM (C D). Organizing Knowledge in Libraries: Introduction to Library Classification and Cataloguing. 2 Ed. London: Andre Deutsch, 1971.
- OHDEDAR (A K) and SENGUPTA (B). Library Classification. Calcutta: World Press, 1977.
- PALMER (B I) and WELLS (A J). Fundamentals of Library Classification. London: George Allen and Unwind.
- PARKHI (R S). Decimal Classification and Colon Classification in Perspective. Bombay: Asia, 1964.
- PHILIPS (W H). Primer of Book Classification, London, the Library Association, 1953.
- RANGANATHAN (S R). Descriptive Account of Colon Classification. Bombay: Asia, 1976.
- RANGANATHAN (S R). Elements of Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment. 1967.
- RANGANATHAN (S R). Prolegomena to Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment 1967.
- RANGANATHAN (S R). Colon Classification, 6th Ed. (With Amendments) Bombay: Asia, 1968.
- RANGANATHAN (S R). Colon Classification, 7th Ed. Revised and Edited By Magopinath. Bangalore: Sarada Ranganathan Endowment for Library Science, 1987.
- RAJU (A A N). Decimal, Universal Decimal and Colon Classification.
- SACHDEVA (M S). Colon Classification Theory and Practice Delhi, Sterling, 1983. .
- SEWA SING. A Practical Manual of Colon Classification 7 Ad. Bombay: Jaieo House, 1990.
- SRIVASTAVA (A P). Theory of Knowledge Classification In Libraries, New Delhi, Laxmi, 1964.

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Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: I
Syllabus with effect from: June 2017/2018

Paper Code: UA01CLIB22	Total Credit: 5
Title of Paper: Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Theory)	

Unit	Description in detail	Weightage (%)
I	Library Catalogue: Definition, need, objectives and functions Library Catalogue and similar other tools Bibliographies, Publishers Catalogue, Accession list, and Shelf list Development of cataloguing codes Types of Library Catalogues: Physical /Outer forms Conventional forms (Book Sheaf, Card and Computerized Catalogues) Non conventional forms (Visible Indexing and Microforms) Inner forms Dictionary Catalogue, Classified Catalogue and Alphabetic- Classified Catalogue	25
II	AACR-2 (Revised Edition) and CCC 5th Edition. (Introductory) Different types of catalogue entries and their functions: Main Entry, Added Entries Reference Entries: Cross Reference Entry and Cross Reference Index Entry Elements of information in each type of entries Rules for filing of catalogue entries – Basic concept Normative Principles: Laws, Canons, Principles	25
III	Subject Cataloguing: Concept, purpose Subject Indexing: Meaning, Need, Purpose and Objectives Library of Congress Subject Heading Sears list of Subjects Heading Chain Procedure	25
IV	Centralized Cataloguing: Meaning, Objectives and Forms Union Catalog: Definition, use and functions Recent trends in cataloguing: Impact of IT on cataloguing OPAC (web based catalogues) WorldCat Machine- Readable Cataloguing (MARC) Functional Requirement of Bibliographic Recording (FRBR) Resource Description and Access (RDA)	25

Basic Text & Reference Books:-

- Anglo-American Cataloguing Rules 2nd Ed. Chicago: ALA and Library Association, 1978.
- AMERICAN LIBRARY ASSOCIATION. ALA Rules for Filing Catalog Cards. Chicago: ALA, 1968.
- CHAKRABARTI (A R) and CHAKRAARTH (B). Indexing: Principles, Process and Products. Calcutta: World Press, 1993.
- CHAPMAN (LIZ). How to Catalogue: A Practical Handbook Using AACR 2 and Library of Congress. London: Dive Bingley, 1984.
- CHAU (Lois Mai). Cataloguing and Classification: An Introduction. New York: McGraw Hill, 1995.
- COATES (E J). Subject Cataloguing: Processing and Structure. London: Library Association, 1960.
- COLLISON (Robert L). Indexes and Indexing. 3rd Ed. London: Earnest Benn, 1969.
- CUTTER (Charles A). Rules for A Dictionary Catalogue. London: Library Grafton & Co. 1949.
- DOLBY (J L). Computerized Library Catalogues: Their Growth, Cast and Utility. Cambridge: M.IT. Press, 1969.
- GIRJA KUMAR and KRISHAN KUMAR. Theory of Cataloging. 5th Ed. New Delhi: Vikas, 1988.
- GUHA (B). Documentation and Information: Services, Techniques and Systems. 2nd Revised. Calcutta, World Press, 1983.
- HUNTER (E J), and BAKEWELL (KGB): Cataloguing. London: Clive Bingley, 1983.
- HUNTER (E J). An Introduction to AACR 2. London: Clive Bingley.
- HUNTER (E J). Examples Illustrating AACR- II 2nd Ed. New Delhi: Oxford, 1980
- HUNTER (E J). Computerized Cataloguing, New York: Philosophical Library, 1986.
- KRISHAN KUMAR. An Introduction to Cataloguing Practice. Delhi: Vikas, 1985.
- MANN (Margaret). Introduction to Cataloguing and Classification of Books. 2nd Ed. Chicago: ALA, 1943.
- RANGANATHAN (S R). Heading and Canons: Comparative Study of Five Catalogue Sotas. Madras: Viswanathan, 1955.
- RANGANATHAN (S R). Classified Catalogue Code With Additional Rules for Dictionary Catalogue Code. 5th Ed. Bombay. Asia, 1964.
- ROWLEY (Jennifer E). Organizing Knowledge. Alders Hot Gower, 1967.
- RAJAN (T N), Ed. Indexing Systems: Concepts, Models and Techniques. Calcutta: JASLIC, 1981.

- RANGANATHAN (S R). Cataloguing Practice. 2nd Ed. Bombay: Asia, 1974.
- SHARP (Henry A). Cataloguing: A Textbook for Use In Libraries, 5th Ed. Bombay: Allied, 1964.
- SENGUPTA (Benoyendra). Cataloguing: A Textbook for Use In Libraries. 5th Ed. Bombay: Allied, 1884.
- Sear's List of Subject Headings. 17th Ed. New York: H.W. Wilson, 2000.
- SHERA (Jesse H) and EGAN (Margaret), Ed. The Classification Cataloguing Basic Principles and Practices. Chicago: ALA, 1956.
- VISHWANATHAN (C G). Cataloguing: Theory and Practice. 5th Ed. Lucknow: Print House, 1983.
- WELUSCH (M Hans H). The Precip Index System: Principles, Applications and Prospects. New York, H. W. Welson, 1977.

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(Full Time) - Semester: I
Syllabus with effect from: June 2017/2018

Paper Code: UA01CLIB23	Total Credit: 5
Title of Paper: Knowledge Organization, Information Processing & Retrieval (Library Classification – Practical)	

Unit	Description in detail	Weightage (%)
I	Classification of Document Using 21st Edition of DDC & CC 6th Edition Construction of Class Number for Documents representing simple subject Construction of Class Number for Documents having common isolates Construction of Class Number for Documents representing Compound subject Construction of Class Number for Documents representing Complex subject	70
II	Assigning The Book Number	30

Basic Text & Reference Books:-

- RANGANATHAN (S R). Colon Classification. 6th ed. Sarda Ranganathan for Library Science, Bangalore, 1960.
- DEWEY (Melvil). Dewey Decimal Classification 21st ed. 4 Vols. New York, Forest Press, 1996.

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Programme & Subject: BLISc (B.Lib. & Inf. Sc.)
(Full Time) - Semester: I
Syllabus with effect from: June 2017/2018

Paper Code: UA01CLIB24	Total Credit: 5
Title of Paper: Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Practical)	

Unit	Description in detail	Weightage (%)
I	Cataloguing of documents Using AACR-II Cataloguing of simple documents Cataloguing of multi volumes & complex documents Cataloguing of periodicals Cataloguing of monographs, None Book Material	70
II	Assigning subject heading using: Chain Indexing Sears list of Subject Heading	25
III	Online Cataloguing Metadata Copy Catalogue Demonstration of World Cat, FRBR	5

Basic Text & Reference Books:-

- Anglo-American Cataloguing Rules: 2nd rev. ed. London: Library Association, 1998.
- Sears List of subject Headings: 17th Ed. New York: Wilson. 2000.
- HUNTER (Eric J). Examples illustrating, AACR-2 (1988) revision London: LA, 1989
- HUNTER (Eric J). Examples illustrating AACR-2 (1988) revision.
- MAXWELL (Margarates F). Handbook for AACR-2 (1988) revision. Chicago: ALA 1989
- KRISHAN KUMAR: An introduction to AACR-2 New Delhi: Vikas. 1990.
- SEHGAL (R L). Cataloguing manual-AACR-2 New Delhi: Ess Ess.
- Anglo American Cataloguing Rules, 2nd rev. ed. London: L.A. 1988

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(Full Time) - Semester: I
Syllabus with effect from: June 2017/2018

Paper Code: UA01ELIB21	Total Credit: 5
Title of Paper: Foundations of Library and Information Science (Theory)	

Unit	Description in detail	Weightage (%)
I	Social and historical Foundations of library India-Ancient period, Medieval period, Present Period (Before & After Independence) Library as a social institution: Objectives & Functions Role of Library in formal and Informal Education	25
II	Five laws of Library science Relevance of five laws in Information Technology (IT) environment	25
III	Press & Registration act Delivery of book act Copyright act Censorship Right to Information act	25
IV	LIS Education: Historical Development of Library Education: India, UK, & USA Latest trends in LIS Education and Research Library as a Profession: Professional ethics Library association: Indian Library Association (ILA) International Federation of Library Associations and Institutions (IFLA) Gujarat Granthalaya Seva Sangh (GGSS) Extension Activities	25

Basic Text & Reference Books:-

- BUNCH (Allan). The Basics of information Work. London, Clive Bingley, 1984.
- GARDNER (Frank M). Public Library Legislation: A Comparative Study, Paris, UNESCO, 1971.
- GEORGE (K M), Ed. Indian Libraries: Trends and Perspectives. Calcutta: Orient Longmans, 1988.
- HARRISON (Colin) and BEENHAM (Rosemary). The Basics of Librarianship. London, Clive Bingley, 1987.
- HESSEL (A). History of Libraries. Tr. By Reuben Prose, N. Y. Scarecrow Press, 1985.
- INDIA, EDUCATION (Ministry of): Report of the Advisory Committee for Libraries. Delhi, Manager of Publications, 1959.
- KHANNA (J K). Library and Society. Kurukshetra, Research Publication, 1967.
- KRISHNA KUMAR. Library Organization. Delhi: Vikas, 1986.
- KUALA (P N). National Library of India, A Critical Study, 1971.
- KUMAR (PSG), Ed. Indian Encyclopedia of Library and information Science. New Delhi: S. Chand & Co., 2091.
- MAHAPATRA (P K). Library and information Science - An introduction. Calcutta, Word Press 1989.
- MARSHAL (D N). History of Libraries: Ancient and Medieval. New Delhi, Oxford & IBH, 1983.
- MITTAL (R L). Library Administration: Theory & Practice. 5th Ed. Delhi: Metropolitan, 1984.
- MURISON (W A). Public Library: Its Programme and Purposes and Significance As Social institution. 2nd Ed. London: Harp, 1971.
- MANGLA (P B), SARDANA (J L) and MOHINDER SINGH, Ed. Fifty Years of Librarianship in India, Delhi: ILA, 1983.
- MUKHERJEE (A K). Librarianship: Its Philosophy and History. Bombay, Asia. 1966.
- FOSKETT (D C). information Services in Libraries. London, Crosby Lockwood, 1988.
- RANGANATHAN (S R), Ed. Book Service for All, En informational Survey, Bombay, Asia, 1969.
- RANGANATHAN (S R). Five Laws of Library Science. Bombay, Asia 1963.
- RANGANATHAN (S R). Indian Library Manifesto. N. Delhi, ABC Publication, 1991.
- RANGANATHAN (S R). National Library Grid for Libraries, 1972.
- RANGANATHAN (S R). Indian Library Manifesto, ABC Publication, 1991.
- RANGANATHAN (S R). A Librarian Looks Back- An Autobiography, 1972.
- ANGANATHAN (S R). Preface to Library. Delhi: University «F Delhi. 1948.

- RANGANATHAN (SR) and NEELAMGHAM (A), Ed. Public Library System. Bangalore: Sarada Ranganathan Endowment for Library Science, 1972.
- ROUT (R K). Library Legislation in India. Now Delhi: Reliance, 1991.
- SANDY (NORMAN), Ed. Copyright in Further and Higher Education Libraries. 4th Ed. London: Facet Publishing, 1999.
- SHARMA (Pandey S K). Library and Society. 2nd Rev. & Onl. Ed. N. Delhi: Ess Ess 1992.
- SHARMA (Pandey SK). Development of Public Libraries in India. New Delhi: Ess Ess.
- SHERA (J H). Sociological Foundations of Librarianship. Bombay: Asia 1970.
- SHERA (JH). The Foundations of Education for Librarianship. Bombay: Asia, 1970.
- THOMPSON (James). A History of the Principles of Librarianship. London, Clive Bingley, 1977.
- UNESCO. National Libraries: Their Problems and Prospects. Paris, UNESCO, 1988.
- VASHISTHI (CP), Ed. Library Movement and Library Development in India. Delhi: ILA, 1994.
- VENKATAPPALAH (V). Library Legislation in India. 2 Volumes, 1990.
- WALLANCE (Sarah Leslie). So You Want to Be Librarian. New York: Harper & Row, 1962.
- WHITE (Carl M), Ed. Bases of Modern Librarianship. New York: Pergamon, 1984.
- WILSON (Louis) and TAUBER (Maurico F). University Library. New York: Columbia University Press .