NATIONAL UNIVERSITY



Syllabus

Subject: Library and Information Science

Three Year B.A. Pass Course

Effective from the Session: 2013–2014

National University

Syllabus for 3 year B.A. Pass Course

Subject: Library and Information Science

Session: 2013-14

Paper Code	Paper	Paper Title	Marks	Credits
First year				
113801	Paper-I	Basics of Library & Information Science	100	4
113803	Paper-II	Documentation and Information Retrieval	100	4
Second year				
123801	Paper-III	Library Management	100	4
123803	Paper-IV	Application of ICT in Libraries & Information centres	100	4
Third year				
133801	Paper-V	Organization of Knowledge-Cataloguing and Classification (Theory)	100	4
133802	Paper-VI	Practical Organization of Knowledge Cataloguing & Classification Application of ICT in Libraries & Viva	100 (30+30) (20+20)	4
		Total =	600	24

Detailed Syllabus
First Year

Paper Code	Paper	Paper Title	Marks	Credits
113801	Paper-I	Basics of Library & Information Science	100	4

Unit-1: Concepts of Library, Librarianship and Library Science; Philosophies, Ethics, and Principles of Librarianship; Nature, scope and functions of library science; Role of the Library in Formal and Informal Education;

Unit-2: History of books and libraries, Ancient and Modern Libraries, Origin of writing, Early printing; Five Laws of Library Science – Implications – Examples ; Librarianship as Profession; Library as a Social Institution; Community Information Services, Role of the Library towards digital Bangladesh; Library education in Bangladesh;

Unit-3: Different types of Libraries: National, Public, Academic, and special; their Objectives, Functions, Services; National & International Organizations & Associations: LAB, BALID, IFLA, FID, CILIP, ALA, ILA, SLA, PLA, UNESCO, and NISCAIR: their Objectives, Functions and Activities;

Unit-4: Concepts of Information and Information Science; Meaning, objectives and scope of information science; Source of information, types of information; Distinction between information and reference service, referral service and document delivery service;

Unit-5: Categories of services provided by Libraries and Information Centres; effective use of Library and/or Information institutions; Tools for exploring information resources and their uses: catalogue, bibliography, index, abstract, reference materials, computer databases, etc.

Select Reading:

1. Ahmad. Md. Nasiruddin Society, libraries and communication. Dhaka.
2. Apostle, Richard & Raymond, Boris. *Librarianship and the information paradigm*. London: Scarecrow, 1997.
3. Dilli, K.T. *Basics of library and information science.*
4. Esperanza, M.A.C. *Library and information science: emerging trends.*
5. Harris, Michael H., Hanna, Stan A. & Harris, Pamela C. *Into the future: The foundation of library and information services in the post-industrial era*. 2nd ed. Greenwich, CT: Ablex Publishing,
6. Harrison, Colin. *The basis of librarianship.* 2nd ed. London: Clive Bingley, 1985.
7. Kausal, Mandira. *Dynamics of information and library science.*
8. Johnson, Elmer D. Communication: an introduction to the history of writing, printing, books and libraries, Metuchen, N. J.: Scarecrow Press.
9. Khanna, J. K. *Library & Society*. Kurukshetra : Research Publications, 1987.
10. Mithal, R. L. *Library Administration : Theory & Practice*. 5th Ed. Delhi : Metropolitan, 1984.
11. Ranganathan S. R. *Five Laws of Library Science*. Delhi : UBS, 1957.
12. Samshul Haque. Bengali Books on History of Library

Paper Code	Paper	Paper Title	Marks	Credits
113803	Paper-II	Documentation and Information Retrieval	100	4

Unit-1: Documentation definitions and development, aims, scope, types: active and passive, documentation work and services, distinctions and relationships among documentation, librarianship and information science;

Unit-2: **Information retrieval** definition, types, different methods of information retrieval (IR), processes of R, current trends and traditional methods towards IR. Evolution of IR

Unit-3: Methods of providing documentation services: CAS, SDI, abstract, index bulletins, digest, information analysis; Documentation and information services in Bangladesh with special reference to BANSDOC, BIDS, ICCDDR,B, AIC, etc.;

Unit-4: Definition, types, functions and importance of **Bibliography**; Methods of preparing bibliography, National Vs. Trade Bibliography; Bangladesh National Bibliography; Definitions, types, functions and importance of **index and abstract**; index Vs. abstract;

Unit-5: Definition, scope, importance of **reference services**, Example and details of some reference materials-Dictionary, Encyclopedia, Yearbooks, Directory, Reviews; Differences between Reference book Vs. General book;

Recommended books:

A. Text books

1. Cobinas. Herbert. Librarianship and documentation.
2. Guha, b. Documentation and information retrieval.
3. Sharp, F.R. some fundamentals of information retrievals.
4. Sharp, John. Information retrieval. Notes for students.
5. Sengupta. B. And chatterjee. M. Documentation and information retrieval.

B. Reference books:

1. Bunch, allan. The basics of information work.
2. Foskett, D.G. pathways for information books and libraries in information ages.
3. Lancastester. F.w. Information retrieval system.
4. Rowley, Jenifer. Mechanized in house information system.
5. Rowley. J.E and turner. C.M.D. the dissemination of information.
6. Vickery, B.C. techniques of information.
7. Abdus Salam, Md.: Bibliography & information Science
8. Azizul Hakim, Md.: Bibliography & documentation, Dhaka: Dhaka University Press.

Second Year

Paper Code	Paper	Paper Title	Marks	Credits
123801	Paper-III	Library Management	100	4

Unit-1: Definition, objectives, scope, principles in general; elements of library management (POSDCORB);

Unit-2: Organizational structure of different library systems and services; Aims and objectives of management in different types of libraries: National, Public, Academic and Special Libraries;

Unit-3: Definition, types, structure, functions and responsibilities of Library Committee

Unit-4: Internal organization of library operations: Acquisition, technical services, reader's services, reference services, charging systems. Inter-library cooperation: Definition, aims and objectives,

Unit-5: Financial management: Sources of income and heads of expenditure, budgeting procedure, preparation of annual report,

Recommended Books:

A. **Text Books:**

1. Bryson, Jo. Effective Library and Information Center Management. Aldershot, Gower, 1990.
2. Corbett, Edmund. Fundamentals of Library and Administration: a practical guide.
3. Cowley, John, Personnel Management in Libraries. London, Bingley, 1982Holroyd, Gileen, Studies in Library Management, vol.1-4
4. Mital, R.L. Library Administration: theory and practice.
5. Noragh Jones & Peter Jordan. Staff management in library and information work. Aldershot: Gower,1982.
6. Pijush Kanto Mahapatra: Library Management
7. Taylor, L. J. A Librarians Handbook, vol. 2.
8. Thnley, Macolm F. Reader in Library Management.
9. Underwood, Peter G. Managing Change in Libraries and Information Services: a systems approach. London, Clive Bingley, 1990.
10. Voughan, Anthony. Studies in Library Management, vol. 2-5.
11. Ali ahmead, A.D.M.: Bengali Books on Library Administration & Management.

Paper Code	Paper	Paper Title	Marks	Credits
123803	Paper-IV	Application of ICT in Libraries & Information centres	100	4

Unit-1: Definition and History of ICT; Use of ICT in Library and Information institutions; Introduction to various ICT tools: satellite, fax, telex, videotext, e-mail, internet, etc.

Unit-2: Definition of Data, Information, Bit, Byte, Character, Field, Record, File, Database, Databank, Data structure, Data communication, information sharing etc.;

Unit-3: Computer as a system and its processing, its components. Generation of computer, Types of computer, Hardware and software

Unit-4: Input devices, Central processing unit (CPU), Output devices, Primary and secondary storage device

Unit-5: Program Vs. Software, Classification of software, Library software; Existing situation, problems and prospects of using ICT in Libraries and Information centres;

Recommended Books:

1. Cooper, M.J. What computers can do: a guide for the plainsman.
2. Gliem, G.A. programme flow-charting.
3. Hipgrave, Richard. Computing terms and acronyms a dictionary.
4. Honter, Eriu. The "ABC of BASIC: an introduction to programming for librarians.
5. Price, W.T. Introduction to data processing.
6. Mahabubur Rahman & Reza, k.M. Ali. Internet. Dhaka Cistech Publications; Bengali Books.

7. Luthfur Rahman, Mohammod. & Shahid Md. Hasan. Computer Science; Bengali Books.

Third Year

Paper Code	Paper	Paper Title	Marks	Credits
133801	Paper-V	Organization of Knowledge-Cataloguing and Classification (Theory)	100	4

CLASSIFICATION (THEORY)

Unit-1: Definition, Purpose and Functions of classification Principles of Classification; Book Classification;

Unit-2: Criteria of a good classification and construction of a classification scheme. Brief introduction to major Classification Schemes;

CATALOGUING (THEORY)

Unit-3: Definitions, purposes, objectives, and functions of catalogue; Importance and characteristics of catalogue; Catalogue Vs bibliography. Duties and responsibilities of a cataloguer in Information institutions;

Unit-4: Historical and theoretical foundations, Physical forms & Inner forms, Entries – formats, types and their functions;

Unit-5: Elements of catalogue entry, Bibliographical/technical reading, Subject headings, general rules & procedures of cataloguing. Call Number and its structure;

Reference Books:

1. Mann. Margaret. Introduction to Cataloging and Classification of books.
2. Hunter, Eric J. & Bakewell. K.G.B. Cataloguing.
3. Akers, Susan grey. Simple library Cataloguing.
4. Sayers, W.C. Berwick. A Manual for Classification of libraries and bibliographers.
5. Sayers, W.C. Berwick. A manual for Classification: theoretical, historical and practical with reading, exercises and examination papers.
6. Md. Abdus Salam. Classification (Practical).
7. A.D. M. Ali Ahmmad. Classification-theory, (Bengali Book).

Paper Code	Paper	Paper Title	Marks	Credits
133802	Paper-VI	Practical Organization of Knowledge Cataloguing & Classification Application of ICT in Libraries & Viva	100 (30+30) (20+20)	4

Group-A: Classification (Practical) **Marks: 30**

Dewey Decimal Classification (DDC): Use and application, Subject determination, Use of tables and index, Number Building and analysis in DDC.

Recommended Works:

1. Batty, Cd. An introduction to 19th edition of DDC. New York: forest press 1999.
2. Dewey decimal classification and relative index. Revised Melvil Dewey 19th ed. Albany, N.Y. Forest press 1979.
3. Manual of the use of the Decimal Classification edition 19. By John P. Comarami and others. New York: Forest, 1989.
4. Saiful Islam, K.M. Number building in Dewey Decimal Classification, 19th and 16th editions, a practical manual, Dhaka, Khan and Sons, 1990.
5. Abdus Salam: Practical Classification (Bengali).

Group-B: Cataloguing (Practical) **Marks-30**

Analysis and practical application of cataloguing rules; AACR-2, the Sears list of subject headings (13th edition), and library of congress subject headings, call numbers, etc.

Indention and spacing on skeleton card: Title and statement of responsibility area; edition area; material (or type publication) of responsibility area; publication, distribution, etc.

Books Recommended

Anglo-American Cataloging Rules, 2nd Edition.

Carman Rovira and Carolini Reyes (Ed). Sears' List of Subject Headings.

Saiful Islam, K.M. (Dr). A Code for Cataloguing and Indexing Bangladeshi Muslim, Hindu and Buddhist Names, (PhD. Thesis).

Saiful Islam, K.M. (Dr). Essentials of cataloging and classification.

Group-C: Application of ICT in Libraries (Practical) **Marks-20**

MSWORD 2007/XP/Creating Document and Table, Editing, formatting and printing;

Group-D: Viva Voce Marks-20
(Comprising A, B & C Group)