

Library and Information Science

B.A./B.Sc.: Elective and Optional

Outlines of Tests

<u>Paper</u>	<u>Title of Course</u>	<u>Marks</u>
A	Theory+ Practical	75+25= 100
B	Theory+ Practical	75+25= 100
	Total	200

Syllabi and Courses of Reading

PAPER A : LIBRARY SCIENCE

Marks: 100

1. Introduction to Libraries

- (a) Definition of Libraries
- (b) Types of Libraries
- (c) Objectives of Libraries
- (d) Various Sections of Libraries
- (e) Importance of Libraries in Education and Society
- (f) Role of Librarian

2. History of Books and Libraries

- a) History of books from ancient to present Library development in the Subcontinent
- b) Important libraries of Pakistan

3. Library Materials

- a) Printed Materials
 1. Books
 2. Periodicals
 3. News Papers
 4. Manuscripts
 5. Reports
 6. Thesis
 7. Documents
- b) Non-Printed Materials
 1. Audio-Visual materials.
 2. Microforms
 3. Motion Pictures Cassette
 4. Audio and Video
 5. Models
 6. Floppy Disc and CDs

4. Bibliographical Description of Printed Materials

- a) Meaning and definition of bibliography
- b) Scope and importance of bibliography

Bibliographical Description

- a) Books
- b) Journals
- c) News Papers

5. Classification

- a) Meaning and definition of classification
- b) Purpose of classification
- c) Brief introduction to important Classification Schemes
- d) Introduction to Dewey Decimal Classification Scheme
- e) Schedules, Index, Summaries of DDC 21st edition

f) Assigning call number

Classification Practical

Marks: 25

- 1) Assigning classification numbers to Books according to DDC, 21st ed. up to 3rd summary.
- 2) Viva Voce and Practical Note Book.

PAPER B: B.A. LIBRARY SCIENCE

Marks: 100

1. Acquisition of Library Material

- a) Meaning and definition
- b) Principles of book selection and book selection tools
- c) Accessioning library materials

2. Cataloging

- a) Meaning and definition of cataloguing
- b) Scope and purpose of cataloguing
- c) Kinds and forms of Catalogue
- d) Elements of Main Entry Cards and added entries

Subject Headings

- e) Types of Headings and Key Words
- f) Arrangement of catalogue cards
- g) Introduction to AACR-2

Cataloguing Practical

Marks: 25

3. Reference Sources

- a) **Printed Reference Sources**
 1. Dictionaries
 2. Encyclopedia
 3. Yearbooks
 4. Bibliographies
 5. Indexes
 6. Abstracts
 7. Directories
 8. Periodical Directories
 9. Guides to Literature
 10. Books about Dates
 11. Biographical Sources
 12. Geographical Sources
- b) **Electronic Sources**
 1. Databases
 2. CDs
 3. Online Sources
 4. Websites

4. Reference Services

- a) Supervision
- b) Instruction
- c) Guidance
- d) Information
- e) Storage and retrieval
- f) Bibliography
- g) Evaluation

5. Computer in Libraries

- a) Introduction to computer
- b) Components of computer
- c) Hardware and Software
- d) Input and output devices
- e) Meaning and definition of Library Automation

- f) Role of computer in Acquisition, Classification, Cataloguing and Circulation of Books.
- g) Advantages and Disadvantages of Library Automation.

Books Recommended

1. Anglo American Cataloguing Rules 2nd revised edition, New Delhi, Oxford & IBH Publishing, 1988
2. Borgan, G.E. and Buck, J.T. Using Libraries Effectively. California: Dickenson, 1969.
3. Chan, Louis Mai. Cataloguing & Classification- an introduction 21st Ed. New York: McGraw-Hill, 1994
4. Dahi, Sevnd. History of the book 2nd ed. Metuchen, N.J. Scarcrow press.
5. Dewey Decimal Classification. 21st ed. Albany: Forest press, 1989, 4 Vol.
6. Gates, J.K. Guide to the use of Libraries and Information Science. New York: McGraw-Hill, 1993
7. Katz, W.A. Introduction to Reference work, 7th ed. New York: McGraw-Hill, 1997.
8. Kochar, R.S. Principles & practice of cataloguing. Delhi: Rajat Publications, 1998.
9. Kumar, Girja & Kumar Krishan, Bibliography New Delhi: Vikas Publishing House, 1979
10. Kamur, Krishan. Reference Sciences 3rd ed. New Delhi: Vikas Publishing House, 1987
11. Langridge, D.W. Classification its kind, elements, systems and applications. London: Bowker Saur, 1992
12. Mahmood, Rana Sutan, Ibtedaii Library Science Lahore: Book Talk,(n.d.)
13. Mann.M. Introduction to cataloguing and classification of books. Chicago: Ata, 1971
14. Marcella, Rita & Newton, Robert: A new manual of Classification. Hampshire: Gower, 1994
15. Nair, R.R. Computer application to library and Information services. New Delhi: Cosmo Publications, 1998
16. Nasim, Fatima. Hawalajati Khidmaat. Karachi: Library Promotion Bureu, 1985
17. Nasim Fatima & Samdari, Rais Ahmed. Jadid Library wa Itallalati Science (Urdu). Karachi: Library Promotion Bureau, 1993
18. Sajid Hussain. Jadid Nizam-e-Kutaub Khana, Lahore: Book Talk, (n.d.)
19. Samdani, Rais Ahmed. Kutub Khaney Tarikh Ke Roshni main, Karachi: Qamar Kitab Ghar, 1977
20. Shoukat, Altaf. Nizam-e-Kutab Khana, 2nd ed. Lahore: Al-Faisal Nashran wo Tajran
21. Choudhary M. Yaqoob. Mozoo-i-Surkhiyan wo Unwanaat. Multan: Beacon Books (n.d.)
22. Khan, Fazal. Kutab Khanoon KI Tarikh.Mutan: Beacon Books (n.d.).
23. Jeevan, Digital Libraries. Delhi: Vikas Publishing House,2003
24. Prased. Encyclopedia of teahing of Library Science 02 Vol. set.New Delhi: Vikas publishing House, 2003
25. Gernet. A Text Book of Cataloguing. New Delhi: Vikas Publishing House, 2003
26. Dhiman. Cataloguing of Non Book Material. New Delhi: Vikas Publishing House, 2003.
27. Mahapatra. Knowledge Management in Libraries. New Delhi: Rajat Publications, 2002.
28. Sharma. Advances in Library and Information Science Vol; 03. New Dehhi: Vikas Publishing House, 1992
29. Sigh. Library Information Science and Society. New Delhi: Rajat Publishing House,2002
30. Samdani, Rais Ahmed. Taleemi Library Science for B.A. part II. Karachi: Library Promotion Bureau,2000.
31. Samdani, Rais Ahmed, Nazari Library Science for B.A. part I. Karachi: Library Promotion Bureau, 2000
32. Ilmi Kitab Dari
33. Information Tech. in Libraries of Pakistan Book Lahore.

LIBRARY SCIENCE: OPTIONAL

Marks 100

1. INTRODUCTION TO LIBRARIES

- a) Meaning, definition and changing concepts of Library.
- b) Brief history of Libraries.
- c) Various types of Libraries.
- d) Some important Libraries of Pakistan.
- e) Role of Library in society.

2. CLASSIFICATION

- a) Meaning and definition of classification.
- b) Purpose and use of classification.
- c) Introduction to Dewey Decimal Classification Scheme up to 1st summery.
- d) Introduction to Subject Headings.
- e) Brief introduction to other Classification Schemes

3. CATALOGUING

- a) Meaning and definition of Cataloguing.
- b) Scope and purpose of Cataloguing.
- c) Some important forms and kinds of Cataloguing.
- d) Arrangement of Catalogue Cards and their use.
- e) Introduction to Anglo American Cataloguing Rules No. 2.

4. REFERENCE

- Reference Services:
 - a) Meaning and definition of Cataloguing.
 - b) Important reference sources.
 1. Dictionaries.
 2. Encyclopedias.
 3. Year Books.
 4. Bibliographies.
 5. Index.
 6. Directories.
- Reference Services:
 - a) Meaning and definition of reference services.
 - b) Important reference services.
 1. Supervision.
 2. Instructions.
 3. Guidance
 4. Information.
 5. Storage and retrieval.
 6. Bibliography.

5. CIRCULATION OF LIBRARY MATERIAL

- a) Meaning and definition of Library material.
- b) Book and non-book material.
- c) Various records necessary for circulation.
- d) Introduction to charging system.
- e) Qualities of a good charging system.
- f) Browne charging system, its merits and demerits.
- g) New Ark charging system, its merits and demerits.

Recommended Books

1. Rizvi, Syed Jamil Ahmed, Library Science aur Asool-e-Tehqeeq.
2. Gates, J.K. Guide to the use of Libraries and information sources, 5th Ed. New York: McGraw-Hill, 1988.
3. Chan, Louis Mai: Cataloguing & Classification –an introduction 2nd ed. New York: McGraw-Hill, 1994.
4. Dahi, Sevnd. History of the book 2nd ed. Metuchen, N.J. Scarcrow press Gates, J.K. Guide to the use of Libraries and Information Science. New York: McGraw-Hill 1993.
5. Gates, J.K. Guide to the use of Libraries and Information Science. New York: McGraw-Hill, 1993.
6. Katz, W.A. Introduction to Reference work. 7th Ed. New York: McGraw-Hill, 1997.

7. Kochar, R.S. Principles & practice of cataloguing, Delhi: Rajat Publications, 1998.
8. Nasim Fatima, Hawalajati Khidmaat. Karachi: Library Promotion Bureau, 1985.
9. Sajid Hussain, Jadid Nizam-e-Kutab Khana, Lahore: Book Talk, (n.d.)
10. Samdani, Rais Ahmed, Kutub Khaney Tarikh Ke Roshni main Karachi: Qamar Kitab Ghar, 1977.
11. Shoukat, Altaf. Nizam-e-Kutab Khana 2nd ed. Lahore: Al-Faisal Nashran wo Tajran.
12. Choudhary, M. Yaqoob, Mozoo-i-Surkhiyan wa Unwanaat. Multan: Beacon Books (n.d).
13. Gernert. A Text Book of Cataloguing. New Delhi
14. Samdani, Rais Ahmed. Taleemi Library Science for B.A. part II, Karachi: Library Promotion Bureau, 2000.
15. Samdani, Rais Ahmed. Nazari Library Science for B.A. part I. Karachi: Library Promotion Bureau, 2000.

Note: For Affiliation the College's Library should have at least 50 % of the Recommended Books.