Outlines of Tests and Courses of Reading BA/B Sc Pass Course

Library and Information Science
B.A./B.Sc.: Elective and Optional

Outlines of Tests

Part-I

<table>
<thead>
<tr>
<th>Paper</th>
<th>Title of Course</th>
<th>Marks</th>
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<tbody>
<tr>
<td>A</td>
<td>LIBRARY SCIENCE-I</td>
<td>75</td>
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<tr>
<td>C</td>
<td>Practical-I</td>
<td>25</td>
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<td><strong>Total</strong></td>
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Syllabi and Courses of Reading

PAPER-I : LIBRARY SCIENCE-I

Marks: 70+25

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
      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
### Paper C: Classification Practical

**Marks: 25**

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<th>Component</th>
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<tr>
<td>Written</td>
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<tr>
<td>Copy</td>
<td>03</td>
</tr>
<tr>
<td>Viva Voice</td>
<td>05</td>
</tr>
</tbody>
</table>

1. Assigning classification numbers to Books according to DDC, 21\textsuperscript{st} ed. up to 3\textsuperscript{rd} summary.
2. Viva Voce and Practical Note Book.
Library and Information Science
B.A./B.Sc.: Elective
Outlines of Tests

Part-II

<table>
<thead>
<tr>
<th>Paper</th>
<th>Title of Course</th>
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PAPER-II: LIBRARY SCIENCE-II

Marks: 75+25

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

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.

Cataloguing Practical

| Marks: 25 |
|---|---|
| Written | 18 |
| Copy | 03 |
| Viva Voice | 04 |

Books Recommended

32. Ilmi Kitab Dari
33. Information Tech. in Libraries of Pakistan Book Lahore.
LIBRARY SCIENCE: OPTIONAL

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 SERVICES & SOURCES
   - Reference Sources:
     a) Meaning and definition of reference sources.
     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.

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


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