

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE, UCA&SS, OU
Choice Based Credit System - Scheme of the Examination
M.Lib.I.Sc (Two-Year Programme) (FOR THE ACADEMIC YEAR 2022-23) - I SEMESTER

S.No.	Theory	Paper Title	Credits	Max. Marks		Total Marks
	Practical			Internal Assessment	Semester Exam	
1	Core Paper-I	Library & Society	5	30	70	100
2	Core Paper-II	Library Classification (Theory)	5	30	70	100
3	Core Paper-III	Library Cataloguing (Theory)	5	30	70	100
4	Core Paper-IV	Information Processing (Practice -I)	5	-	100	100
		Total	20	90	310	400

Chairperson

HoD

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIB.I.SC)
(TWO-YEAR PROGRAMME)
UNIVERSITY COLLEGE OF ARTS & SOCIAL SCIENCES, OSMANIA UNIVERSITY
SEMESTER SYSTEM

Choice Based Credit System (CBCS) – Syllabus and Scheme of the Examination
(From the academic year 2022-2023)

FIRST SEMESTER

CORE PAPER- I
MLS 101: LIBRARY & SOCIETY (CC)

Unit-1:

Nature and purpose of Librarianship.

Ancient and Modern Libraries, Philosophy and Ethics of Librarianship.
Attributes of Profession. Librarianship as Profession.

Library as a Social Institution: Functions of the Library. Role of the Library in
Formal and Informal Education. Information and Society, Community
Information Services, Role of the Library in improvement of reading habits.
User Studies and User Education.

Professional Education and Librarianship.

Unit-2:

Five Laws of Library Science – Implications – Examples. – Relevance to present
technological environments.

Types of Libraries : National, Public, Academic, and Special. Their objectives,
Functions, Services (Reference Service, Current Awareness Service, SDI,
Bibliographic, Indexing and Abstracting, Referral Service, etc.). Study of Select
libraries – National Library, Kolkata; Library of Congress; British Library
(London); Connemera Public Library (Chennai); Delhi Public Library; National
Science Library; State Central Library. Types of Material : Printed and
Electronic Documents.

Unit-3:

Library Development. Ancient, Medieval and Modern Libraries. Library
Movement in India. Library Movement in Andhra Pradesh with particular
reference to Library Movement in Telangana State.

Library Cooperation / Resource sharing : Concept, need, purpose, areas of resource sharing, Resource sharing programmes. Impact of IT on Resource Sharing.

Library Consortia – Definition, purpose, functions. Consortia in India.

Unit-4:

National & International Organizations:

Professional Associations: IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.
Organizations : UNESCO, NISCAIR -- Objectives, Programmes and activities.

Unit-5:

Legislation – Need, Purpose and Advantages.

Library Legislation in India: Need, Purpose and Advantages, Attempts for Library Legislation, Model Library Act in India. Detailed Study of A. P. Public Library Act: Overview of Library Acts in India – Tamilnadu, Karnataka, Maharashtra, West Bengal, Manipur, Kerala, Haryana, Mizoram, Goa, Gujarat, Uttaranchal, AND Orissa.

IPR (Intellectual Property Rights).

Delivery of Books Act. Copyright Act. Censorship. UNESCO Public Library Manifesto-Standards for Public Libraries.

Library Education in India: Historical Development, levels of courses. Present Trends.

Select Reading:

1. Khanna (JK): *Library & Society*. Kurukshetra : Research Publications, 1987.
2. Ekbote (Gopal Rao): *Public Library System*. Hyderabad : Ekbote Brothers, 1987.
3. Mithal (RL): *Library Administration : Theory & Practice*. 5th Ed. Delhi : Metropolitan, 1984.
4. Ranganathan (SR): *Five Laws of Library Science*. Delhi : UBS, 1957.
5. Sharma (Pandey SK): *Development of Public Libraries in India*. New Delhi : Ess Ess.
6. IFLA : *Standards for Library Service*. 2nd Ed. Munich : Verlag, 1977.
7. Davis (DW): *Public libraries as cultural and social centres*. New York : Scarecrow, 1975.
8. Venkatappaiah (V): *A. P. Library Act (in Telugu)*. Vijayawada : Navaratna, 1985.

9. Venkatappaiah (V): *Indian library legislation*. 2v. New Delhi : Daya, 1990.
10. Shera (JH): *The Foundations of education of librarianship*. Bombay : Asia, 1970.
11. *India, Advisory Committee for Libraries, Report*. Delhi : Manager of Publications, 1959.
12. Krishna Kumar: *Library Organization*. Delhi : Vikas, 1986.
13. Withers (FN): *Standards for Library Service: An International Survey*. Paris: Unesco, 1974.
14. Ranganathan (SR) and Neelameghan (A), Ed. *Public Library System*. Bangalore : Sarada Ranganathan Ednowment, 1972.
15. Venkatappaiah (V). A. P. *Granthalayodyamam* (Telugu), Vijayawada : Navaratna, 1985.
16. Krishnaji (J) and others: *Telugu Seemalo Granthalaya Pragathi*. Chittoor : K. B. Reddy, 1983.
17. Rout (RK): *Library legislation in India*. New Delhi : Reliance, 1991.
18. *Ekbote (Gopal Rao) Committee Report*. Hyderabad : Govt. of Andhra Pradesh, 1978.
19. Sahai, Srinath: *Library and community*. New Delhi : Today & Tomorrow.
20. Laxman Rao (N), Vishwa Mohan (V) and Sudarshan Rao (S) Ed. *Changing Dimensions of dLIS Education*, Hyderabad : IATLIS, 2001.
21. Kumar (PSG). Ed. *Indian Encyclopedia of Library & Information Science*. New Delhi : S. Chand & Co., 2001.
22. Vashisthj (CP). Ed. *Library movement and Library Development in India*. Delhi : ILA, 1994.
23. Sharma (Pandey S.K.): *Library & Society*. New Delhi: Ess Ess Publications, 1987.
24. Kumar (PSG): *A Student's Manual of Library & Information Science*, Delhi : BR Publishing House, 2002.
25. Graham P. Cornish : *Interpreting the law for libraries, archives and information services*, Rev. 3rd edn. London : Facet Publishing. 2001.
26. Sandy Norman (Ed) : *Copyright in further and higher education libraries* . 4th Edn. London : Facet Publishing, 1999.
27. Stella Pilling & Stephanie Kenna (Eds). *Cooperation in action: Collaborative Initiatives in the World of Information*. London : Facet, 2002.
28. Sandy Norman. *Practical Copyright for Information Professional*. London : Facet, 2001.

CORE PAPER-II
MLS 102: LIBRARY CLASSIFICATION (THEORY) (CC)

Unit-1:

Library Classification - Meaning, Need and purpose of classification.
Terminology - Need and purpose. Important terms in Classification.
Normative Principles.
Five Laws of Library Science - Implications.
Formation, Structure and Development of Subjects:

Unit-2:

Species of Classification Schemes : Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC).

Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).

Unit-3:

General Theory of Classification. Ranganathan's contribution.

Main Class - Canonical Class and Basic Class.

Five Fundamental Categories : PMEST.

Isolate -- Common Isolate - Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.

Facet Analysis -- Postulates pertaining to Fundamental Categories.

Phase Analysis - Phase, Intra-facet & Intra-array relations.

Unit-4:

Principles of Facet Sequence, viz. Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action - Actor - Tool Principle.

Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.

Unit-5:

Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3);

Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2).

Verbal Plane (4):-

Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number - Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

Select Reading:

1. Chan, Luis M. *Cataloguing and Classification*. 2nd ed. New York : McGraw Hill, 1995.
2. Foskett, A. C. *The subject approach to Information*. 3rd Ed. London : Clive Bingley, 1977.
3. Krishna Kumar. *Theory of Classification*. New Delhi: Vikas, 1980.
4. Maltby, A. Ed. *Classification in the 1970s*. London : Clive Bingley.
5. Maltby, A. *Sayers Manual of Classification for Librarians*. Ed.5. London : Andre Deutsch, 1975.
6. Mills, J. *Modern Outline of Library Classification*. Bombay : Asia, 1962.
7. Needham, C. D.: *Organisation of knowledge in Libraries*. 2nd Rev. Ed. London : Andre Deutsch, 1971.
8. Raju, A. A. N. *Decimal, Universal Decimal and Colon Classification : A Study in Comparison*. Delhi : Ajanta, 1984.
9. Ranganathan, SR. *Prolegomena to Library Classification*. Ed. 3. Bombay : UBS, 1967.
10. Ranganathan, SR. *Elements of Library Classification*. Ed. 2. Bombay : UBS, 1966.

CORE PAPER-III
MLS 103: LIBRARY CATALOGUING (THEORY) (CC)

Unit-1:

Library Catalogue:
Definition, need, objectives and functions.

Library Catalogue & similar other tools:
Bibliographies, indexes, accession lists and shelf list.

Types of Library Catalogues:
Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues,
Microform Catalogues)

Inner forms (Dictionary, Classified and Alphabetic-Classed).

Unit-2:

AACR-2R and CCC : Features.
Different types of Catalogue entries and their functions:
Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).
Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.
Elements of information in each type of Entries.
Normative Principles – Laws, Canons and Principles.

Unit-3:

Subject Cataloguing: Concept, purpose.
Subject Indexing : Tools and techniques. Meaning, Objectives of subject entries;
Methods of subject analysis and assigning of Subject Headings – Standard Lists
of Subject Headings -- LC subject headings and Sears List of Subject Headings.
Chain Procedure. Thesaurus.
Indexing techniques: Meaning, purpose. Pre-coordinate indexing – Chan
indexing, PRECIS, KWIC, and KWOC.
Post-coordinate indexing – Uniterm Indexing. Citation Indexing.

Unit-4:

Centralised Cataloguing:
Meaning and objectives. Pre-natal cataloguing, cataloguing in publication /
cataloguing in source. Database as a source of cataloguing.
Union Catalogues: Definition, use and functions.
OPAC. Web Based Catalogues.
Use of Internet in Cataloguing – OCLC, LC, CORC (Cooperative Online
Resource Cataloguing). World Cat.
Impact of IT on Cataloguing.

Unit-5:

Standardization in Cataloguing – Need, Purpose.

Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).

Metadata – Concept. Metadata Vs Catalogue. MARC, MARC 21.

Filing and arrangement of catalogue entries: Classified and Alphabetical. Rules for filing of Entries.

Trends in Cataloguing.

Select Reading:

1. Chan, Lois Mai. *Cataloguing and Classification*, ISE. New York: McGraw Hill, 1995.
2. Girja Kumar and Krishan Kumar. *Theory of Cataloging*. 5th ed. New Delhi : Vikas, 1988.
3. Needham, CD. *Organisation of knowledge and libraries: an introduction to classification and cataloguing*. 2nd ed. London : Andre Deutsch, 1971.
4. Sengupta, B. *Cataloguing : its theory and practice*. 3rd ed. Calcutta : World Press, 1975.
5. Sharp, Henry A. *Cataloguing : a Text book for use in libraries*. 4th ed. London : Grafton, 1948.
6. Tripathi, SM. *Modern cataloguing theory and practice*. 2nd ed. Agra : Shivlal Agarwal & Co. 1978.
7. Vishwanathan, CG. *Cataloguing : Theory and practice*. 5th ed. Lucknow : Print House, 1983.
8. Rajan, TN. *Indexing techniques*. Calcutta : IALIC, 1981.
9. Guha, B. *Documentation and information*. 2nd ed. Calcutta : World Press, 1983.
10. Hunter, EJ. *Computerized Cataloguing*. London : Clive Bingley, 1985.
11. Coats, EJ. *Subject cataloguing*. London : LA, 1960.
12. *ALA Rules for filing Catalog Cards*. Chicago : ALA, 1968.
13. Hunter, EJ and Bakewell, KGB. *Cataloguing*. 2nd rev. ed. London : Clive Bingley, 1983.
14. Wynar, Bhothan S. *Introduction to Cataloguing and Classification*. 7th ed. Littleton : Libraries Unlimited, 1985.
15. Choudhary, GG. *Information retrieval systems*. Calcutta : IASLIC, 1995.
16. Krishan Kumar. *Cataloguing*. New Dehi : Har Anand, 1993.
17. Chakraborty, AR and Chakraborty, B. *Indexing : Principles, processes and producers*. Calcuttqa : World Press, 1984.
18. Varma, AK. *Trends in subject indexing*. Delhi : Mittal, 1984.
19. J. H. Bowman. *Essential Cataloguing*. London : Facet, 2003.

CORE PAPER-IV- MLS 151

INFORMATION PROCESSING (PRACTICE) - I Part-A Library Classification (Practice) - DDC 20th Edition

Construction of Class Numbers for Documents of different disciplines / subjects using DDC 20th Edition.

Select Reading:

1. Dewey (Melvil): *Dewey Decimal Classification*. Ed.20, 4 Vols. New York, Forest Press, 1989.
2. Raju, AAN : *Dewey Decimal Classification (DDC-20) : Theory and Practice*. Madras, TR, 1995.
3. Batty, CD. *An introduction to 20th Ed. Of DDC*. London : Clive Bingley.
4. Kumar, PSG: *Practical guide to DDC 20*. Nagpur : Datson, 1990.
5. Satija, MP and Comaromi, Jolun P. *Introduction to the practice of DDC 20*. New Delhi : Sterling.
6. Uppal, OP. *Practical procedure of classification according to CC and DDC*. Patiala : Madaan.
7. *Manual of the use of the DDC : 20th ed*. New York : Forest Press.

Part-B Library Cataloguing (Practice) - AACR-2R - Monographs & Serials

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

Select Reading:

1. *Anglo-American Cataloguing Rules*. 2nd rev. edn. London : Library Association, London : Facet Publishing, 2002.
2. *Sears List of Subject Headings* 14th Ed. New York: Wilson.
3. Hunter, Eric J. *Examples illustrating AACR-2 (1988) revision*. London : LA, 1989.
4. Maxwell, Margaret F. *Handbook for AACR-2 (1988) revision*. Chicago: ALA, 1989.
5. Krishan Kumar: *An introduction to AACR-2*. New Delhi : Vikas, 1990.
6. Sehgal, RL. *Cataloguing Manual - AACR-2*. New Delhi: Ess Ess.
7. *Anglo-American Cataloguing Rules*. 2nd rev.ed. London : LA, 1988.