CMJ UNIVERSITY, SHILLONG

REGULATION FOR BACHELOR IN LIBRARY & INFORMATION SCIENCE

Duration – One Year

Eligibility - Graduation in any stream

Scheme of Distribution of Marks

Sr. No.	First Year	Internal Assessment Marks	Term End Examination	Total Marks	Passing Marks
1	Information, Communication, Library and Society	30	70	100	40
2	Information Sources and Services	30	70	100	40
3	Information Processing–I: Classification Theory	30	70	100	40
4	Information Processing II: Cataloguing and Indexing Theory	30	70	100	40
5	Information Technology: Concepts, Theories and Systems	30	70	100	40
6	Library Management	30	70	100	40
7	Information Processing-III: Classification Practice (Practical)				
8	Information Processing-IV: Cataloguing Practice (Practical)				

BACHELOR IN LIBRARY & INFORMATION SCIENCE

FIRST YEAR SYLLABUS

INFORMATION, COMMUNICATION, LIBRARY AND SOCIETY

1. Information and information science, Nature and notions of information, Date and knowledge – Generation point to user.
2. Communication –models, barriers, library/information centers as communication agencies.
3. Linrarianship- Ethics, Scientific foundation – Five laws of library science.
4. Resource sharing and networking.
5. Library movement and legislation in India.
6. Types of libraries and their organization.
7. Types of libraries and their organization. Public; Academic; special and national.
8. Library and information profession and Associations. National and international – ILA, IASLIC, ASLIB, ALA, IFLA.

INFORMATION SOURCES AND SERVICES.

1. Categories of standard Ready reference sources and their evaluation. (ready Reference Sources Categorization according to Denis Grogan).
2. Primary, secondary, and Tertiary sources of information.
3. User needs in college, university and Public libraries.
4. User Education in College, University and Public Libraries.
5. Reference Service- concept, definition, needs purposes and types.
6. Methods of Dissemination of information – CAS, SDI documentation services – including indexing, Abstracting, Translation and Reprographic.
7. Bibliography- Concept, Definition, Needs and purpose, Types, reference values, examples- Bibliography of Tamil books (INB).
8. Compilation of Bibliography – planning and steps.
9. Search strategy – manual and online search.

INFORMATION PROCESSING – I CLASSIFICATION THEORY

1. Need and purpose of classification – for physical arrangement of documents and for the preparation of subject catalogue/index
2. Introduction to library classification – kinds of schemes for classification- CC, DDC, & UDC.
3. General theory of classification – kinds of normative principles, planes of work, - principles of facet sequence- canons of classification (Idea Plane)- Principles of helpful sequence.
4. Modes of formation of Universe of subjects.
5. Postulates for classification – Basic subjects – Fundamental categories, Facet Analysis, Phase analysis, systems and specials,.
6. Terminology – canons for Terminology.
7. Notation – canons for notation – qualities function, zone analysis and sector analysis.
8. Common isolates and standard subdivisions –CC-DDC.

INFORMATION PROCESSING II: CATALOGUING AND INDEXING THEORY

1. Concept of library catalogue- Definition, objectives, functions, catalogue Vs. Bibliography.
2. Development of codes for cataloguing since 1930.
3. Types of catalogues – physical forms and inner forms.
4. Normative principles – canons , laws and principles
5. Entries – parts of entries, kinds, unit card system, - arrangement of entries,
6. Standardization – ISBD (G) MARC format.
7. Centralized cataloguing, co-operative cataloguing, compilation of union catalogue – UBC.
8. Indexing systems, pre-co-ordinate: Chain indexing, PRECIS POPSI, post co-ordinate: Unitary indexing.
9. Vocabulary control devices- thesaurus – Definition, functions, types, subject heading lists- sear's list LC subject headings.

INFORMATION TECHNOLOGY: CONCEPTS, THEORIES AND SYSTEMS

1. Introduction to computer and its components
2. personal computers; input, output and storage devices various operating systems- MSDOS, WINDOWS, unfix
3. Selection of hardware and software
4. Word processing – WordStar, M.S. Word.
5. Data Base Management system- FoxPro 2.5
6. Application software – CDS/ISIS;ILMS
7. Databases – Bibliographical and Non Bibliographical-on line systems.
8. CE-ROM Technology
9. Network information and communication networks.
10. Acquicantance wit NICNET, INGLIBNET, OCLC, Internet and intranet.

LIBRARY MANAGEMENT

1. General principles of management – POSDCORB – Planning, scientific principles of management.
2. Routines in various sections – Acquisition, Serials , Reference, Technical maintenance, circulation.
3. Personnel management, Human relations, Staffing, duties and responsibilities – job analysis.
4. Financing and budgeting types – Budgeting methods – Model library Budget for college.
5. Closed and Open Access system
6. Stock verification and shelf rectification.
7. Various Library records – Library statistics – Annual report.
8. Preservation of documents.

INFORMATION PROCESSING III: CLASSIFICATION PRACTICE

Classifying documents according to colon classifications (6^{th} revised) and Dewey decimal classification, 19^{th} edition.

INFORMATION PROCESSING IV: CATALOGUING PRACTICE

Cataloguing of documents using classified catalogue code, ED-5 and Anglo American cataloguing Rules II (1978).