



**DEPARTMENT OF DISTANCE EDUCATION  
PUNJABI UNIVERSITY, PATIALA**

**SYLLABUS**

**FOR**

**DIPLOMA IN LIBRARY SCIENCE (ONE YEAR)**

**(ANNUAL) EXAMINATIONS**

**Objective of the Course :** To impart elementary knowledge to students about different aspects of Library Science, thus preparing them for the jobs of Semi-professional nature in all types of libraries.

**OUTLINES OF TESTS, SYLLABI AND COURSES OF READING**

There will be Five papers of 100 marks each as detailed under:

Paper I	:	Library Organisation and Management
Paper II	:	Reference Service and Document Bibliography
Paper III	:	Organisation of Library Materials
Paper IV	:	Library Classification (Practice)
Paper V	:	Library Cataloguing (Practice)

**PAPER I : LIBRARY ORGANISATION AND MANAGEMENT**

1. Libraries :Organisation, purpose and functions of Libraries ; Laws of Library Science, Different types of Libraries ; Library Movement in India after 1947; Library Cooperation.
2. Different sections of the Library and their functions : Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules. Elementary knowledge of computer application in libraries.

(Note : Emphasis shall be on practical knowledge of these topics)

**Books**

1. Ranaganathan, S. R. : Library Manual, 1961.
2. Krishan Kumar : Library Manual
3. Ranganathan, S. R. : Five Laws of Library Science, Ed.2, 1957.
4. Hakam Singh : Library Science di Jan Pachhan, 1974.
5. Gurbachan Singh : Library Sangathan
6. Gurbachan Singh : Library Andolan da Itihas.

**Instructions for the Paper-Setter/Examiner**

The paper carries 100 marks. Duration of the paper is 3 hours. Ten Questions should be set from which the candidates be asked to answer five, selecting at least two questions from each part. All questions should carry equal marks.

Questions should be evenly spread over the entire range of the syllabus. The syllabus has been divided into two Parts, correspondingly, the question paper should be divided into two Parts. Five questions should be set from each Part.

In no case question should be asked outside the syllabus and question paper is required to be set strictly according to the instructions mentioned above.

**PAPER II : REFERENCE SERVICE AND DOCUMENT BIBLIOGRAPHY**

## Part I : Reference Service

Definition, need and purpose of Reference Service; Initiation of fresh reader ; Kinds of Reference Service ; and Reference and Information Sources, Definition, kinds and uses.

## Part II : Document Bibliography

Definition, need and purpose of document bibliography ; kinds of document bibliographies ; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.

## Part III : Practice

(20 Marks)

Acquaintance with at least *Thirty Six* important sources (Appendix enclosed)

- (Note : 1. Elementary knowledge about the above topics is to be imparted.  
2. A List of important information sources given in the Appendix should be sent to the Paper-Setter/Examiner.)

**Books :**

- |                                |   |                                 |
|--------------------------------|---|---------------------------------|
| 1. Jasmer Singh                | : | SandharbhSewa.                  |
| 2. Krishan Kumar               | : | Reference Service.              |
| 3. Girja Kumar & Krishan Kumar | : | Bibliography.                   |
| 4. Hakam Singh                 | : | Library Science di Jan Pachhan. |

**Instructions for the Paper-Setter/Examiner**

The paper carries 100 marks. Duration of the paper is 3 hours. All questions should carry equal marks.

The question paper should be set in three Parts. In Part I : Reference Service, four questions should be set. Similarly in Part II : Document Bibliography, four questions should be set. Candidates be asked to answer any four questions from Parts I and II, selecting at least one question from each Part.

In Part III : (Practice) One compulsory question containing 20 objective type reference/bibliographical questions be set, out of which the candidates be asked to answer any ten questions and each answer will carry 2 marks. The candidates be asked to mention one reference/information source in answer to each reference question. The reference questions should cover the various categories of information sources.

The questions should be evenly spread over the entire range of syllabus. The syllabus has been divided into three parts. Correspondingly, the paper should also be divided into three parts, as indicated in the syllabus and explained as above.

In no case, questions should be asked from outside the syllabus. And question paper should be set strictly according to the instructions mentioned above.

### **PAPER III : ORGANISATION OF LIBRARY MATERIALS**

#### Part I : Classification (Theory)

Classification : Definition, need, purpose : Fundamental categories and Facet analysis : Notation; Call Number; Book number and Collection number; Introduction to Dewey Decimal Classification and Colon Classification, Schemes of Library Classification.

#### Part II : Cataloguing (Theory)

Library Catalogue : Definition, need, purpose and functions; Physical forms of catalogues, Types of Catalogues; Kinds of entries and their functions; Parts of entries; Subject headings and chain procedure; filing of entries.

(Note : Elementary knowledge about the above topics needs to be imparted.)

#### **Books :**

1. Dewey, Melvil : Decimal Classification and Relative Index, 19th ed. 3V. 1979.
2. Ranganathan, S. R. : Colon Classification, 6th ed. rev. 1963.
3. Krishan Kumar : Theory of Classification. Latest ed.
4. Hakam Singh : Library Science di Jan Panchan, 1974.
5. Ranganathan, S. R. : Classified Catalogue Code, 5th ed., 1964.
6. Girja Kumar and Krishan Kumar : Theory of Cataloguing.
7. Sears List of Subject Headings, 12th ed.
8. Satija, M. P. : Colon Vargikaran.
9. Krishan Kumar : Library Manual
10. A.A.C.R. II : Ed. 2, Reprint 1988.

### **Instructions for the Paper-Setter/Examiner**

The paper carries 100 marks. Duration of the paper is 3 hours. Ten questions should be set from which the candidates be asked to answer five, selecting at least two questions from each Part. All questions should carry equal marks.

Questions should be evenly spread over the entire range of the syllabus. The syllabus has been divided into two Parts. Correspondingly, the question paper should also be divided into two Parts. At least five questions should be set from each Part.

In no case, questions should be asked from outside the syllabus. And question paper should be set strictly according to the instructions mentioned above.

#### **PAPER IV : LIBRARY CLASSIFICATION (PRACTICE)**

Classification practice of simple titles by the Colon and Dewey Decimal Schemes of Library Classification as per editions of the Schemes prescribed below : (Titles having phase Relations and Classic Devices are omitted).

#### **Text Books :**

1. Dewey, Melvil : Dewey Decimal Classification and Relative Index, 11th edition (Abridged)
2. Ranganathan, S. R. : Colon Classification, Rev.ed 6, 1963.

#### **Instructions for the Paper-Setter/Examiner**

The paper carries 100 marks and is of 3 hours duration. Separate titles should be given for classification by CC and DDC. The question paper should be made out in two Parts and each carrying 50 marks. Each Part to be printed on separate sheet of paper and given to the candidates separately.

Part I Should include 20 titles out of which the candidates be asked to classify any 10 titles according to Colon Classification, 6th revised edition and each answer for titles will carry 5 marks. Part I should be of 1½ hours duration.

Part II Should include 20 titles out of which the candidates be asked to classify any 10 titles according to the Dewey Decimal Classification, 11th abridged edition and each answer for titles will carry 5 marks.

Wherever titles warrant use of Chronological Device, the period should be indicated by the Paper-setter.

Titles should be simple and fully expressive, wherever necessary annotation should be used to clarify the subject of the title.

Copies of the Colon Classification, 6th ed. rev. or Dewey Decimal Classification, 11th abridged edition, will be provided to the candidates for use in the Examination Hall.

The candidates will also be provided a standard dictionary for use in the Examination Hall.

In no case question should be asked outside the syllabus. And question paper should be set strictly according to instructions mentioned above. The following instructions should be given in the question paper by the Paper-setter :

**Part I : Colon Classification**

Time Allowed 1½hours                      Maximum Marks : 50

1. One copy of the Question paper will be given to you. Write your Roll No. and Answer on the question paper and hand it over to centre superintendent. Rough work is to be done on the space provided at the end of the question paper.
2. A copy of the Classification, 6th revised edition will be provided to you by the Centre Superintendent.
3. A copy of dictionary will be available for consultation, if required.

**Part II : Dewey Decimal Classification**

Time Allowed 1½hours                      Maximum Marks : 50

1. One copy of the Question paper will be given to you. Write your Roll No. and Answer on the question paper and hand it over to centre superintendent. Rough work is to be done on the space provided at the end of the question paper.
2. A copy of the Dewey Decimal Classification, 11th abridged edition, will be provided to you by the Centre Superintendent
3. A copy of language dictionary will be available for consultation, if required.

## List of the Requirements in the Examination Hall

The following books are to be provided to the candidates :

1. Ranganathan (SR) : Colon Classification Rev. ed. 6. (1963)
2. Dewey Decimal Classification : 11th abridged edition,
3. Language Dictionary

The above mentioned books are to be collected by the Superintendent, Examination Centre from the Departmental Library of Distance Education, Punjabi University, Patiala.

**PAPER V : LIBRARY CATALOGUING (PRACTICE)**

- (i) Cataloguing practice of simple books, Single Author, two Authors and more than two Authors by classified Catalogue Code (5th ed.), and
- (ii) The Concise Anglo—American Cataloguing Rules, 2nd ed. prepared by Michael Gorman supplemented by Sears List of Subject Headings (Latest Edition).

Note :—Cataloguing of Corporate authors, composite books, multivolumed books and periodical publications is excluded. In case adequate number of the Concise A.A.C. R. 2 is not available, the unabridged 2nd ed. of A.A.C.R., 1978 will be used as alternative text-book.

## Text Books :

1. Ranganathan (SR) : Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code, Ed. 5.
2. The Concise Anglo-American Cataloguing Rules, Ed. 2, prepared by Michael Gorman, 1981.
3. Sears List of Subject Headings, Ed. 12.

**Instructions for the Paper-Setter/Examiner**

The paper carries 100 marks and is of 3 hours duration. Separate titles should be given for Cataloguing by CCC and AACR. The question paper should consist of two parts. Part I should include five titles to be catalogued according to CCC. Part II should include 5 titles to be catalogued according to the Concise AACR-2 supplemented by Sears List of Subject Headings, Ed. 12

Candidates should be asked to catalogue fully any five titles in all, selecting at least two titles from each part.

Titles having complicated Personal names and those having complexities in descriptive cataloguing should be excluded. Cataloguing of corporate authors, composite books, multivolumed books and periodical publications is excluded.

In no case questions should be asked outside the syllabus. And question paper should be strictly according to the instructions mentioned above. The following instructions should be given in the question paper by the Paper-setter.

Time Allowed : 3 Hours                      Maximum Marks : 100

1. All questions carry equal marks.
2. Catalogue fully five title in all, selecting at least two from each part.
3. All catalogue entries for each title should be completed before attempting the next title.
4. Copies of Colon Classification, Rev. ed. 6, Dewey Decimal Classification, 11th abridged edition, or 19th ed. and Sears List of Subject Headings, Ed. 12 are available for use. Mention the edition of DDC used by you in the answer sheet.

## Part I

## Classified Catalogue Code

## Part II

## Anglo-American Cataloguing Rules-II

1. For subject headings, Sears List of Subject Headings should be used.
2. For added entries, follow 'UNIT CARD' method.

## List of Requirements in the Examination Hall

The following books are to be provided to the candidates :

1. Colon Classification, Rev. ed. 6, 1963

2. Dewey Decimal Classification, 11th abridged edition or 19th edition.
3. Sears List of Subject Headings, Ed. 12. (One copy should be provided to a group of ten candidates.)
4. Language Dictionary

The above mentioned books are to be collected by the Superintendent, Examination Centre from the Departmental Library of Distance Education, Punjabi University, Patiala.

Note :- Classes in Paper IV and V will be conducted in groups and each group shall not include more than 50 students.

### **APPENDIX**

#### List of Important Information Sources

#### **I. ENCYCLOPAEDIAS**

##### General

1. New Encyclopaedia Britannica.
2. Encyclopaedia Americana.

##### Subject

3. International Encyclopaedia of Social Sciences.
4. Encyclopaedia of Religion and Ethics.
5. McGraw-Hill Encyclopaedia of Science and Technology.
6. Encyclopaedia of Library and Information Science.

#### **II. Dictionaries**

7. Oxford English Dictionary.
8. Webster's Third New International Dictionary of the English Language.
9. English Punjabi Dictionary (Punjab State University Text Book Board, Chandigarh).

#### **III. Biographical Sources**

10. Webster's Biographical Dictionary.
11. International Who's Who.
12. India Who's Who.
13. Dictionary of National Biography (Calcutta).

#### **IV. Geographical Sources**

14. Webster's Geographical Dictionary.
15. Gazetteer of India.
16. Foder's India.

#### **V. Year Books**

17. The Europa Year Book.
18. The Statesmen's Year Book.
19. India : A Reference Annual.
20. Universities Handbook, New Delhi : AIU.
21. World of Learning.

22. Commonwealth Universities Year Book.

**VI. Bibliographies**

23. British National Bibliography.
24. Indian National Bibliography.
25. British Books in Print.
26. Indian Books in Print.

**VII. Indexes**

27. Ulrich's International Periodicals Directory.
28. Press in India.
29. Directory of Indian Publishers.

**VIII. Abstracts**

30. Chemical Abstracts.
31. Library and Information Science Abstracts.

**IX. News Summaries**

32. Keesing's Record of World Events (Formerly - Keesing's Contemporary Archives).
33. Asian News Digest (Formerly-Asian Recorder).
34. Data India.

**X. Statistical Sources**

35. Census of India.
36. Statistical Abstracts of Punjab.

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***Laser Type-Setting By :***

***Comp. Lab, Depart. of Distance Education, Punjabi University, Patiala***