

Nadim Ka Bajracharya

COURSES OF STUDY

Bachelor's Degree
Library Science (B. Lib. Sc)
1995-1996



Faculty of Humanities and Social Sciences

TRIBHUVAN UNIVERSITY
Kirtipur, Kathmandu
Nepal.

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General Information

The Tribhuvan University Central Library and other institutes have offered training courses of different terms from one week to three months under the sponsorship of International Organization as well as internal sources since 1972. Such courses were very useful to para-professional manpower development. But the demand for a large number of trained Library and Information Scientists in libraries and other information institutions in country can not be fulfilled through such training alone. Professionally trained manpower at different levels was felt necessary to manage libraries in school, campuses, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries set up by central government and local bodies. Tribhuvan University intends to meet this demand. As a first step, Tribhuvan University has decided to meet this demand through the establishment of the Bachelor's Degree programme in Library Science from the year 1995. The objective of the programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information centres in the country. The main purpose of the programme is to produce professional manpower.

Eligibility Condition for Admission to B. Lib. Sc. Course

- Eligibility** : Minimum qualification Bachelor's Degree from Tribhuvan University or equivalent Degree from any institution recognized by the T.U.
- Admission Criteria** : Candidates shall be admitted to this course on the basis of their academic merit in their Bachelor's degree in which they have higher percentage of marks and those secured in the entrance test.

Duration

B. Lib. Sc. course is a whole time course of one academic year.

Course Objectives

The course is designed to provide the knowledge and skills in the effective organisation and management of libraries and documentation/information centres.

- (i) To offer the students a broad based and sound knowledge of fundamental law of library and information science
- (ii) To upgrade and develop library profession, library and information services, and
- (iii) To give the students practical training of library works and enable them to make efficient management of library.

Classification of Division :

Distinction	75 % and above
I Division	between 60% and 74%
II Division	between 50% and 59%
III Division	between 40% and 49%

CURRICULUM

Paper I. Library, Society and Information Technology

Objectives

The aim of this paper is to enable the student to understand the place of the library in society, showing growing need and role of Library Services to meet the demands of the people. And to provide some broad ideas about modern information technology and library automation techniques for scientific library and information services.

There are two groups in this paper. Group A Library and Society Group B Information Technology. Students should have to attempt five questions selecting at least two questions from each group. Separate answer copy should be used for attempting the questions from each group.

Group A: Library and Society

Contents

1. *Development of Libraries and Their Role in Society* 25 L
 - 1.1 Role of Library in Modern Society
 - 1.2 Laws of Library Science
 - 1.3 Development of Library in India, UK and USA
 - 1.4 Library Development in Nepal - Plans and Programmes.
 - 1.5 National Libraries: Their Functions: A Descriptive Account of National Library of Nepal, India, UK, USA & USSR.
 - 1.6 Academic Libraries: University, College and School Libraries.
 - 1.7 Public Libraries: Role and Functions.
 - 1.8 Special Libraries and Information Centres.
 - 1.9 Modern Concept of Librarianship.
2. *Library Legislation* 10 L
 - 2.1 Library Legislation and Library Act
3. *Resource Sharing and User Studies* 20 L
 - 3.1 User Community, User Study
 - 3.2 Resource Sharing: Systems and Programmes
4. *Library Association, Systems and Programmes* 20 L
 - 4.1 Role of Professional Associations
 - 4.2 Library Activities of UNESCO, IFLA, INSDOC, ICSSR.

Group B. Information Technology

Contents

1. *Computer Basic and Application* 25 L
 - 1.1 Introduction to Computer Applications: Historical Overview, Use, Generations, Components of Computer Systems.
 - 1.2 Data Representation and Computer Records: Binary System, Records and Files.
 - 1.3 Library Automation - Need and Present Trends.

2. *Computerised Services* 40 L
 - 2.1 Computer Hardware: Memory, Storage Media, Input and Output Devices.
 - 2.2 Operating Systems and Software Packages: MS DOS, UNIX, Windows, Word Processing (WP, WS) Data Base Management System, CDS-ISIS.
 - 2.3 Use of Computers for House Keeping and Bibliographic Activities.
 - 2.4 Computer Based Information Services, E-Mail, CD Rom, Networks, On-Line.

3. *Use and Importance of Audio/Visual Materials and Equipment.* 10 L
 - 3.1 Microfilm, Microfiche, Slides, Sound Tape and Cassette, Audio Record, Compact Disk, Film, Video Tape.
 - 3.2 Slide Projector, Film Projector, Over-Head Projector, Microfilm Reader & Printer, Tape Recorder.

Text Books for Paper I Group A

1. Ranganathan, S.R. : Five Laws of Library Science: Bombay: Asia Publishing House, 1957.

2. Gates, Jean Key : Introduction to Librarianship New York: Mc Graw-Hill, 1968.

Recommended Books for Paper I Group A

1. Jefferson, G. : Library Cooperation: 2nd ed. London: Andre Deutsch, 1977.
2. Kent, Allen : Resource Sharing in Libraries,; Why, How, When Next Action Step: N.Y.: Dekker, 1974.
3. Atkinson, Frank : Librarianship; an Introduction to the Profession: London: Chive Bingley 1974.
4. Beenham, Rosemary : The Basic of Librarianship: 3rd ed. and Colin, Harrison London: Clive Binge, 1990.
5. Singh, Sewa ed. : Librarianship and Library Science Education: New Delhi: Ess Pub. 1985.
6. Hutchings, F.G.B. : Librarianship, a Short Manual; with Special Reference to Developing Countries: Kaula Lumpur: Oxford University Press. 1969.
7. Marshall, D.N. : History of Libraries; Ancient and Mediaeval: New Delhi: Oxford and IBH Publishing, 1983.
8. Sharma, Jadish : Fundamentals of Library Science; A Modern Approach: Delhi: Macmillian, 1972.
9. Unesco : Library Education Programmes in Developing Countries with Special Reference to Asia: London: LA, 1982.
10. मिश्र, नारायण प्रसाद र शान्ति : पुस्तकालय विज्ञानको रूपरेखा, काठमाडौं, २०३८

Text Books for Paper I Group B

1. Satyanarayan, N.R. : A Manual of Computerization in Libraries: New Delhi: Wishwa Prakashan, 1995.
2. Rao, I.R. Rovichandra : Library Automation: New Delhi: Wiley Eastern Limited, 1992.
3. Fothergill, Richard and Butchart, I : Non-book Materials in Libraries: A Practical Guide, 3rd ed. London, LA, 1990.

Recommended Books for Paper I Group B

1. Forestar, T. Ed. : Information Technology Revolution: Oxford: 1985.
2. Heiliger, Edward M : Library Automation; Experience, Methodology & Technology of the Library as an (Information System: New York: McGraw-Hill, 1971.
3. Salmon, Stephen R. : Library Automation Systems: New York; Marcel Dekker, 1975.
4. Rowley, J.E. : Computers for Libraries: 2nd ed. London, Clive Bingley, 1986. 025 R7976
5. Banarjee, Utpal : Information Technology for Common K E. Man: New Delhi: Computer Society of India, 1992.
6. श्रेष्ठ, हरिगोपाल : कम्प्यूटर परिचय, एम.एस.डिस र बर्ड पर्फेक्ट सहित, काठमाडौं, रत्न पुस्तक भण्डार, २०५१

Paper II Library Administration, Management and Project Work

Objectives

This paper will lay emphasis on the application of principles and policy for effective, efficient and prompt functioning of libraries and information centres. The student will be able to show their knowledge on management, administration, collection development, problem identification and suggestion through project work for better services in all kinds of libraries and information centres.

Group A: Library Administration and Management

Contents

1. *Principles of Library Management* 25 L
 - ✓ 1.1 General Principles of Management and their Application Management
 - 1.2 Library Organisational Structure
 - 1.3 Physical Planning (Building, Furniture etc) Standards

2. *Collection Development* 45 L
 - 2.1 Types of Documents and Selection Principles
 - 2.2 Different Types of Selection Tools and their Importance.
 - 2.3 Acquisition Procedure.
 - 2.4 Acquisition of Documents.
 - ✓ 2.5 Preparation of Documents for use
 - 2.6 Circulation work
 - 2.7 Stock Verification and Stock Taking Methods
 - 2.8 Maintenance, Shelving, Binding
 - 2.9 Preservation and Conservation of Reading Materials.

3. *Library Personnel, Library Committee* 25 L
 - 3.1 Library Staff - Job Analysis, Qualification and Training,

Duties and Functions of Librarians and Other Staff,
Delegation of Power.

3.2 Library Committees

3.3 Library Rules and Regulations

4. *Library Finance, Library Budget* 15 L

4.1 Library Finance, Budgeting and Accounting

4.2 Library Statistics and Annual Report.

Group B: Project Report 40 L

Contents

All the candidates will be required to submit a PROJECT REPORT on an assigned topic before the final examination. The Project Report will be a survey, observation and case study of different library operations in the different types of libraries or trend report or state-of-art studies. The Report will be evaluated by the committee of the department and marks will be assigned.

Text Books for Paper II

1. Evans, G.E. : Management Techniques for Librarians: New York, Academic Press, 1976.
2. Mittal, R.L. : Library Administration: Delhi: Metropolitan, 1983.
3. Ranganathan, S.R. : Library Administration: 2nd ed. Bombay, Asian Publishing House, 1989.

Recommended Books for Paper II

1. Lock, Reginold N. : Library Administration: 3rd ed. London, 1973.

2. Webb, Gisela M ed : - Human Resources Management in Libraries: New York: Howarth Press, 1989.
3. Underwood, P.G. : Managing Change in Libraries and Information Services, a System Approach: London; Clive Bingley.
4. American Library Association : Planning of Library Building: 1990, Chicago: ALA, 1955.
5. Krishan Kumar : Library Organization: New Delhi Vikas Pub. 1988.
6. Gupta, S.R. : Stock Verification in Libraries Problems and Solution: Delhi; Ken Pub. 1990.
7. Panwar, B.S. and S.D. Vyas : Library Management: Delhi: B.R. Pub. 1968.
8. Mukharji, B.B. : Preservation of Library Materials, Archives and Documents: Calcutta, The world Press, 1973.

Paper III Library Cataloguing

Objectives

This paper intends to have a good skill to the students in cataloguing the universe of knowledge existed in the form of recorded knowledge and to acquaint the students with different cataloguing.

There will be two sections in the question paper. Students should have to attempt two questions from Section A. Section B. consisty "Short Notes" will be compulsory. Practical examination will be conducted by the department Students should secure pass marks in both theory and practical separately.

III. I: Theory

Contents

1. *Purpose and Type of Library Catalogues* 20 L
 - 1.1 Library Catalogue: Objectives, Purpose & Functions
 - ✓ 1.2 Physical Form of Catalogue
 - 1.3 Types of Catalogues

2. *Format of Catalogue Entries* 25 L
 - 2.1 Kinds of Entries
 - 2.2 Data Elements in Different Types of Entries
 - 2.3 Filing of Entries - Classified and Alphabetization
 - 2.4 Centralised Cataloguing-In-publication

3. *Choice and Rendering of Headings* 30 L
 - 3.1 Structure of Names and Their Rendering
 - 3.2 Chain Procedure
 - 3.3 Pseudonymous, Anonymous Works and Uniform Titles.
 - 3.4 Classified Cataloguing Code (CCC) and AACR2
 - 3.5 Subject Cataloguing & Indexing Problems and Models.

III. II: Practical

Contents

1. *AACR- 2* 40 L
 - 1.1 Preliminaries
 - 1.2 Single Personal Authors
 - 1.3 Shared Responsibility and Editorial Works
 - 1.4 Choice Among Different Names and Reference.
 - 1.5 Series and Multivolume.
 - 1.6 Subject Headings
 - 1.7 Corporate Bodies
 - 1.8 Uniform Titles and Serials and User's Guide to AACR-2.

2. *Cataloguing Practice Using Classified Catalogue Code* , 351
- 2.1 Preliminaries to Classified Catalogue Code
 - 2.2 Class Indexes Entries.
 - 2.3 Personal Authors
 - 2.4 Corporate Body
 - 2.5 Series and Composite Books
 - 2.6 Multivolumes and Serial Publication.

Text Books for Paper III

1. American Library Association etc. : *Anglo-American Cataloguing Rules: 2nd ed. London: ALA, 1978.*
2. Girija Kumar and Krishna Kumar : *Theory & Cataloguing: 5th rev. ed. New Delhi, Vikas, 1986.*
3. Ranganathan S.R. : *Classified Catalogue Code: 5th ed. Bombay: Asia Publishing House, 1964.*
4. Westby, B.M. Ed. : *Sears List of Subject Heading: 12th ed. New York: Wilson, 1982.*

Recommended Books for Paper III

1. American Library Association : *ALA Rules for Filing Catalogue Cards: Chicago: ALA, 1968*
2. Agarwal, S.S. : *Catalogue Entries and Procedure (A Guide to Cataloguing Work According to ALA, AACR and CCC: New Delhi, Lakshmi Book store, 1972.*
3. ALA : *Guidelines for Book Catalogue: Chicago, 1977.*
4. Boll, John J : *Introduction to Cataloguing: New York: McGraw-Hill Book, 1974, 2 Vols.*

5. **Rajinder Kumar** : **An Introduction to Anglo-American Cataloguing Rules: 2nd ed.** New Delhi: Vikas Pub. 1987.
6. **Weihs, Jean** : **Non Book Materials, the Organization of Integrated Collection: 3rd ed.** Ottawa: Canadian Library Association, 1989.

Paper IV Library Classification

Objectives

This paper intends to impart the knowledge of classifying the universe of knowledge existed in the form of recorded knowledge and to the major classification schemes so far developed.

There will be two sections in the question paper. Students should have to attempt two questions from Section A. Section B. will be compulsory. Practical examination will be conducted by the department. Students should secure pass mark in both theory and practical separately.

IV. I: Theory

Contents

- | | |
|--|------|
| 1. <i>Library Classification</i> | 15 L |
| 1.1 Need and Purpose of Library Classification | |
| 1.2 General Theory and History of Library Classification | |
| 1.3 Mapping of Subjects in DDC. and CC | |
| 2. <i>Postulational Approach to Classification.</i> | 20 L |
| 2.1 Postulation and its usefulness in Classification. | |
| 2.2 Concept of Fundamental Categories. | |
| 2.3 Facet Analysis and Facet Sequence. | |

- 2.4 Phase Relations.
- 2.5 Common Isolates.
- 3. *Notation-Defination, Need, Function and Mnemonic.* 20 L
 - 3.1 Notation-Need Functions.
 - 3.2 Hospitality in Array and Chain.
 - 3.3 Call Number and its Structure.
 - 3.4 Kinds of Mnemonics.
- 4. *Study of Selected Schemes of Classification* 20 L
 - 4.1 Dewey Decimal Classification.
 - 4.2 Colon Classification.
 - 4.3 Species of Classification Schemes.

IV. II: Practical

Contents

- 1. *Dewey Decimal Classification* 20 L
 - 1.1 Introduction, Structures and Organisation of Dewey Decimal Classification (DDC) 19th Edition.
 - 1.2 Definitions, Notes and Instructions
 - 1.3 Ascertaining Specific Subjects of a Document and Assigning Class Number to it.
 - 1.4 Using the Relative Index
 - 1.5 Synthesis of Class Numbers of Number Building Practice.
- 2. *Use of Auxiliary Tables and Multiple Synthesis in DDC* 20 L
 - 2.1 Use of Table 1: Standards Dub Divisions.
 - 2.2 Use of Table 2: Areas.
 - 2.3 Use of Table 3: Sub-divisions of Individual Literatures.
 - 2.4 Use of Tables 4 and 6 and 5 and 7.
 - 2.5 Multiple Synthesis and Order or Precedence.

3. *Colon Classification*

35 L

- 3.1 Colon Classification: Introduction.
- 3.2 Colon Classification: Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis in Humanities and Social Science.
- 3.3 Colon Classification: Introduction to the Application of Postulate and Principles for Facet Analysis and Synthesis in Biological Science.
- 3.4 Colon Classification: Introduction to the Application of Postulate and Principles for Facet Analysis and Synthesis in Physical Sciences and Generalia.
- 3.5 Some Significant Aspects of Colon Classification: Common Isolates, Phase Relation, Book Number and Collection Numbers.

Text Books for Paper IV

1. Dewey, Melvil : Decimal Classification: 19th ed. 3 Vols, N.Y.: Forest Press, 1978.
2. Ranganathan, S.R. : Colon Classification: 6th Rev. ed. Bombay: Asia, 1969.
3. Krishan Kumar : Theory of Classification: 4th ed. New Delhi: Vikas, 1958.
4. Sayers, WCB : Introduction to Library Classification: 9th ed. London: Grafton, 1958.

Recommended Books for Paper IV

1. Ranganathan, S.R. : Elements of Library Classification: 3rd ed. Bombay: Asia, 1957.
2. Husain, Shabahat : Library Classification; Facets and Analysis: New Delhi: Tata Mc Graw Hill Publishing Co. 1993.
3. Needham, C.D. : Organizing Knowledge in Libraries; an Introduction to Classification and

Cataloging: London: Andre Deutsch
1964.

4. Ranganathan, S.R. : Prolegomena to Library Classification:
3rd ed. Bombay, Asia Publishing
House, 1969.
5. Satija, M.P. : Manual of Practical Colon
Classification: New Delhi, Sterling Pub,
1984.

Paper V Reference, Information, Bibliography and Documentation

Objectives

This paper intends to acquaint the students with the varieties of reference services for better utilization of the library resources and networking between different libraries and information centres. It also tries to develop familiarity with standard reference sources and information systems to understand the nature and purpose of such sources and to develop skills for compiling and utilization.

There will be two groups in this paper Group A. consists of Reference, Information and Communication Services and Group B. consists of Bibliography, Documentation and Information sources. Candidates should have to attempt five questions, selecting at least two questions from each group.

Group A: Reference, Information and Communication Services

Contents

1. *Information Services and Organizations* 25 L
 - 1.1 Concept and Need for Information
 - 1.2 Nature of Information Services:
 - ✓ (a) Ready Reference Services

Library Range Reference services.

- 1.3 Organizations for Information Services
 - 1.4 Role of Reference Librarian and Information Officer
 - 1.5 Information Communication Methods
 - 1.6 Types and Kinds of Reference Service in Academic, Public and Special Libraries.
2. *Information Services and Techniques* 30 L
- 2.1 Current Awareness Services: SDI
 - 2.2 Selective Dissemination of Information
 - 2.3 Indexing, Abstracting and Translation Services.
 - 2.4 Literature Search and Databases
 - 2.5 Reprographic and Micrographic Services
3. *Users Needs* 10 L
- 3.1 Use of Information
 - 3.2 Ascertaining Information about User's Needs
 - 3.3 User's Education and Orientation
4. *Information Systems and Services* 10 L
- 4.1 VINITY
 - 4.2 SSDC
 - 4.3 NISSAT

Group B: Bibliography, Documentation and Information Sources

Contents

1. *Concept of Reference and Bibliographical Sources* 20 L
 - 1.1 Definition, Need, User and Criteria for Bibliography Evaluation.
 - 1.2 Introduction to Different Categories of Basic Sources: Primary, Secondary, Tertiary - Their Use as Information Media.

2. *Study of Bibliographical Tools*

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- ✓ 2.1 Bibliographical Need and Types, Bibliographic Control
- 2.2 Subject Bibliographies.
- ✓ 2.3 National Bibliographies - Need, Scope and Coverage Study of INB, BNB, and NNB
- ✓ 2.4 Trade Bibliography, Universal Bibliography
- 2.5 Study of Abstracting and Indexing Tools.
- 2.6 Library of Congress Catalogue.
- 2.7 British Books in Print
- 2.8 Cumulative Book Index (Wilson)
- 2.9 Books in Print (Bowker).
- 2.10 Subject Guide to Books in Print
- 2.11 Ulrich's International Periodicals Directory (Bowker) etc.

3. *Reference Source and Sources*

35 L

- 3.1 Dictionaries: Oxford English Dictionary, Webster's New International Dictionary, Funk and Wagnall's New Standard Dictionary, Peter Roget's International Thesaurus.
- 3.2 Encyclopaedias: (a) General:- Britannica (New edition), American, Colliers and Columbia (b) Subject: - International Encyclopaedia of Social Sciences, Encyclopaedia of Science and Technology (McGraw-Hill). Encyclopaedia of Religion and Ethics.
- 3.3 Year Books: Europa Yearbook, Statesman's Year Book, Commonwealth Universities Yearbook, World of Learning.
- 3.4 Geographical Dictionaries: Columbia Lippincott Gazetteer of the World, Gazetteer of India.
- 3.5 Biographical Dictionaries: Webster's biographical dictionary, Who's Who, International, Who's Who (Europe)
- 3.6 Statistical Works: Census of Nepal, U.N. Statistical Year Book.
- 3.7 What, Why and How of Documentation.

Text Books for Paper V Group A

1. Katz, William A : Introduction to Reference Work: 4th ed. 2 Vols., New York: McGraw Hill, 1982.
2. Krishan Kumar : Reference Service: 3rd rev. ed. Delhi; Vikas, 1987.
3. Devarajan, G. : Users' Approach to Information in Libraries: New Delhi, ESS Pub. 1989.

Recommended Books for Paper V Group A

1. Walford, A.J. : Guide to Reference Materials: V.1: Science and Technology: 5th ed. (1989). Vol.2: Social and Historical Science, Philosophy and Religion, 4th ed. (1982). Vol. 3: Generalities, Languages, the Arts and Literature; 4th ed. (1982). London. LA.
2. Winchell; C.M. : Guide to Reference Books: 8th ed. Chicago: ALA, 1967.
3. Cheney, F.N. and Williams, W.J. : Fundamental Reference Sources: 2nd ed. Chicago: ALA, 1980.
4. Galuin, Thomas J : Current Problems in Reference Services: New York, R.R. Bowker, 1971.
5. Hutchins, Margaret : Introduction to Reference Work: Chicago; ALA, 1944.
6. Prasher, R.G. : Information and its Communication: New Delhi, Medallion Press, 1991.
7. Ellis, David : New Horizons in Information Retrieval: London: LA, 1990.

Text Books for Paper V Group B

1. Guha, B. : Documentation and Information Services, Techniques and Systems: Calcutta: World Press, 1983.
2. Krishan Kumar and Girija Kumar : Bibliography: 2nd ed. Delhi: Vikas, 1985.
3. Shores, Louis : Basic Reference Sources: Chicago; American Library Association, 1967.

Recommended Books for Paper V Group B

1. Atherton, Charles P : Handbook for Information Systems and Services: Paris: Unesco, 1977.
2. Foskett, D.J. : Information Service in Libraries: 2nd ed. Hamden, Connecticut, Archen Books, 1967.
3. Mukharjee, A.K. : Fundamentals of Special Librarianship and Documentation: Calcutta: IASLIC 1969.

Work Plan

Programme During the Course of Study:

- * Regular teaching/learning with the active participation of teachers and students
- * Guest speakers/lectures will be invited as needed.
- * Workshop/seminars and talk programmes by national and international experts during the course of study will be organized.
- * Degree will be awarded by Tribhuvan University.

Towards Sustainability of the Programme:

In order to make the programme financially viable and locally sustainable the following measures/efforts as visioned:

- * Student fees will be charged for the course, it will be decided by committee.
- * Research activities will be undertaken
- * Department will produce publications for sale.