No. F.Acd./II/19/13583-90
Dated: 26-2-2019

NOTIFICATION
(19/Feb./Adp/04)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Study in the subject of **B. Lib. and M. Lib** under the **Non Choice Based Credit System (through regular mode) at Post Graduate Level** in the main campus for the examinations to be held in the years as per the details given below: -

Subject	Semester	for the examination to be held in the years	% of Change
B.Lib.I.Sc	I	December 2019, 2020 and 2021	100%
	II	May 2020, 2021 and 2022	
M.Lib.I.Sc	I	December 2019, 2020 and 2021	100%
	II	May 2020, 2021 and 2022	

The Syllabi of the courses is available on the University website: www.jammuuniversity.in

Sd/-
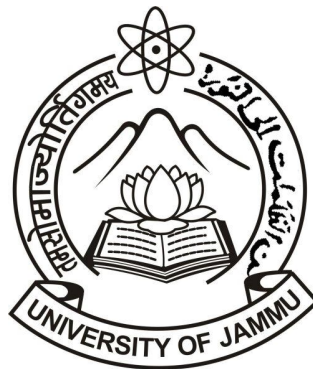**DEAN ACADEMIC AFFAIRS**

Copy for information and necessary action to:

1. Dean, Faculty of Social Sciences.
2. HOD/Convener, Board of Studies in Library and Information Science.
3. C.A to the Controller of Examinations.
4. I/c Director, Computer Centre, University of Jammu.
5. Asstt. Registrar (Conf. /Exams. PG/Pub.)
6. Incharge, University Website for necessary action please.

Assistant Registrar (Academic)

25/02/2019

Syllabus Outline for examination to be held in December 2019, 2020 & 2021 & May 2020, 2021 & 2022 Bachelor of Library and Information Science (B.Lib.I.Sc.)

First & Second Semester (Non Choice Based Credit System)

Post Graduate Department of Library and Information Science University of Jammu Jammu

B.Lib.I.Sc. Programme

The following courses of study are prescribed in the First and Second Semesters of the B.Lib.I.Sc. Programme: - For the Session December 2019, 2020 & 2021 & May 2020, 2021, 2022

First Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
LIS 101	Library, Information and Society	100/ 6
LIS 102	Organization of Documents: Library Classification and Cataloguing (Theory)	100/ 6
LIS 103	Reference and Information Sources & Services	100/ 6
LIS 104	Management of Library and Information Centers	100/ 6

Total Marks/Credits: 400/ 24

Second Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
LIS 105	Library Classification (Practice)	100/ 6
LIS 106	Library Cataloguing (Practice)	100/ 6
LIS 107	Information Storage and Retrieval	100/ 6
LIS 108	A) Information Technology (Theory)	50/ 3
	B) Information Technology (Practice)	50/ 3

Total Marks/Credits: 400/ 24

Annexure- III

B.Lib.I.Sc. Programme

The following courses of study are prescribed in the First Semester for the session December 2019, 2020 & 2021.

First Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credit
LIS 101	Library, Information and Society	100/ 6
LIS102	Organization of Documents: Library Classification and Cataloguing (Theory)	100/ 6
LIS103	Reference and Information Sources & Services	100/ 6
LIS104	Management of Library and Information Centers	100/ 6

Total Marks/Credits: 400/ 24

Course Code: LIS 101-Library, Information and Society

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                    Internal Assessment: 20 Marks

Objectives:
- To acquaint with the library as a social institution for knowledge generation, creation and dissemination.
- To make an understanding of the philosophical and social foundations of Library and Information Centers.

Unit - I:-
1.1   Library: Concept and Role in Society
1.2   Information &. Knowledge Society
1.3   Academic Libraries: School, College, and University Libraries
1.4   National, Public, and Special Libraries

Unit - II:
2.1   Historical development of Libraries in India
2.3   Five Laws of Library Science
2.2   Library Legislation: Need, Function and Salient Features of State Library Acts in India
2.4   Resource Sharing and Consortia Approach: Concept and Methods in Library & Information Centers

Unit - III:
3.1   Information: Characteristics, Nature, Value and Use
3.2   Conceptual Difference between Data, Information and Knowledge
3.3   Communication: Channels, Barriers and Models
3.4   Information Transfer Cycle

Unit - IV:
4.1   Library Extension Activities: Need, Importance and Methods
4.2   Delivery of Books and News Papers (Public Libraries) Act
4.3   Intellectual Property Rights with Special Reference to Copyright Act
4.4   Library Information Policy at National Level with Special Reference to India

Unit-V:
5.1   Role of Professional Associations in the Field of Library and Information Science at National Level: ILA and IASLIC
5.2   Role of Professional Associations in the Field of Library and Information Science at International Level: ALA
5.3   National Promoters: RRRLF and UGC- Role in Promotion and Development of Libraries and their services
5.4   International Promoters: UNESCO and IFLA- Role in Promotion and Development of Libraries and their Services

Course Code: LIS 101-Library, Information and Society

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES:
i)   *The theory Course will be of 80 marks only and 20 marks will be for Internal Assessment.*
ii)   *The syllabus is divided into five units.*
iii) *There shall be 11 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e.1 marks for each. Besides the Course shall contain 5 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 14 marks.*

Recommended Readings

Chapman, E. A., & Lynden, F.C. (2000). *Advances in Librarianship*. San Diego: Academic Press.

Chopra,H.S.(2016*). Plagiarism*. New Delhi: Shree Publishers.

Chopra,H.S.(2017). *Libraries forever*. New Delhi: Shree Publishers.

Cornish, G.P. (2015). *Copyright*: *Interpreting the law for libraries, archives and information services. (6thed.).* UK: Facet Publishing.

Dorner,D.G.,Gorman,G.E.,& Calvert,P.J.(2014).*Information need analysis: Principles and practices in information organizations*.UK: Facet Publishing.

Feather, J. (2008). *The Information Society: A study of continuity and change.* (5th ed.). London: Facet Publishing.

Gupta, S. & Singh, Gurudev. (2006). *Public Library System in J & K State*. Jammu: Sonal Book Enterprises.

Gurudev Singh.(2015). *Academic library systems and services*. New Delhi: Ess Ess Publications.

Khanna, J. K. (1984). *Fundamentals of Library Organization*. New Delhi: Ess Ess Publications.

Khanna, J. K. (1996). *Library and Society.* (5th ed.). New Delhi: Ess Ess Publications.

Krishan, K. (1997). *Library Organization*. New Delhi: Vikas Publishing House.

National Knowledge Commission. (2007). Libraries: Gateway to Knowledge. Delhi: NKC.

Pitroda, S. (2009). *Recommendations of the National Knowledge Commission*. New Delhi: Academic Foundation.

Ranganathan, S. R. (2006). *Five Laws of Library Science. (*2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Rubin,R.E.(2016). *Foundations of library and information science.*(4thed.).London: Facet Publishing.

Shaffer,G.L.(2018). *Sustainable public library*. USA : ABC Publishers.

Singh, S. P. (2005). *Special Libraries in the Electronic Environment*. New Delhi: Bookwell.

Sujata, G. (1999). *Resource Sharing and Networking of University Libraries*. New Delhi: Ess Ess Publications.

Venktappaiah, V. & Madhusudan, M. (2006). *Public Library Legislation in the new millennium*. New Delhi: Bookwell.

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 101-Library, Information and Society

Bachelor of Library & Information Science (B.Lib.I.Sc.) | **Sample paper**
1ˢᵗ Semester Examination
LIS 101: Library, Information and Society

Time: 3 hours   **Maximum Marks: 80**

<u>Note</u>*:*   *(i) Attempt Question no. 1 containing objective type answers from Part-A which is compulsory.*
      (ii) Attempt five long answer type questions in all selecting one question from each unit from Part-B.
Part- A (Objective Type Questions)

Q.1. Attempt all the questions. Tick the right answer as per your opinion. All questions carry equal marks.
                                               1 x 10= 10

(i) Information is -
     A. Raw Data   C. Input Data
     B. Processed Data   D. Unorganized Data
(ii) The communication from one generation to another generation is called-
     A. Oral Communication   C. Verbal Communication
     B. Tele Communication   D. Wireless Communication
(iii) The term ‑Libraryøis made up of the word-
     A. Liber   C. Libre
     B. Libra   D. Liberae
(iv) Ranganathan propounded Five Laws of Library Science. Which one is given in the end-?
     A. First Law   C. Fourth Law
     B. Second Law   D. Fifth Law
(v) Exchange of documents among Libraries is called-
     A. Library Networking   C. Inter-Library Loan
     B. Resource sharing   D. Circulation Service
(vi) Extension Services to the blind by a public library is justified by-
     A. The fourth law of library science   C. The first law of library science
     B. The fifth law of library science   D. All the laws of library science
(vii) identified the association that has been change its original name-
     A. ILA   C. LA
     B. SLA   D. ALA
(viii) UNESCOøs information programme is known as-
     A. NATIS   C. UAP
     B. GIP   D. UBC
(ix) The National Medical Library of India is located at-
     A. Delhi   C. Mumbai
     B. Kolkata   D. Lucknow
(x) Where Raja Ram Mohan Roy Library is situated?
     A. Delhi   C. Lucknow
     B. Kolkata   D. Agra

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 101-Library, Information and Society

Part- B (Long Answer Type Questions)

Note: *Attempt any one question from each unit. Each question carries equal marks*. 5 x 14= 70

Unit-I
Q. 1. Analyze the role of Library in 21st century. Give suitable examples.

Or

Q. 2. Discuss the characteristics and features of University Library in details.

Unit-II
Q. 4. Enumerate five laws of library science. Discuss the implications of the First Law.

Or

Q. 5. Discuss the need of Library Legislation. Describe the Model Public Library Acts drafted in India.

Unit-III
Q. 6. Define the term ─Information∅ Discuss its characteristics in detail with suitable examples.

Or

Q. 7. What do you mean by ─Communication∅? Explain various barriers which interrupt the free flow of Information Communication.

Unit-IV
Q. 8. What do you understand by copyright? Explain the actions that do not constitute an infringement of copyright.

Or

Q. 9. Write an essay on National Information Policy with reference to India.

Unit-V
Q. 10. Discuss the role of RRRLF in promotion and development of Indian Public Libraries

Or

Q. 11. Discuss various activities of UNESCO towards growth and development of libraries in Asia.

Course Code: LIS 102- Organization of Documents: Library Classification and Cataloguing (Theory)

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                          Internal Assessment: 20 Marks

Objective:
- To acquaint with conceptual foundation of library classification and library cataloguing as base for knowledge organization.

Unit - I:
1.1   Library Classification Concept: Definition, Need and Purpose
1.2   History and Development of Library Classification Schemes
1.3   Structure and Features of DDC
1.4   Structure and Features of UDC

Unit - II:
2.1   Structure and Feature of Colon Classification
2.2   Species of Library Classification
2.3   Five Fundamental Categories, Rounds and levels
2.4   Notation: Types, Qualities, and Functions. Devices to increase the capacity of Notational System

Unit - III:
3.1   Three planes of Classification
3.2   Postulational Approach: Steps for practical classification
3.3   Library Catalogue: Concept, Definition, Purpose, and Functions
3.4   History and development of standard Library Catalogue Codes

Unit – IV:
4.1   Types of Library Catalogue: Dictionary Catalogue and Classified Catalogue
4.2   Physical Forms of Catalogue-Card Catalogue, Book Catalogue, Shelf Catalogue
4.3   Cooperative and Centralized Cataloguing
4.4.   Union Catalogue: Concept, Need, Purpose and Functions

Unit – V
5.1   Subject Heading- Aim and Purpose
5.2   SLSH-Features: Merits and Demerits
5.3   Call Number: Concept and Tools
5.4   Chain Procedure: Method, Merits, and Demerits

Course Code: LIS 102- Organization of Documents: Classification and Cataloguing (Theory)

INSTRUCTIONS FOR COURSE-SETTERS/ EXAMINERS AND CANDIDATES

i)   *The theory Course will be of 80 marks only and 20 marks will be for Internal Assessment.*
ii)   *The syllabus is divided into five units.*
iii)   *There shall be 11 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e. 1 marks for each. Besides the Course shall contain 5 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 14 marks.*

Recommended Readings

Baba, A. M. (1988). *Dewey Decimal Classification, Universal Decimal Classification and Colon Classification*. Srinagar: Gulshan Publishers.

Bose, H. (1987). *Universal Decimal Classification: Theory and practice*. Bangalore: Sterling.

Bowman, J.H. (2003). *Essential cataloguing: The basics.*UK: facet publishing.

Hussain, S. (2004). *Library classification: Facets and Analyses*. Delhi: B. R. Publishing.

Krishan, K. (1985). *Theory of classification*. New Delhi: Vikas Publishing House.

Krishan, K. (1986). *An Introduction to AACR2: Anglo-American cataloguing rules.* (2nd ed.). New Delhi: Vikas Publishing.

Ranganathan, S. R. (1993). *Classification and communication*. Bangalore: Sarada Ranganathan Endowment for Library Science.

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Read,J.(2003).*Cataloguing without tears: Managing knowledge in the information society*. Oxford: Chandos Publishing.

Satija, M. P. (2013). *Dewey Decimal Classification* (19th ed. ó 23rd ed.). New Delhi: Ess Ess Publications.

Satija, M.P. (2007*). The Theory and Practice of the Dewey Decimal Classification*. London:Chandos Publishing.

Sears, M.E. (2004). *Sears list of subject headings*. (20th ed.). New York: H. W. Wilson.

Sharma, Pandey.S. K. (1986). *Cataloguing theory*. New Delhi: Ess Ess Publications.

Taylor,A.G.,& Miller,D.P.(2006).*Wynar's introduction to cataloguing and classification*.(10th ed.). London: Libraries Unlimited.

Viswanathan, C. G. (2008). *Cataloguing: Theory and practice*. New Delhi: Ess Ess Publications.

Welsh,A.,& Batley,S.(2013*). Practical cataloguing*: AACR, RDA, MARC21.New Delhi: Ess Ess Publications.

Course Code: LIS 102- Organization of Documents: Classification and Cataloguing (Theory)

Bachelor of Library & Information Science (B.Lib.I.Sc.)   Sample paper
1st Semester Examination
LIS 102: Organization of Documents: Library Classification and Cataloguing Theory

Time: 3 hours   **Maximum Marks: 80**

<u>Note:</u>   *(i) Part-A: Attempt ALL Question questions from Question No.1 which is compulsory.*
       (ii) Part-B: Attempt FOUR questions in all selecting one question from each unit.

Part- A

Q.1. Attempt all the following objective type questions. All questions carry equal marks. **1 x 10=10**

i).   Thickness of Library Catalogue is
         A. 0.023 cm.   B. 00.024 cm.
         C. 0.025 cm.   D. 0.028 cm.

ii).   Standard size of Catalogue is
         A. 5öx 3ö   B. 5öx 4ö
         C. 4öx 4.3ö   D. 5öx4.2ö

iii).   The first edition of AACR was revised in
         A. 1979   B. 1978
         C. 1967   D.1908

iv).   OPAC stands for
         A. Online Public Access Catalogue   B. Online Public Automated Catalogue
         C. Online Public Access Computer   D. Ohio Public Access Catalogue

v).   The index given in DDC is called
         A. Standard Index   B. Relative Index
         C. Index   D. Useful Index

vi).   The table in DDC, which provides for Racial, Ethnic and National Groups, is
         A. Table -2   B. Table-3
         C. Table-4   D. Table-5

vii).   Dewey Decimal Classification is related to Enumerative
         A. True   B. Neither True nor False
         C. False   D. None of These

viii). Which is not correctly matched?
         A. Personality, (comma)   B. Energy :(colon)
         C. Matter ;(semi-colon)   D. Time . (dot)

ix).   Arrange the following schemes of classification according to their year of origin
         A. Colon Classification   B. Expansive Classification
         C. DDC   D. UDC

x).   Dichotomy means division into
         A. Two   B. Many
         C. Ten   D. Five

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 102- Organization of Documents: Classification and Cataloguing (Theory)

Part- B (Long Answer Type Questions)

Note: Attempt FOUR questions in all selecting one question from Each Unit. All questions carry equal marks. 14 x 5= 70

Unit – I

Q. 2. Define Library Classification. Discuss its Need and Purpose.

Or

Q. 3. Describe the Structure and Features of DDC.

Unit – II

Q. 4. What do you understand by Notation? Write different qualities of a good Notation?

Or

Q. 5. Explain the concept of a category and discuss the role of fundamental categories enunciated by S.R. Ranganathan giving suitable examples.

Unit – III

Q. 6. Define Library Catalogue? Discuss its Purpose and Functions

Or

Q. 7. What is Union Catalogue? Explain its Need, Purpose and Functions

Unit – IV

Q. 8. Discuss the need for a filing system. Describe Ranganathan's filing principles.

Or

Q. 9 Discuss different kinds of entries in a dictionary catalogue with suitable examples.

Unit-V

Q. 10. What is a Subject Catalogue? Discuss the Features, Merits and Demerits of SLSH.

Or

Q.11. Describe the Methodology, Merits and Demerits Chain Procedure.

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 103- Reference and Information Sources & Services

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                              Internal Assessment: 20 Marks

Objectives:

- To provide an overview of the different categories of references and information tools in order to choose an appropriate source for meeting reference queries.
- To acquaint the criteria for evaluation of reference and information sources (Both online and offline).
- To make acquaintance of various web based resources and their access.

Unit - I:
1.1   Reference Service: Concept, Need and purpose.
1.2   Theory of Reference Service
1.3   Types of Reference services: Ready Reference Service, Long Range Reference Service
1.4   Online/Digital Reference Service: Concept and techniques

Unit - II:
2.1   Reference Librarian: Role, Qualifications and Competencies
2.2   Information Services: Concept, Need and types
2.3   Difference between Reference Services & Information services
2.4   Types of Information Sources: Documentary and Non-Documentary

Unit - III:
3.1   Evaluation Criteria for Print Sources
3.2   Dictionaries: Types, Uses and Evaluation
3.3   Encyclopedias: Types, Uses and Evaluation
3.4   Current Sources: Types, Uses and Evaluation

Unit - IV:
4.1   Geographical Sources: Categories and their Evaluation
4.2   Biographical and Bibliographical Sources: Categories and their Evaluation
4.3   Directories-Institutional and Professional: Evaluation
4.4   Statistical Sources: Handbooks, Manuals, etc. and their Evaluation

Unit - V:
5.1   Evaluation Criteria for Online Sources
5.2   Web of Science, J-gate Plus/DOAJ/Open-DOAR, etc.
5.3   Online Dictionaries and Encyclopedias
5.4   Websites: University, Libraries, and Government Offices

Course Code: LIS 103- Reference and Information Sources & Services

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i)   *The theory Course will be of 80 marks only and 20 marks will be for Internal Assessment.*
ii)   *The syllabus is divided into five units.*
iii)   *There shall be 11 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e. 1 marks for each. Besides the Course shall contain 5 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 14 marks.*

Recommended Readings.

Cheney,F.N.,&Williams,W.J.(2000). *Fundamental reference sources*. (3rd ed.). Chicago: ALA.

Davinson, D. (1980). *Reference service*. London: Clive Bingley.

Farmer,L.S.J.(2007).*The human side of reference and information service in academic libraries:Adding value in the digital world*. Oxford:Chandos Publishing.

Fourie,D.,&Dowell,D.(2002). *Libraries in the information age*. New York: Libraries Unlimited.

Grogan, D. (1992). *Practical reference work*. London: Library Association.

Katz, W.A. (1987). *Introduction to reference work: Reference services and reference Process*(5th ed.). New York: McGraw Hill.

Khanna, J. K. (2000). *Documentation and information services, systems and techniques*. Agra: Y. K Publishers.

Cassell, K.N., & Hiramath,U.(2018). *Reference and information service: An introduction.*UK: Facet Publications.

Krishan K.(2001*). Reference service*. New Delhi: Vikas Publishing.

Miller,W.,& Pellen,R,M.(Eds.).(2005). *Improving internet reference services to distance learners*. US: Haworth Information Press.

Smith,L.C.,& Wong,M.A.(2016). *Reference and information service: An introduction*.(5th ed.).USA:ABC-CLIO.

Websites (Illustrative):

Cambridge Dictionary: https://dictionary.cambridge.org/
DOAJ: https://doaj.org/
Encyclopaedia Britannica: https://www.britannica.com/
J-Gate Plus: https://jgateplus.com/home/
Merriam Webster Dictionary: https://www.merriam-webster.com/
Open-DOAR: http://www.opendoar.org/
Web of Science: http://wokinfo.com/

Bachelor of Library & Information Science (B.Lib.I.Sc.)
1st Semester Examination

| **Sample paper** |

LIS 103: Reference and Information Sources & Services

Time: 3 hours   **Maximum Marks: 80**

Note*:   (i) Attempt question no. 1 containing objective type answers from Part-A which is compulsory.*
(ii) Attempt five long answer type questions in all selecting one question from each unit from Part-B.

Part- A (Objective Type Questions)

Q.1. Attempt all the questions. Tick the right answer as per your opinion. All questions carry equal marks.

1 x 10= 10

(i)   Reference service means-
   A. Information service   C. Responsive service
   B. Anticipatory Service   D. All of the above

(ii)   Online reference service includes-
   A. E-mail   C. Ask the Librarian
   B. Online Chat   D. All of the above

(iii)   Information services includes-
   A. CAS   C. Alert services
   B. SDI   D. All of the above

(iv)   Choose the odd one-
   A. Authority   C. Arrangement
   B. Scope and Purpose   D. Aesthetics

(v)   Which encyclopedia published first-
   A. Encyclopedia Britannica   C. Encyclopedia Americana
   B. Encyclopedia of Library and Information Science   D. McGraw-Hill Encyclopedia of Science and Technology

(vi)   Glossary, Lexicon, Thesaurus and Vocabulary are the tems, which can be used for which source?
   A. Encyclopedia   C. Reference Source
   B. Dictionary   D. Directory

(vii)   The term directory can also be used for?
   A. List of events   C. List of periodicals
   B. List of news papers   D. All of these

(viii) What do you mean by statistical sources?
   A. Which provide any type of information   C. Which provide all the information
   B. Which provide statistical information   D. Which provide current information

(ix)   The term bibliography was derived from?
   A. Latin word   C. French Word
   B. Greek Word   D. Roman Word

(x)   What are two kinds of reference service?
   A. Indexing and abstracting   C. Short range and long range
   B. CAS and SDI   D. Current and retrospective

Sample paper

Part- B (Long Answer Type Questions)

Note: *Attempt any one question from each unit. Each question carries equal marks*.

14 x 5= 70

Unit-I

Q. 2. Explain the concept of ‑Reference Serviceø Discuss its need and purpose with special reference to University Library.

Or

Q. 3. Conduct a comparative study of Ready Reference Service and Long Range Reference Service.

Unit-II

Q. 4. Discuss various skills required by a reference librarian? Explain the role of Reference Librarian.

Or

Q. 5. Define the term ‑Information Serviceø Differentiate between Information and Reference Service. Give suitable examples.

Unit-III

Q. 6. Define the term ‑Dictionaryø? Evaluate any one which you have consulted.

Or

Q. 7. Evaluate any two current sources which are available in your library**.**

Unit-IV

Q. 8. Evaluate any two statistical sources which you have consulted.

Or

Q. 9. Evaluate any two biographical sources which you have seen in your library.

Unit-V

Q. 10. Highlight the various parameters to evaluate the online sources. Give suitable examples.

Or

Q. 11. Evaluate any online source which you have access in your library.

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 104- Management of Library and Information Centers

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                              Internal Assessment: 20 Marks

Objectives:
- To present an understanding of Management concepts, theory, principles and practice in Library & information Centers.
- To enable students to become effective library/Information managers.

Unit - I:
1.1   Management: Principles and Functions
1.2   Theories/Schools of Management Thought
1.3   Management by Objectives (MBO), Management Information System (MIS)
1.4   Change Management and Conflict Management

Unit - II:
2.1   Human Resource Management: Need, Purpose and Functions
2.2   Human Resource Planning: Methods and Techniques
2.3   Performance Measurement and Evaluation Techniques
2.4   Human Resource Development

Unit - III:
3.1   Leadership: Need and Purpose
3.2   Leadership Theories/ Approaches, Leadership in LICs
3.3   Motivation: Need and Purpose
3.4   Theories of Motivation

Unit - IV:
4.1   Financial Management: Need, Purpose, Principles and Sources of Finance in LICs
4.2   Budgeting Methods and Techniques
4.3   Budgetary Control System
4.4   Costing Techniques and Cost Analysis

Unit-V:
5.1   Public Relations Management
5.2   Monitoring & Controlling Techniques: PERT-CPM and Network Analysis
5.3   Total Quality Management, Six Sigma Applications
5.4   Marketing of LIS Products and Services

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021

Course Code: LIS 104- Management of Library and Information Centers

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i) *The theory Course will be of 80 marks only and 20 marks will be for Internal Assessment.*
ii) *The syllabus is divided into five units.*
iii) *There shall be 11 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e. 1 marks for each. Besides the Course shall contain 5 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 14 marks.*

Recommended Readings

Jacobs,F.R..,& Chase,R.(2017).*Operation and chain supply management*. New Delhi: McGraw Hill.

Khanna, J. K. (2008). *Advances in library administration*. Agra: Y.K. Publishers.

Krishna, K. (2004). *Library administration and management*. Delhi: Vikas Publishing.

Krishna, K. (2011). *Library management in electronic environment*. New Delhi: Har-Anand.

Mahapatra, P. K. (1999). *Collection management in libraries*. New Delhi: Ess Ess Publications.

Mittal, R. L. (2007). *Library administration: Theory and practice*. New Delhi: Ess Ess Publications.

Mohammad, N.,& Mukherjee,B.(2016). *Knowledge management in library: Concept, tool and approaches*. London: Chandos Publishing.

Premchand, P. (2009). *Total quality management in university libraries*. Delhi: Authors Press.

Pugh, Lyndon (2007). *Change management in library and information services.(2nd Ed)* England: Ashgate.

Ranganathan, S. R. (2006). *Library administration*. New Delhi: Ess Ess Publication.

Sahu, A.K. (2008). *Library management: New trends*. New Delhi: Shree Publishers.

Seetharama,S.(2015). *Marketing in library and information centres*. New Delhi: Ess Ess Publications.

Tripathi,P.C.,& Reddy,P.N.(2017).*Principles of management*.(6th ed.).New Delhi: McGraw Hill.

Bachelor of Library & Information Science (B.Lib.I.Sc.)
1st Semester Examination
LIS 104: Management of Library and Information Centers

	Sample paper

Time: 3 hours   **Maximum Marks: 80**

<u>Note</u>:   *(i) Attempt Question 1 containing objective type questions from Part-A which is compulsory.*

(ii) Attempt four long answer type questions in all selecting one question from each unit from Part-B.

Part- A (Objective Type Questions)

Q.1.   **Attempt all the questions. Tick the right answer. All questions carry equal marks.**

1 x 10= 10

(i)   POSDCORB is related to
       A. Library Cataloguing   B. Library Administration
       C. Library services   D. Library Automation

(ii)   TQM is a system of continuous improvement employing participative management and centered on needs of the
       A. Customer   B. Organization
       C. Staff   D. Government

(iii)   Who is considered as the father of Scientific Management
       A. F.W. Taylor   B. Peter F. Drucker
       C. Harold Koontz   D. Luther Gulick

(iv)   When Peter F. Drucker defined M.B.O. (Management by Objectives)?
       A. 1950   B. 1960
       C. 1954   D. 1964

(v)   Herzberg's theory deals with
       A. Staffing   B. Directing
       C. Motivation   D. Planning

(vi)   CPM (Critical Path Method) is developed by
       A. Dupoint Company   B. Aircraft Corporation
       C. IIM   D. IBM

(vii)   Theory X and Theory Y is developed by
       A. Louis Brandeis   B. Douglas Mc Gregor
       C. Abraham Maslo   D. Mayo

(viii)   Which Commission recommended 10% of the total college budget for development of Libraries?
       A. Dr. S. R. Ranganathan Committee   B. Mehrotra Committee
       C. Kothari committee   D. Curriculum development committee in LIS

(ix)   Zero Base Budgeting system was propounded by
       A. Peter F. Drucker   B. P.N. Kaula
       C. E.Mayo   D. Pter Phyrr

(x)   4 P's of Marketing Mix consist of
       A. Product, Process, Price, Promotion   B. Product, Performance, Price, Promotion
       C. Product, Price, Place, Promotion   D. Product, Performance, Price, people

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2019, 2020, 2021
Course Code: LIS 104- Management of Library and Information Centers

Part- B (Long Answer Type Questions) | Sample paper |

Note: *Attempt any one question from each unit. Each question carries equal marks.*

14 x 5= 70

Unit-I

Q. 2. Describe in detail the principles of management. How is it applicable in library and information science field?

Or

Q. 3. What is change management? Describe Kurt Lewin's model of Change Management to implement change.

Unit-II

Q. 4. What is Human Resource Management? Discuss its importance in an organization.

Or

Q. 5. What do you mean by Performance Measurement? Discuss various techniques to evaluate the staff performance.

Unit-III

Q. 6. Define leadership. Explain various leadership theories.

Or

Q. 7. What is Motivation? Discuss in detail various theories associated with motivation.

Unit-IV

Q. 8. Discuss the need for budgetary control system and elaborate its merits and demerits.

Or

Q. 9. Discuss the various sources of funds for different types of libraries.

Unit-V

Q. 10. Discuss the strategies/ methods to market LIS Products in Current scenario.

Or

Q. 11. What do you mean by TQM? Discuss various barriers to implement TQM in Library

Annexure- IV

B.Lib.I.Sc. Programme

The following courses of study are prescribed in the Second Semester for the Session May 2020, 2021, 2022.

Second Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
LIS 105	Library Classification (Practice)	100/ 6
LIS 106	Library Cataloguing (Practice)	100/ 6
LIS 107	Information Storage and Retrieval	100/ 6
LIS 108	A) Information Technology (Theory)	50/ 3
	B) Information Technology (Practice)	50/ 3

Total Marks/Credits: 400/ 24

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 105- Library Classification (Practice)

Credits: 6 **Max. Marks: 100**
Duration of Exam: 3 Hours **Semester Examination: 80 Marks**
Internal Assessment: 20 Marks

Objective:
- To acquaint the students with the techniques of Classifying Documents according to Dewey Decimal Classification Schemes and Colon Classification Schemes (Latest available edition).

Classification of Documents According to Dewey Decimal Classification Scheme (DDC) (Latest Available Edition)

Unit - I:
1.1   Introduction and Structure of DDC
1.2   Definitions, Notes and Instructions, Use of Relative Index, and Cutterøs List
1.3   Classification of Documents: Simple Subjects
1.4   Classification of Documents: Use of Table 1
1.5   Classification of Documents: Use of Table 2

Unit - II:
2.1   Classification of Documents: Use of Tables 3 and 4
2.2   Classification of Documents: Use of Tables 5 and 6
2.3   Classification of Documents: Use of Table 7
2.4   Classification of Documents: Compound and Complex Subjects
2.5   Multiple Syntheses

Classification of Documents According to Colon Classification Scheme (CC) (Latest Available Edition)

Unit- III:
3.1   Introduction and Structure of CC
3.2   Definitions and Use of Annexure and Rules
3.3   Classification of Simple Subjects
3.4   Classification of Documents: Use of Space Isolates
3.5   Classification of Documents: Use of Time Isolates

Unit- IV:
4.1   Classification of Documents: Use of Language Isolates
4.2   Classification of documents: Use of common isolates
4.3   Classification of documents: Use of devices
4.4   Classification of documents: Use of phase relations
4.5   Classification of documents: Involving complex subjects.

Course Code: LIS 105- Library Classification (Practice)

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i)   *This Course will have three sections including total thirty titles (ten in each section).The candidate will be required to classify Fifteen titles, Five each of Dewey Decimal Classification (Latest Available edition) and Colon Classification (Latest Available Edition), and by both the schemes (internal choice will be hundred percent). Each question carries 4 marks.*

Recommended Readings for Dewey Decimal Classification

Dewey, M. (2011). *Dewey Decimal Classification and relative index* (23rd ed.). Dublin, Ohio: OCLC.

Sajita, M.P. (2013).*Dewey Decimal Classification*.(19thed. -23rded.).New Delhi: Ess Ess publication.

Satija, M. P. (2007). *The Theory and Practice of DDC system*. Oxford: Chandos.

Satija, M. P. (2012). *Exercises in the 23rd edition of Dewey Decimal Classification*. Lancaster:Gazelle Book Services.

Shokeen, A., & Kaushik, S. (2012). *Dewey Decimal Classification: A Practical manual of 23rd edition*. Portland: International Specialized Book Services.

Recommended Readings for Colon Classification

Ranganathan, S. R. (1960). *Colon Classification* (6th ed.). Bangalore: Sarada Ranganathan Endowment. (Reprint 2000)

Ranganathan, S.R. (2015). *Colon classification*. New Delhi: Ess Ess Publications.

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 105- Library Classification (Practice)

Sample paper

Bachelor of Library & Information Science (B.Lib.I.Sc.)
2nd Semester Examination
LIS 105: Library Classification (Practice)

Time: 3 hours   **Maximum Marks: 80**

Note:-In every case first write the full title and below it, assign its Class Number.

SECTION-A

Note: - *Classify any FIVE titles according to DDC (Latest Available Edition) from Section- A. All titles carry equal marks.*

4 x 5= 20

1. Medicinal Plants of Kerala.
2. Architecture of Auditorium Buildings-an Encyclopaedia published in German Language.
3. Historical Research in Mystical Judaism during 18th Century.
4. Medical Geography and Health Surveys in Underdeveloped Countries.
5. Dictionary of Social Sciences.
6. Economic Relation between Norway and Saudi Arabia.
7. Reference Service in University libraries in India.
8. Parliaments in non-aligned Nations.
9. Research in Plate Tectonics.
10. Monetary Laws of India.

SECTION-B

Note: - *Classify any FIVE titles according to CC (Latest Available Edition) from Section- B. All titles carry equal marks.*   **4 x 5= 20**

1. Difference between Electrochemistry and Magneto chemistry.
2. Indian Conference on Fowl Hygiene.
3. Criticism of Munshi Premchand's Novel Godan (Author born in 1880).
4. Classification of Manuscripts in University Libraries in Karnataka in 2004.
5. History of Indian Cinema.
6. Treatment of Virus disease of Rice.
7. Ayurvedic treatment of eyes of Children.
8. Income Tax Laws in India.
9. Biochemistry of hormones.
10. Bacterial disease of Plants.

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 105- Library Classification (Practice)

SECTION –C

Note: -*Classify any FIVE titles both according to DDC (Latest Available Edition) (4 Marks each) and CC (Latest Available Edition) (4 Marks each) -*

8 x 5= 40

1. Foreign Relation between Japan and China.
2. X-ray diagnosis of disease of Bone
3. Urdu English Dictionary.
4. Nitrogen Fertilizers for Barley Crops.
5. Biochemistry for Doctors.
6. Encylopaedia written in Dutch Language.
7. Crimes in cities of India.
8. Manuscripts in Urdu Language.
9. Tagore's Gitanjali.
10. Publishing in Europe

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 106- Library Cataloguing (Practice)

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                              Internal Assessment: 20 Marks

Objective:
- To acquaint with the procedures involved in cataloguing of documents according to AACR-2R and CCC.

PART A: AACR-2R

Unit - I:
1.1   Introduction to AACR-2R, and use of Sear¢s List
1.2   Documents with single authorship
1.3   Documents with multiple authorship
1.4   Documents with editor
1.5   Documents with pseudonyms

Unit - II:
2.1   Multiple volume books
2.2   Corporate authorship
2.3   Documents published under series
2.4   Serial publications
2.5   Uniform titles

PART B: CCC

Unit - III:
3.1   Introduction to CCC
3.2   Documents with single authorship
3.3   Documents with multiple authorship
3.4   Documents with editor
3.5   Documents with pseudonyms

Unit- IV:
4.1   Multiple volume books
4.2   Corporate authorship
4.3   Documents published under series
4.4   Serial publications
4.5   Uniform titles

Course Code: LIS 106- Library Cataloguing (Practice)

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i.) *Candidates shall be given **eight** titles out of which they will be required to catalogue fully **four** title selecting at least one from each unit (Internal choice being hundred percent).*

Recommended Readings for AACR-2R

Gorman, M., & Winkler, P.W. (Eds.). (1978). *Anglo-American cataloguing rules (*2nd ed.). London: Concept Publishing Company.

Krishan, K. (1985). *An introduction to cataloguing practice.* New Delhi: Vikas Publishing.

Krishan, K. (2001). *Introduction to AACR-2* (4th ed.). New Delhi: Vikas Publishing.

Miller, J. & Mc-Carthy, S. (2010). *Sear's list of subject headings* (20th ed.). New York: H. W. Wilson Company.

Sears, M.E. (2004). *Sears list of subject headings* (20th ed.).New York: H. W. Wilson.

Singh, S. N., & Prasad, H. N. (1985). *Cataloguing manual AACR-II*. Delhi: B. R. Publishing Corporation.

Viswanathan, C. G. (2008). *Cataloguing: Theory and practice*. New Delhi: Ess Ess Publications.

Recommended Readings for CCC

Ranganathan, S. R. (1964). *Classified Catalogue Code with additional rules for Dictionary Catalogue* (5thed.). Bombay: Asia Publishing House.

Ranganathan, S. R. (1974). *Cataloguing practice* (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Course Code: LIS 106- Library Cataloguing (Practice)

Bachelor of Library & Information Science (B.Lib.I.Sc.)
2nd Semester Examination
LIS 106: Library Cataloguing (Practice)

Sample paper

Time: 3 hours   **Maximum Marks: 80**

<u>**Note**</u>: Catalogue fully five titles, two at least from each. All the title carries equal marks.

Unit – 1 (AACR-2)

12 SHORT STORIES

By
MOSS HART
GEORGE S. KAUFMAN
JAMES MOFFATT

Illustrations by
ARNOLD BENNETT

FARRAR AND RINEHART
New York

Other info:
Call No.: O111,3x   N33
Pages: XII x 251
Size: 25 x 18 cm
Acc. No.: 72131
Back of title page- copyright 1933
Moss Hart was born in 1904 and he is alive. Kaufman was born in 1889. Moffatt was born in 1892

Or
A CONNECTICUT YANKEE IN KING
ARTHUR∅S COURT

By
MARK TWAIN

Illustrated by
WARREN RELLER

HERITAGE PRESS
New York

Other information:
Call number: O111, 3M35, 9   M89
Pages: XX, 319
Size: 18 x 12 cm.
Back of the title page: copyright 1889
Real Name of author is Samuel Langhorne Clemens. This Information was found in reference sources. The author wrote under his real name and pseudonym. He is primarily identified in reference sources by his real name.

Unit -2 (AACR-2)

HISTORY OF SCIENCE
LOUIS POUND

3 Volumes

Volume 1   Early science edited by Dr. John Mitford
Volume 2   Scientific and industrial revolution
Volume 3   Twentieth century science

THE SCARECROW PRESS, INC.
Metuchen. N.J.
1977

Other Information:
Call number: Av   N77.1-N77.2
Pages: Volume 1 (xi, 305) Volume 2 (v, 310) Volume 3 (x, 450)
Size: 26x16 cm
Accession numbers: 56305, 58321
The Library does not have volume 3.

Or

IRON AND ITS COMPOUND

CECIL DAY-LEWIS

Third Revised Edition

GEORGE ALLEN & UNWIN LTD
London
1955

Other Information:
Call Number: E182   N55
Pages: x, 204
Accession Number: 5612
Half Title page: American Chemical Society
Scientific Monographs series, No. 3
General Editor: George Grove

Unit-III   (CCC)

Constitutional and Administrative Law

S.A. de Smith

Second Edition

Penguin Education

Other Information:

Call Number- V: 2 : (Z)   L3

Acc Number- 47975

Date of Publication: 1973

Series: Foundation of Law edited by Harry Street

Or

The World of Premchand
Selected Stories of Premchand

Translated by
David Rubin

George Allen and Unwin Limited
London

Other information:

Call Number: O152, 3M80x   111K9

Acc number- 1551

UNESCO collection of representative works, 31

<div style="border:1px solid black; padding:10px;">

Sample paper

<div align="center">

Unit-IV (CCC)

Constitution of India
(As modified up to the 1ˢᵗ October, 1969)

Manager of Publication
Delhi

</div>

Other information:

Call Number- V44: 2 'N69   L0

Acc Number- 1058

Date of Publication- 1970

<div align="center">

Or

THE INDIAN ECONOMIC REVIEW

</div>

Vol. XXIV   **January- June 1988 Number 1**

Other Information:

Class Number- Xm44, N65

Acc. Number- 4856-4561; 5865-5875

Periodicity- One Volume per Year

Year of Publication- 1965

Library Holdings- Vols. 8-13 and 16-34 and still being received in the Library

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Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 107- Information Storage and Retrieval

Credits: 6
Duration of Exam: 3 Hours

Max. Marks: 100
Semester Examination: 80 Marks
Internal Assessment: 20 Marks

Objectives:
- To know various types of information retrieval Systems; their characteristics, evaluation, performance and models.
- To acquaint with various tools, techniques and systems of ISAR.

Unit - I:
1.1   Documentation: Definition, Need and purpose
1.2   Facets of Documentation: Work and Service
1.3   Documentation Service: CAS and SDI
1.4   Index and Indexing: Scope, Importance

Unit – II:
2.1   Types of Indexes
2.2   Keyword Indexes: KWIC, KWAC and KWOC
2.3   Pre and Post Co-ordinate Indexing System (Chain, POPSI and PRECIS, etc.)
2.4   Citation Indexing: Concept and Development

Unit - III:
3.1   Abstract and Abstracting: Concept, Types
3.2   Guidelines in Preparing Abstracts (Practical
3.3   Abstracting Services: National and International
3.4   Indexing Services: National and International

Unit – IV:
4.1   Information Storage and Retrieval: Concept, Characteristics and Objectives
4.2   Information Retrieval: Search Strategies and Search Techniques
4.3   Evaluation of Information Storage and Retrieval System
4.4   Information Retrieval Models and Web Information Retrieval System

Unit-V:
5.1   Information Users: Categories
5.2   User Studies: Methods, Techniques
5.3   Users- Oriented Evaluation
5.4   Information needs: Definition and Types

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 107- Information Storage and Retrieval

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i) *The theory Course will be of 80 marks only and 20 marks will be for Internal Assessment.*
ii) *The syllabus is divided into five units.*
iii) *There shall be 11 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e. 1 marks for each. Besides the Course shall contain 5 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 14 marks.*

Recommended Readings

Cleveland, D.B., & Cleveland, A.D. (1990). *Introduction to indexing and abstracting.* (2nd ed.). USA: University of Michigan.

Foskett, A.C. (1996). *The subject approach to information.* (5th ed.). London: Library Association.

Jones, K.S. (1981). *Information retrieval experiment*. London: Butterworth.

Kawatra, P.S. (1992). *Library User Studies: A manual for Librarians and Information Scientists.* Bombay: Jaico Publishing.

Korfhage, R.R. (2006). *Information storage and retrieval*. New Delhi: Wiley India.

Lancaster, F.W. (2003). *Indexing and abstracting in theory and practice.* (3rd ed.). London: Facet Publications.

Meadow, C.T. (1967). *The analysis of information systems*. New York: John Wiley.

Prasad, H. N. (2012). *Information Needs and Users* (2nd enl. and rev.ed.). Delhi: B.R. Publishing.

Rajan, T. N. (1981). *Indexing systems: Concepts, models & techniques*. Calcutta: IASLIC.

Ranganathan, S. R. (1973). *Documentation: Genesis and development*. Delhi: Vikas Pub.

Riaz, M. (1991). *Advanced indexing and abstracting*. New Delhi: Atlantic.

Harnandez,G.A.,& Garcia,R.V.(Eds.).(2017). *Current trends on knowledge based systems*. Switzerland: Springer Publications.

Stair,R.,& Reynolds,G.(2016). *Principles of information systems*. UK: IBM Redbooks.

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code.: LIS 107- Information Storage and Retrieval

Bachelor of Library & Information Science (B.Lib.I.Sc.)
2nd Semester Examination
LIS 107: Information Storage and Retrieval

Time: 3 hours   **Maximum Marks: 80**

<u>Note</u>:   *(i) Attempt question no. 1 containing objective type answers from Part-A which is compulsory.*

(ii) Attempt four long answer type questions in all selecting one question from each unit from Part-B.

Part- A (Objective Type Questions)

Q.1. Attempt all the questions. Tick the right answer as per your opinion. All questions carry equal marks.   **1 x 10= 10**

(i)   In which service ‒Document's Profile'is matched with the user's profile?
   A.   CAS   C.   Bibliographical Service
   B.   Reference Service   D.   SDI Service

(ii)   What are two important versions of Keyword Indexing?
   A.   KWIC and KWEC   C.   KWEC and KWAC
   B.   KWAC and KWUC   D.   KWOC and KWAC

(iii)   PRECIS was developed by:
   A.   D. Austin   C.   T.C.Craven
   B.   J.D. Anderson   D.   J. Farradane

(iv)   When the name of the author is used for indexing, what is called this type of indexing system?
   A.   Uniterm Indexing   C.   Keyword Indexing
   B.   Citation Indexing   D.   None of these

(v)   Which name is given to Controlled Vocabulary?
   A.   Dictionary   C.   Thesaurus
   B.   Classification   D.   Vocabulary Control

(vi)   A condensation that presents succinctly the objective, scope and findings of a document is known as:
   A.   Summary   C.   Synopsis
   B.   Abstract   D.   Digest

(vii) An information retrieval model which used Boolean logic and set theory is:
   A.   Economic model   C.   Mathematical model
   B.   Cognitive model   D.   Linguistic model

(viii) What is used in Boolean Searching?
   A.   Boolean Logic   C.   Boolean Operator
   B.   Logic   D.   Operator

(ix)   The Routing of Periodicals is which service in the library;
   A.   SDI   C.   CAS
   B.   Indexing service   D.   Abstracting service

(x)   Who is the originator of Citation index?
   A.   H.P. Luhn   C.   Frank Shepard
   B.   Eugene Garfield   D.   D.J. Foskett

Course Code.: LIS 107- Information Storage and Retrieval

Part- B (Long Answer Type Questions) | **Sample paper**

Note: *Attempt any one question from each unit. Each question carries equal marks.*

14 x 5= 70

Unit-I

Q. 2.   Define indexing and explain its scope and importance with suitable examples.

Or

Q. 3.   What is SDI? With the help of suitable example discuss various steps involved in SDI?

Unit-II

Q. 4.   What is post-coordinate indexing system? Discuss any post-coordinate indexing system feasible in modern libraries.

Or

Q. 5.   Write a detailed note on Citation indexing. Give suitable examples.

Unit-III

Q. 6.   Define the term =abstractø Describe in detail various types of abstracts.

Or

Q. 7.   Enumerate various Indexing Services used by you. Discuss few of them in detail with examples.

Unit-IV

Q. 8.   How the web information retrieval is different from traditional text retrieval system? Discuss the Characteristics of web information retrieval system.

Or

Q. 9.   What is Information retrieval? Discuss the information retrieval models?

Unit-V

Q. 10.   What do you mean by Information needs of Users? Discuss various types of users needs.

OR

Q. 11.   Define the term =User Studiesø Highlight various methods which is used for User Studies

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 108 (A) - Information Technology (Theory)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                   Internal Assessment: 10 Marks

Objective:

- To familiarize with basic concepts and components of computer, telecommunication and networking, software tools and database management systems useful for information management.

Unit - I:

1.1   Computer: Functions, components, Classification of Computer, Evolution and Generation of Computer Development
1.2   Computer Hardware and Peripherals
1.3   Software: System and Application Software
1.4   Number Systems, Conversion: Binary to Decimal and Decimal to Binary
1.5   Operating System: Concept (DOS, Windows, Linux) Single User and Multiuser Operating System

Unit - II:

2.1   Data Communication and Telecommunication: Concept, Need and Transmission Media
2.2   Network: Types, Topology and Architecture
2.3   Network Communication and Protocols and Standards (The Internet Protocols (IP), IPv4 and IPv6)
2.4   Internet and World Wide Web- Components
2.5   Web 2.0 & Web 3.0: Concept, Development and Features

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 108 (A) - Information Technology (Theory)

INSTRUCTIONS FOR COURSE-SETTERS / EXAMINERS AND CANDIDATES

i)   *The theory paper will be of 40 marks only and 10 marks will be for Internal Assessment.*
ii)   *The syllabus is divided into two units.*
iii) *There shall be 5 questions in all. The first question will be compulsory and shall have objective type 10 questions spread over the whole syllabus. The candidates are required to attempt all objective type questions carrying 10 marks i.e. 1 marks for each. Besides the paper shall contain 2 units. Each unit shall have two questions and the candidates will be given internal choice for attempting one question from each Unit. Each question will carry 15 mark*

Recommended Readings

Abbott,A.(2014). *Digital paper: A manual for research and writing with library and internet material*.

Chicago: The University of Chicago Press Books.

Bluttman, K. (2013). *EXCEL formulas and functions for dummies*. New Jersey: John Wiley & Sons.

England,L.A.,& Miller,S.P.(2016). *Maximizing electronic resource management in library*. London:

Chandos Publishing.

Kaushik,A.(2017*). Emerging trends in library information science*. New Delhi: Kaveri Book Service.

Leonhard, W. (2009). *WINDOWS 7: All in one for dummies*. New Jersey: Wiley Publishing.

Mathews, M.S., & Mathews, C. (2007). *Microsoft office word 2007 quicksteps*. New York: McGraw Hill.

Ortega,J.L.(2016*). Social networks sites for scientists*. London: Chandos Publishing.

Phadke, D.N.(2018). *Library information technology*. Pune: Universal Prakashan.

Ritchie, C. (2003). *Operating systems incorporating UNIX and Windows* (3rd ed.). New Delhi: BPB Pub.

Robbins, A. (2006). *UNIX in a nutshell: A desktop quick reference*. O∅Reilly Media: Sebastopol.

Rutkosky, N., & Seguin, D. (2004). *Microsoft access 2003*. St. Paul: EMC/Paradigm.

Sethy,S.,& Mahapatra,R.K.(2017*). Managing library in electronic era: Principles and practice*.New

Delhi: Ess Ess Publications.

Shukla, & Tripathi (2015*). Webometric studies of libraries*. New Delhi: Ess Ess Publications.

Siever, F., Figgins, S., Love, R., & Robbins, A. (2009). *Linux in a nutshell: A desktop quick reference*.

California: O∅Reilly Media

Weverka, P. (2013*). Office 2013: All in one for dummies*. New Jersey: John Wiley & Sons.

CourseCode: LIS 108 (A) - Information Technology (Theory)

Bachelors of Library & Information Science (B.Lib.I.Sc.) | Sample paper
2nd Semester Examination
LIS 108 (A): Information Technology (Theory)

Time: 2.5 hours   **Maximum Marks: 40**

Note: *(i) Attempt question one containing objective type questions from Part-A which is compulsory.*
(ii) Attempt four long answer type questions in all selecting one question from each unit from Part-B.

Part- A (Objective Type Questions)

Q.1. Attempt all the questions. Tick the right answer as per your opinion. All questions carry equal marks.   **1 x 10= 10**

i.   Which of the following languages is more suited to a structured program?
        A.   PL/1   C.   BASIC
        B.   FORTRAN   D.   PASCAL
ii.   The brain of any computer system is
        A.   ALU   C.   CPU
        B.   Memory   D.   Control unit
iii. Which of the following computer language is used for artificial intelligence?
        A.   FORTRAN   C.   C
        B.   PROLOG   D.   COBOL
iv.   The binary system uses powers of
        A.   2   C.   8
        B.   10   D.   16
v.   A computer program that converts assembly language to machine language is
        A.   Compiler   C.   Assembler
        B.   Interpreter   D.   Comparator
vi.   The time for which a piece of equipment operates is called
        A.   Seek time   C.   Access time
        B.   Effective time   D.   Real time
vii. Any type of storage that is used for holding information between steps in its processing is
        A.   CPU   C.   Intermediate storage
        B.   Primary storage   D.   Internal storage
viii. The section of the CPU that selects, interprets and sees to the execution of program Instructions-
        A.   Memory   C.   Control unit
        B.   Register unit   D.   ALU
ix.   The process of communicating with a file from a terminal is-
        A.   Interactive   C.   Heuristic
        B.   Interrogation   D.   All of the above
x.   The examination and changing of single bits or small groups of his within a word is Called as-
        A.   Bit   C.   Bit manipulation
        B.   Byte   D.   Bit slice

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

B Course Code: LIS 108 (A) - Information Technology (Theory)

Part- B (Long Answer Type Questions)

Note: Attempt any one question from each unit. Each question carries equal marks.

2 x 15= 30

Unit - I:

Q.2.   What do you mean by 'computer generationsø? Discuss the different computer generations mentioning their special features.

OR

Q.3.   Identify the different categories of input devices discussing their characteristic features.

Unit - II:

Q.4.   Discuss the role and importance of electrical and optical communication in transfer of information.

OR

Q.5.   Enumerate the different communication protocols. Describe Internet Protocol (IP).

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2020, 2021, 2022

Course Code: LIS 108 (B) - Information Technology (Practice)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                        Internal Assessment: 10 Marks

Objective:
- To impart practical knowledge of different operating Systems, word processors, spreadsheets, presentations and developing accessing skills to access internet resources.

Unit-I:
1.1   Linux: Commands
1.2   MS-DOS Commands
1.3   MS Office/ Libri Office
1.4   Internet Settings-Default Search Engine/Website, Clearing History, Blocking sites, etc
1.5   E-mail Account: Features and Settings

Unit-II:
2.1   Search Techniques, Search Engines and Meta Search Engines
2.2   Web-searching
2.3   Searching Library Records through OPAC/Web-OPAC
2.4   Installation of free software
2.5   Creation of blog

Course Code: LIS 108 (B) - Information Technology (Practice)

INSTRUCTIONS FOR PAPER-SETTERS / EXAMINERS AND CANDIDATES

i)   *The practical examination will be conducted jointly by external examiner invited for the purpose and the internal examiner.*

Recommended Readings

Bluttman, Ken. (2013). *EXCEL Formulas and Functions for Dummies*. New Jersey: John Wiley & Sons. {E-book}

Goel, Anita. (2010). *Computer Fundamentals*. New Delhi: Pearson.

Leonhard, W. (2009). *WINDOWS 7: All in One for Dummies*. New Jersey: Wiley Publishing. {E-book}

Mathews, Martin S., & Mathews C. (2007). *Microsoft Office Word 2007 Quicksteps*. New York: McGraw Hill.

Rathbone, A. (2013). *WINDOWS 8 for Dummies*. New Jersey: John Wiley & Sons.

Ritchie, C. (2003). *Operating Systems Incorporating UNIX and Windows* (3rd ed.). New Delhi. BPB Pub.

Robbins, A. (2006). *UNIX in a Nutshell: A Desktop Quick Reference*. O'Reilly Media: Sebastopol. {E-book}

Rutkosky, Nita, & Seguin, D. (2004). *Microsoft Access 2003.* St. Paul: EMC/Paradigm.

Siever, F., Figgins, S. Love, R., & Robbins, A. (2009). *LINUX in a Nutshell: A Desktop Quick Reference*. O'Reilly Media: California. {E-book}

Stallings, William. (2009). *Operating Systems.* Delhi: Doring Kindersley.

Weverka, P. (2013). *Office 2013: All in One for Dummies*. New Jersey: John Wiley & Sons.{E-book}