

SYLLABUS FOR M.L.I.Sc CUCET ENTRANCE EXAM in library and information science

FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Unit-I

Social and historical foundations of Library; Philosophy and ethics of librarianship; Library as a social institution: Objectives and Functions of the library; Role of the library in formal and informal education

Unit-2

Five Laws of Library Science: Implications; Implications of Five Laws in Library and Information Activities; Relevance of Five Laws in present technology oriented environment

Unit-3

Types of libraries: National, Public, Academic and Special: their features, objectives, functions, role and services. UNESCO Public Library Manifesto

UNIT 4

International Professional Associations: IFLA, CILIP, ASLIB, ALA: their objectives, functions

and activities. National and Local Professional Associations: IASLIC, ILA, IATLIS, Gujarat Granthalay; Sewa Sangh: their objectives, functions and activities.

UNIT 5

Resource sharing: Concept, Need, Purpose, Areas of resource sharing; Resource sharing programmes; Impact of IT on resource sharing Intellectual Property Rights; Copyright- Copyright Act in India; Censorship

LIBRARY MANAGEMENT

Unit-1

House keeping routines and work flow in libraries; Book selection: Principles, Purpose and Methods of book selection; Book selection tools: Bibliographies, reviews, catalogues, etc.; Acquisition of books: Policies and programmes,

ordering of books, Good Offices; Committees (GOC); Web based Book Shop- Identification, selection and acquisition of books. Sample

URLs

Unit-2

Serials Management; Acquisition of Periodicals (including Foreign) ; Problems in Acquisition

Organization of Periodicals: Methods of Recording, Shelving and Display

Unit-3

Technical Processing of Books: Classification and Cataloguing; Authority File; Maintenance: Open Access Vs Closed Access; Principles of Stacking – Shelving methods; Preservation: Concepts, Purpose and methods; Stock verification: Purpose and methods; Circulation of Books

Gate Register; Registration of Members, Reservation of books, Overnight issue and Inter-library loan; Charging and discharging methods: Day Book System, Ledger System, Browne System, and Newark System. Computerized circulation system

Unit-4

Financial management; Sources of finance; Budgetary control and Budgeting Techniques: Line, PPBS and ZBB

Unit-5

Library Staff: Categorization and Duties; Physical Planning of Libraries, Furniture and Equipment; Library Statistics: Purpose and types; Library Reports: Types- Annual Report; Library Committee: Concept, Importance, Function, Types of committees; Library Rules and Regulations; Human Relations, Public Relations, Publicity and Extension activities

KNOWLEDGE ORGANISATION & PROCESSING-1

UNIT 1

Library classification: Meaning, Need and Purpose; Knowledge classification and Document classification; Universe of Knowledge: structure and attributes; Formation, structure and development of subjects

UNIT 2

Species of classification schemes: Enumerative and Faceted Schemes; Brief study of Dewey Decimal Classification (DDC); Brief study of Colon Classification (CC); Brief study of Universal Decimal Classification (UDC)

UNIT 3

General Theory of classification: Descriptive theory; Notation: Definition, types, quality and functions.; Relevance of classification in the context of computerized / digital libraries; Trends in Library classification

UNIT 4

Dynamic theory of classification: Ranganathan's contribution; Main Class-Canonical Class and Basic Class; Isolates & Devices; Systems and Specials, Rounds and Levels

UNIT 5

Facet analysis- Postulates; Phase analysis- phase, intra-facet and intra- array relations.; Principles of facet sequence; Principles of helpful sequence

UNIT 6

Canons for classification: Canons for Idea, Verbal & Notational plane

KNOWLEDGE PROCESSING

UNIT 7

Library Catalogue: Definition, Need, Objectives and Functions; Types of Library catalogues: Physical/Outer forms: Conventional & Non-Conventional; Forms including OPAC; Internal Forms of Library Catalogue

Different types of catalogue entries their parts and functions in AACR-2

UNIT 8

Normative Principles of Cataloguing: Canons, Laws, Principles. Standard Codes of Cataloguing: AACR-2 Revised.

UNIT 9

Centralized Cataloguing: Meaning, Objectives and Forms of centralization;
Limited Cataloguing: Selective and Simplified Cataloguing; Union Catalogue:
Definition, Functions and Compilation.

UNIT 10

Subject cataloguing and Indexing: Meaning, Need, Purpose and Objectives.
Different types of subject catalogues; Problems in alphabetical subject indexing

UNIT 11

Introduction to Indexing Systems: Pre-Co-ordinate indexing – Chan indexing;
Post-Coordinate indexing – Uniterm Indexing; Standard Lists of Subject
Headings and their features: LCSH & SLSH

UNIT 12

Rules for filing of catalogue entries; Standardization in cataloguing – Need,
Purpose; Standards for bibliographic description – MARC, MARC 21, CCF,
ISBD, OPAC, Web Based Catalogues.

Impact of IT on Cataloguing – use of Internet in cataloguing, Trends in
cataloguing

LIBRARY DEVELOPMENT

UNIT 1

Library development in India; Press and Registrations Act

Delivery of Books and Newspapers Act (Public Libraries); Public library
movement in India with special reference to Gujarat; Promoter of Public
Library in India: RRLF

UNIT 2

Public library development in U.S.A; Public library development in U.K

UNIT 3

National Organizations in India: NASSDOC, NISCAIR, DESIDOC, objectives,
programmes

and activities.

International Organizations - Role of UNESCO in promoting library activities

UNIT 4

Library Legislation: Need and essential features; Library Legislation in India

UNIT 5

Overview of Library Acts in the different states of India

LIBRARY EDUCATION

UNIT 1

Profession: Librarianship as a profession. Historical Development and Status

UNIT 2

Profile of the discipline of LIS; Library education in U.S.A. and U.K

UNIT 3

Library education in India: Historical development; Status of Library Education.
Levels of courses

UNIT 4

Efforts of UGC in developing LIS education and curriculum in India;
Continuing education and distance education in LIS

UNIT 5

Present research trends; Impact of IT on LIS education; **INFORMATION
SOURCES**

UNIT 1

Information Sources: Meaning and Definition; Kinds of Information Sources:
Non-Documentary; Human and Institutional; Documentary Sources - Print and
Non Print; Primary, Secondary and Tertiary sources

UNIT 2

Reference Sources: Meaning and Definition; Kinds of Reference Sources:
Dictionaries, Encyclopedias, Almanacs, Yearbooks; Directories, Handbooks,
Manuals, Statistical, News Summaries, Biographical and Geographical Sources

UNIT 3

Evaluation of different types of Reference Sources;

UNIT 4

Bibliography: Meaning, Scope, Functions and Kinds; Types: Retrospective and Current, General, Special, National (INB and BNB), Trade, Subject

Bibliographic Control: Meaning, Purpose, UBC and UAP

UNIT 5

Web/Internet as a Reference Source; Browsing of various types of reference and information resources and writing a report, (taking a sample in each type) about the type of information and its organization

INFORMATION SERVICES

UNIT 1

Reference Service: Definition, Need, Purpose and Functions; Ranganathan's Theory of Reference Service; Ready Reference Service and Long Range; Reference Service

UNIT 2

Reference Process: Reference questions and their categories; Techniques and methods of answering reference questions; User Education: Objectives, techniques and methods

UNIT 3

Information Services: Definition, Need and Scope; Difference between information service and reference service; Literature Search, Bibliographic Service, Reprographic Service; Translation Service

UNIT 4

Current Awareness Service; Selective Dissemination of Information; Referral and Document Delivery Service; Internet Services

UNIT 5

Abstracting Services; Abstract: Meaning, Use, Parts of abstract, Types: Indicative and Informative; Abstracting Service/Products; Indexing Services; Index: Meaning, Use Indexing Services/Products

COMPUTER APPLICATIONS

UNIT 1

Introduction to Computer Technology; Computer Technology: Meaning and Features; Types of Computers: Analogue, Digital and Hybrid; Super, Mainframe, Mini, and Micro, Laptop and PDA

UNIT 2

Components of Computer: Hardware: CPU, Input, Output and Storage devices, Ports, Multimedia; Software: Meaning and purpose; Types of software: System, Application and programming software, Open Source.; System Software: Operating system- DOS, UNIX, LINUX and WINDOWS-basic features

UNIT 3

Application Software: Meaning and purpose; MS Word and MS-Excel & MS-Access-features

UNIT 4

Computer Networking; Networking: Concept, Need Network Topologies Types of Network

UNIT 5

Application software for library management; Features of any one Library Management Software package: LIBSYS, ALICE, SOUL, CDS/ISIS-WINISIS; Selection criteria for Library management software

UNIT 6

Application of Computers in Library and Information Centers; Library Automation: Meaning and Need; Areas of Library Automation: Acquisition and Ordering, Catalogue, Circulation, Serials control and Administration; Problems and prospects of library automation, Impact of computer technology in library and information work

USER STUDIES

UNIT 1

Information users and their information needs: Categories of information users, Information needs- definition and models, Information seeking behaviour

UNIT 2

User studies: Concept of user studies, Importance of user studies, Types of user studies

UNIT 3

Methods and techniques of user studies: Questionnaire, interview, observation, diary

UNIT 4

Library Surveys Techniques of library and information centres survey, Proforma method, Interview method, Record analysis method

UNIT 5

Planning a library or user survey

SCHOOL LIBRARIANSHIP

UNIT 1

History and development of school libraries; Standards for the school libraries

UNIT 2

School library organization, planning and equipment

UNIT 3

Collection development in school libraries; Creating reading interest among school children

UNIT 4

School library services; School library finances; School library reports

UNIT 5

School libraries in India