

*Swami Ramanand Teerth
Marathwada University,
Nanded*

B.A. Third Year

Library and Information Science

Syllabus

Effective From June 2010

बी.ए. तृतीय वर्ष
ग्रंथालय व माहितीशास्त्र

(Library & Information Science)

सुधारीत अभ्यासक्रम (Revised Pattern)

मूळ अभ्यासक्रम पुस्तिके मध्ये दिलेल्या अभ्यास पत्रीकेच्या आकृतीबंधामध्ये (Pattern of Papers)मध्ये खालील प्रमाणे सुधारणा करण्यात आलेल्या आहेत. त्याची अंमलबजावणी जून – २०१० पासून करावी.

| | | |
|----------------|--------------------------------|----------|
| Paper No. V) | Information Sources & Services | 80 Marks |
| Paper No. VI) | Cataloguing Theory | 80 Marks |
| Paper No. VII) | Cataloguing Practice | 80 Marks |

B.A. III Year

Paper – V

Information Sources and Services

Hours :3

Marks 80

Unit – 1 Reference Service

- Definition
- Need
- Functions

Unit – 2 Information Sources

- Primary
- Secondary
- Tertiary

Unit – 3 Ranganthan's theory of reference Service

- Ready Reference Service
- Long Range Reference Service

Unit – 4 Kinds of Reference tools and their evaluation

-- Encyclopaedia, Dictionary, Year book, Atlas

Unit – 5 Qualifications and qualities of a reference Librarian/Information Scientist

Unit – 6 Selective Dissimination of Information (SDI)

-- Current Awareness Service (CAS)

Unit – 7 Users' Services

-- Translation Service

-- Reprographic Service

-- Literature Search

-- Document Delivery Service

-- Resource Sharing

Recommended Books

1. Bhattacharya G.: Information science: A unified view through a system approach – Calcutta, IASLIC.
2. Bose H.: Information science, principles and practice – New Delhi, sterling.
3. Foskett D.J.: Information service in Libraries – Delhi Askashdeep.
4. Ghosh G.B. and : Trends of Information services in India, Calcutta, Word Press.
5. Girija Kumar and Krishan Kumar; Philosophy of user education- New Delhi, Vikas.
6. Guha B.: Documentation and information Services, techniques and systems – Calcutta, World press.
7. Kawatra P.S.: Library users studies: a Manual for libraries and information scientist Bombay.
8. Krishan Kumar: Reference service – New Delhi, Vikas.
9. Kumar Suseela: The changing concept of Reference Service, Delhi, Vikas.

10. Kumar P.S.G.: Fundamentals of information Science, New Delhi, S. Chand.
11. Mukherjee A.K.: Reference work and its tools-Calcutta, World Press.
12. Ranganthan S.R.; Documentation: Genesis and development – Delhi, Vikas.
13. Ranganthan S.R.; Documentation and its facets-Bombay, Asia.
14. Ranganthhan S.R.: Documentation and its facets – Bombay, Asia.
15. Umapathy K.S.: Information sources: An international guide – New Delhi, Vikas.
16. Viswanathan C.G.: Elements of information science – New Dehli, Today and tomorrow.
१७. चतुर्वेदी देवीदत्तः संदर्भ सेवा के विविध आयाम – मुंबई, हिमालया पब्लिशिंग हाऊस.
१८. सुद एस.पी. : प्रलेखन एवं सूचना विज्ञान—जयपूर, राज पब्लिशिंग हाऊस.
१९. जोशी अनंत व जोशी वसंतः प्रलेखन परिचय—नागपूर, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ.
२०. भट शरद गोपाळराव : प्रलेखन परिचय — नागपूर, महाराष्ट्र विद्यापीठ ग्रंथ निर्मिती मंडळ.
२१. नरगुंदे रेवती : प्रलेखन आणि माहितीशास्त्र — पुणे, युनिव्हर्सल प्रकाशन.

A General Encyclopaedia:

१. मराठी विश्वकोश : संपा. लक्ष्मणशास्त्री जोशी महाराष्ट्र राज्य साहित्य व संस्कृती मंडळ.
2. Any world encyclopedia.
3. Any encyclopedia of specific subject.

B. Year books:

1. Limca Yearbook of Records

2. Manorama Yearbook
३. महाराष्ट्र वार्षिक – संतोष दास्ताने

C. Dictionaries

1. Oxford English Dictionary
२. मराठी शब्द रत्नाकर – आपटे
३. बृहत हिंदी शब्दकोश

D. Directories and Yearbooks

1. Telephone Directory
२. मराठी सारस्वत
३. भारतीय शास्त्रज्ञांचा कोश – जोशी

E. Geographical Reference Sources

1. Atlas
2. District Gazetteers
3. Almanac

B.A. III Year
Paper – VI
Cataloguing Theory

Hours :3

Marks 80

Unit – 1 Library Catalogue

- Need
- Definitions
- Purpose
- Functions

Unit – 2 Physical forms of Catalogue

Unit – 3 Types of Catalogue

- Author
- Title
- Dictionary
- Classified

Unit – 4 Brief Study of

- AACR - II
- C C C

Unit – 5 Main Entry

- Purpose
- Parts

Unit – 6 Added Entries

- Use
- Types

Unit – 7 Arrangement of Catalogue Cards

- Word by word

-- Letter by letter

Unit – 8 Comparison between library Catalogue, bibliography and shelf list

Recommended Books

1. Ushadevi, S.P.Ed.: University and college Libraries, New Delhi, Ess Ess Publications, 1999.
2. Nair, R.R.Ed.: Sustainable University Library Development, New Delhi, Ess Ess Publications, 1999.
3. rangathan, S.R.: New Education and School Library, Bangalore, Sarada Ranganathan Endowment for Library Science, 1999 (Reprinted)
4. Kumar, Krishan and Anand, J.K. Eds.: College Libraries in India, Delh, Indian Library Association, 1998.
5. Sinha, S.C. and Dhiman A.K.: Special Libraries, Research and Technical Libraries, New Delhi, Ess Ess Publications, 2002.
6. Reddy, D.C.A.: Organisation and Management of Public Libraries, New Delhi, Cosmo Publications, 1998.
7. Sardana, J.L. and other Eds.: Public Libraries in a Developing Society Planning for National Informations System, New Delhi, Indian Library Association, 1982.
८. सातारकर सु.प्र.: तालिकीकरण : तत्व आणि व्यवहार, मराठवाडा विभाग ग्रंथालय संघ, औरंगाबाद.
९. महाजन शां.ग. : तालिकीकरण तात्विक, पुणे विद्यार्थी गृह प्रकाशन, पुणे.

B.A. III Year
Paper – VII
Cataloguing Practice

Hours :3

Marks 80

A student is expected to carry out 50 examples of cataloguing by using AACR-II of the following types.

- Book written by single author
- Book written by two authors
- Book written by more than three authors
- Book published under Series
- Book written by Pseudonym
- Book written by collaborators
- Corporate Authors

20 Marks for Practical book.

बी.ए.तृतीय वर्ष

प्रश्नपत्रिकेचा आराखडा

पेपर ५ आणि ६

V Information sources and Services

VI Cataloging Theory

वेळ तीन तास

एकूण गुण ८०

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|----------|---------------------------------------|--------|
| प्रश्न १ | दीर्घोत्तरी प्रश्न | गुण १६ |
| | किंवा | |
| | दीर्घोत्तरी प्रश्न | |
| प्रश्न २ | दीर्घोत्तर प्रश्न | गुण १६ |
| | किंवा | |
| | दीर्घोत्तरी प्रश्न | |
| प्रश्न ३ | दीर्घोत्तरी प्रश्न | गुण १६ |
| | किंवा | |
| | दीर्घोत्तरी प्रश्न | |
| प्रश्न ४ | लघुत्तरी प्रश्न | गुण १६ |
| | चार पैकी दोन सोडविणे प्रत्येकी आठ गुण | |
| प्रश्न ५ | टीप लिहा | गुण १६ |
| | सहापैकी चार प्रत्येकी चार गुण | |

Scheme of Marking for Paper VII
(Cataloguing Practice)

Hours :3

Marks 80

- a. **Eight questions will be asked, out of which five are to be solved.**
- b. **All questions will carry equal marks**
- c. **Examples from English as well as Marathi titles will be included**
- d. **Call Number will be given by using DDC.**