

**Swami Ramanand Teerth Marathwada University,
Nanded
Library and Information Science Course
B.A. Ist Year
Semester – I**

Paper – I : Library Organization

Marks : 40

Unit – 1 Library and Society

- i) Definitions
- ii) Functions
 - a) Collection b) Organization
- iii) Importance

Unit – 2 Role of Library in

- i) Social development
- ii) Educational Development
- iii) Cultural Development

Unit – 3 Five Laws of Library Science

Unit – 4 Libraries as Community Centre

- i) Book Exhibition
- ii) National Library Week
- iii) Extension Lecturers
- iv) Library and Adult Education

**Swami Ramanand Teerth Marathwada University,
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Library and Information Science Course

B.A. Ist Year

Semester – II

Paper – I : Library Organization

Marks : 40

Unit – 1 Media of Communication

- i) Print Media
- ii) Non-Print Media
- iii) Audio - Visuals

Unit – 2 National Library

- i) Definition
- ii) Function
- iii) Indian National Library

Unit – 3 Library Movement in India

- i) Ancient Period
- ii) Before Independence
- iii) After Independence

Unit – 4 Communications

- i) Oral Communication
- ii) Written Communication

Recommended Books for Semester I and II

1. Khanna J.K. : Fundamental of Library Organization
2. Khanna J.K. : Library and Society
3. Mahajan S.G. : History of Library Movement in Maharashtra
4. Ranganathan S.R. : Five Laws of Library Science
5. Ranganathan S.R. : Library Manual
6. Sharma K.S. : Organization and Administration of College Libraries
7. Venkatapaih V : Library Legislation in India (02 Vols)
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Semester – I

Paper – II : Library Administration

Marks : 40

Unit – 1 Importance and Necessities

Unit – 2 Sections of Library Planning Functions

Unit – 3 Selection and Acquisition of Documents

Unit – 4 Technical Processing of Documents

Unit – 5 Important Records Maintained in the Library

- i) Accession Register
- ii) Donation Register
- iii) Weeding out Register
- iv) Visitors Register

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Semester – II

Paper – II : Library Administration

Marks : 40

Unit – 1 Circulation Activities

- i) History Necessity and Register System
- ii) Browne Charging System
- iii) Newark Charging System

Unit – 2 Periodicals and Serials

- i) Acquisition
- ii) Processing
- iii) Registration its type and Binding.

Unit – 3 Library Committee

- i) Importance
- ii) Functions
- iii) Types

Unit – 4 Preservation and Conservation of Documents

Unit – 5 Library Rules and Regulations

Recommended Books for Semester I and II

1. Kunturkar V.N. : Introduction to Library Administration
2. Mittal R.L. : Library Administration
3. Mukherjee A.K. : Book Selection
4. Narayanan G.J. : Library and Information Management
5. Ranganathan S.R. : Library Administration
6. Sharma K.S. : Organization and Administration of
College Libraries.
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**Swami Ramanand Teerth Marathwada University,
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Library and Information Science Course
B.A. Ist Year
Question Paper Pattern for Semester System
Time : 2 Hours Marks : 40
Effect from June 2009**

	Marks
Q.1 Long Answer Question	10
OR	
Long Answer Question	10
Q.2 Long Answer Question	10
OR	
Long Answer Question	10
Q.3 Long Answer Question	10
OR	
Long Answer Question	10
Q.4 Short Notes Questions (Any Two)	10
I	
II	
III	
IV	