DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

CBCS SYLLABUS

COURSE STRUCTURE

(w.e.f. 2021 – 2022 Batch onwards)

E.M.G.YADAVA WOMEN'S COLLEGE, MADURAI - 14.

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
(Re-Accredited (3ʳᵈ Cycle) with Grade A⁺ and CGPA 3.51 by NAAC)
CBCS

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE-UG
(W.e.f.2021 -2022 onwards)

COURSE STRUCTURE – SEMESTER WISE

Sem	Part	Sub code	Title of the paper	Teaching hrs (per week)	Exam Duration (hrs)	Marks allotted			Credits
						CIA	SE	Total	
I	IV	21NML1	**NME**: Library and Society	2	3	25	75	100	2
II	IV	21NML2	**NME** : Management of Library	2	3	25	75	100	2

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Title of the paper	: **Library and Society**		
Semester	: **I**	**Contact hours:**	**2**
Sub Code	: **21NML1**	**Credits**	**: 2**

Objectives:

1. To enable the students to know the types of libraries and theirfunctions.

2. To enable the students to understand at different levels of information system in the society and their functions.

3. To enable the students apply their knowledge in various library practice.

Unit: I LibraryLegislation: Five Laws Of Library Science.

Unit: II LibraryCommittee: Function of the Committee, Library Authorities.

Unit: III Library Sources of Information.

Unit: IV Reference Service – Reference Sources.

Unit : V Society and Libraries-Academic, College and University Libraries.

Reference Books:

1. Khanna,J.K.Library and Society, Kurushetra; Research Publication 1987.

2. Ranganathan, S.R.Five Laws of Library Science, Madras Library Association, Madras, 1957.

3. Ranganathan, S.R. Reference Service, Ed2, Asia, Bombay, 1961.

4. Wilson, T.D.O &Stephenson. Disseminationof Information, Ed2.Clive Bingley, London 1969.

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Title of the Paper	: **Management of Library**		
Semester	: **II**	**Contact hours:**	**2**
Sub Code	: **21NML2**	**Credits**	: **2**

Objectives:

1. To give the students an understanding of the basic principles and fundamental laws of library science.

2. To enable the students to understand and appreciated the functions and purpose of library in changing social and academic environment.

3. To train the students in the techniques of Librarianship and management of libraries.

Unit: I Concept of Management: Library Organizational Structure. Policy making Bodies of Libraries. Library Authority and committee.

Unit: II Technical Section: Preparation of books for use. Routines of classification and cataloguing. Serial Control: Acquisition methods, Method of recording Card system.

Unit: III Library Personnel: Job analysis, Library Finance, Budgeting. Accounting-Library Statistics and Annual Report. Library Rules and Regulations.

Unit: IV Collection Development: Types of Documents and selection principle, Acquition procedure.

Unit: V Management and operation of Various Section (Shelving and Stock Verification Binding) circulation work, (work, system-Browne, New rack Introduction of Barcode and its application for circulation of etc…)

Reference Books:

1. Mittal R.L. Library Administration: Theory and Practice, Metro Politian, Delhi.

2. Koontz, Harold (etal). Management,Ed8. McGraw Hill, New York, 1984.

3. Tripathi.P.c and Reddy, P.N.Principles of management. Ed2.Tata MeGraw Hill, New Delhi, 1991.

4. Kaula,P.N. Library building planning and Design, Vikas Publication, Delhi 1971.

5. Rowley, Jennifer. The Electronic Library, Ed 4, LA Publishing, London 1998.