

**E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.**

*(An Autonomous Institution – Affiliated to Madurai Kamaraj University)*

Re-accredited **(3<sup>rd</sup> Cycle)** with Grade **A+ & CGPA 3.51** by NAAC

## **DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**



### **CBCS SYLLABUS**

### **COURSE STRUCTURE**

(w.e.f. 2017 – 2018 onwards)

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Sem	Part	Subject Code	Subject	Teaching Hrs	Credit	Marks allotted		
						C.A	S.E	TOTAL
I	IV	17NML1	Non Major Electives Paper-I Library and Society	2	2	25	75	100
II	IV	17NML2	Non Major Electives Paper-I I Management of Library	2	2	25	75	100

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**CBCS**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
(w.e.f. 2017 – 2018 Batch onwards)

### **Non-Major Elective**

<b>Title of the Paper</b>	: <b>Library and society</b>	<b>Contact Hours</b>	: <b>2</b>
<b>Semester</b>	: <b>I</b>	<b>Credits</b>	: <b>2</b>
<b>Sub Code</b>	: <b>17NML1</b>		

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#### **Objectives:**

1. To enable the students to know the types of libraries and their functions.
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-1:**

Library Legislation: Five Laws of library science.

#### **Unit-2:**

Library Committee: Function of the committee, Library Authorities.

#### **Unit-3:**

Library Sources of Information.

#### **Unit-4:**

Reference Service - Reference Sources.

#### **Unit-5:**

Society and libraries – Academic, college and University libraries.

**Books Recommended:**

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. J. Dissemination of Information, Ed2. Clive Bingley, London 1969.

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#### **Non-Major Elective**

<b>Title of the Paper</b>	: Management of Library		<b>Contact Hours</b>	: 2
<b>Semester</b>	: I I		<b>Credits</b>	: 2
<b>Sub Code</b>	: 17NML2			

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

**Unit 1:** Concept of Management: Library Organizational Structure. Policy making Bodies of Libraries. Library Authority and committee.

**Unit 2:** Technical Section: Preparation of books for use. Routines of classification and cataloguing. Serial Control: Acquisition methods, Method of recording Card system.

**Unit 3:** Library Personnel: Job analysis, Library Finance, Budgeting. Accounting Library Statistics and Annual Report. Library Rules and Regulations.

**Unit 4:** Collection Development: Types of Documents and selection principles, Acquisition Procedure.

**Unit 5:** 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)

**Books Recommended:**

1. Mittal R.L. Library Administration : Theory and Practice, Metro politan , 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 McGraw 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.