18. Library and Information Science

B.A. / B.Sc. Library & Information Science-Opt  Total Mark: 100

Appendix ‘B’
(Syllabi and Courses of Reading)

Course Outline:

Information Cycle: generation, organization and dissemination of information to cover the concepts of scholarships, authorship, editing, publishing, printing, distribution and marketing of information materials. 20 Marks

Patterns of information analysis and Organization; Communication media, print and non print materials; Concepts of information organization and retrieval: philosophic foundation; role of librarians and information scientists; use of classification systems, indexing of literature and use of retrieval techniques like secondary information Sources, catalogues, indexes, etc. 20 Marks

Important information sources; dictionaries, encyclopedias, reference Sources, use of catalogues, bibliographies and indexing cervices. 20 Marks

Introduction to library and information science as an academic and professional discipline: objectives, scope, nature of professional work; professional ethics. 20 Marks

Basic library and documentation skills: how to search and retrieve materials and information from a library. How to use citations, how to compile bibliographies, etc. 20 Marks

Recommended Books:

5. Turabien, Kate L. A. Manual for Writers of Term Papers, Theses, and Dissertations, Latest cd. Chicago: The Univ. Press.

Note: Teachers may recommend books and journals where necessary.