UNIVERSITY OF THE PUNJAB

NOTIFICATION

It is hereby notified that the Syndicate at its meeting held on 11-10-2008 has approved the recommendations of the Academic Council regarding introduction of Library & Information Science as an Elective subject in B.A. Pass Course w.e.f. Annual Examination, 2010.

The Syllabi & Courses of Reading for B.A. Pass Course (Elective Subject) is attached herewith vide Annexure ‘A’.

Admin. Block, Quaid-e-Azam Campus, Lahore.

Sd/-
Prof. Dr. Muhammad Naeem Khan
Registrar

Dated: 18-3-2009.

No. D/1108/Acad. Copy of the above is forwarded to the following for information and necessary action: -

1. The Dean, Faculty of Economics & Management Sciences.
2. The Chairman, Department of Library & Information Science.
3. Members of Board of Studies in Library & Information Science.
4. Controller of Examinations
5. Deputy Controller (Computer)
6. Deputy Controller (Examination)
7. Deputy Controller (Conduct)
8. Secretary to the Vice-Chancellor
9. Secretary to the Registrar
10. Assistant Registrar (Statutes)
11. Assistant (Syllabus)
12. All the Affiliated Colleges.

Muhammad Ami
Deputy Registrar (Academic) for Registrar
CURRICULUM

PAPER-A
Marks: 100

B.A. Library & Information Science
(Elective)

1. Introduction to Libraries


2. History of Books and Libraries

History of book from ancient to present, Library Development in the Subcontinent, Important Libraries of Pakistan.

3. Library Materials

a) Printed Materials
Books, Periodicals, Newspapers, Manuscripts, Reports, Thesis, Documents

b) Non Printed Materials
Audio-Visual Materials, Microforms, Motion Pictures, Audio and Video Cassette, Models, Floppy Disc and CDs.

4. Bibliographical Description of Printed Materials

Meaning and Definition of Bibliography, Scope and Importance of Bibliography Bibliographical Description, Books, Journals, Newspapers.

5. Classification

Meaning and Definition of Classification, Purpose of Classification, Introduction to Dewey Decimal Classification Scheme, Schedules, Index, Summaries of DDC, Assigning Call Number, Classification Practical
1. **Acquisition of Library Material**


2. **Cataloguing**

   Meaning and definition of Cataloguing, Scope and purpose of Cataloguing, Kinds & forms of Catalogue, Elements of Main Entry Cards and added entries, Subject Headings Types of Headings and Key Words, Arrangement of Catalogue Cards, Introduction to AACR-2

   **Cataloguing Practical**

   (20)

3. **Reference Sources**

   (16)

   a) **Printed Reference Sources**

   1. Dictionaries
   2. Encyclopedia
   3. Yearbooks
   4. Bibliographies
   5. Indexes
   6. Abstracts
   7. Directories
   8. Periodicals Directories
   9. Guides to Literature
   10. Books about Dates
   11. Biographical Sources
   12. Geographical Sources

   b) **Electronic Sources**

   Databases, CDs, Online sources, Websites

4. **Reference and Information Services**

   Supervision, Instruction, Guidance, Information, Storage & Retrieval, Bibliography, Evaluation.

5. **Computer in Libraries**

   Introduction to Computer, Components of Computer, Hardware & Software, E-mail, Internet.
Books Recommended


