

**BS Program
Information Management (IM)**

Two General Courses Social Science

2024



**INSTITUTE OF INFORMATION MANAGEMENT
UNIVERSITY OF THE PUNJAB
LAHORE**

Course Title	Credit Hours
Information Management	2

Name of the Course	Information Management
Credit Hours	2
Course Code	SIM-222
Objectives	<ol style="list-style-type: none"> 1. To understand role of libraries and information in education and society. 2. To know the historical developments of libraries 3. To know the role of libraries in the society. 4. To recognize the impact of ICT on the libraries
Contents	<p>Unit-I Introduction to Libraries</p> <ol style="list-style-type: none"> 1.1 Types of libraries 1.2 Objectives of libraries 1.3 Various sections of libraries 1.4 Importance of libraries in education and society 1.5 Role of librarian 1.6 Role of information and libraries in society 1.7 Library materials <p>Unit-II History of Books and Libraries</p> <ol style="list-style-type: none"> 2.1 History of book from ancient to present 2.2 Library development in the subcontinent 2.3 Famous libraries of Pakistan <p>Unit-III Bibliographical Description of Printed Materials</p> <ol style="list-style-type: none"> 3.1 Meaning and definition of bibliography 3.2 Scope and importance of bibliography 3.3 Bibliographical description, books, journals, newspapers <p>Unit-IV Classification</p> <ol style="list-style-type: none"> 4.1 Meaning and definition of classification 4.2 Purpose of classification <p>Unit-V Acquisition & Cataloguing of Library Material</p> <ol style="list-style-type: none"> 5.1 Basic concepts of acquisition 5.2 Principal of library material selection <p>Unit-VI Reference and Information Services</p> <ol style="list-style-type: none"> 1.1 Definition and scope 1.2 Types of reference sources and services
Recommended Reading Material	<p>Rubin, R. E. (2020). <i>Foundations of library and information science</i> (5th ed.). Chicago: American Library Association.</p> <p>Bob, R. E. & Smith, (2016). <i>Reference and information services: An introduction</i> (4th ed.). New York: Libraries unlimited.</p> <p>Marcella, Rita & Newton. Robert. (1994). <i>A new manual of Classification</i>. Hampshire: Gower.</p>

