



DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY
KURUKSHETRA - 136 119

(Established by the State Legislature Act XII of 1956)

SCHEME OF PAPERS

FOR

DIPLOMA IN LIBRARY SCIENCE (ONE YEAR) EXAMINATIONS

SESSION 2019-20

Paper No.	Nomenclature	Type	I.A.	Max Marks	Pass Marks	Max. Marks
I	Library Organisation and Management	Th.	20	80	40	100
II	Reference Service and Document Bibliography	Th.	20	80	40	100
III	Organisation of Library Materials	Th.	20	80	40	100
IV	Library Classification (Practice)	Pr.	---	100	40	100
V	Library Cataloguing (Practice)	Pr.	---	100	40	100
Total						800

Paper I: Library Organisation and Management

Max. Marks: 80 + 20

Time: 3 Hour

Instructions for Paper Setter/Examiner

Ten questions should be set, from which the candidates be asked to answer **Five** questions selecting at least **Two** questions from each part. All questions should carry equal marks.

Questions should be evenly spread over the entire range of the syllabus. The syllabus has been divided into **Two Parts**. Correspondingly, the question paper should also be divided into two parts. Five questions should be set from each Part.

In no case questions should be asked outside the syllabus and question paper is required to be set strictly according to the Instructions mentioned above.

1. Library Science :

Organisation, Purpose and Functions of Libraries, Laws of Library Science; Different types of Libraries; Library Movement in India after 1947; Library Cooperation.

2. Different Sections of the Library :

Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules.

(Note: Elementary knowledge about the above topics is required to be imparted.)

Books

1. Ranganathan, S. R : Library Manual, 1961.
2. Krishan Kumar : Library Manual.
3. Ranganathan, S. R. : Five Laws of Library Science, 1957.
4. Hakam Singh : Library Science di Jan Pachan, 1974.
5. Gurbachan Singh : Library Sangathan
6. Gurbachan Singh : Library Andolan ka ithias.

Paper II: Reference Service and Document Bibliography

Max. Marks: 80 + 20

Time: 3 Hours

Instructions for Paper-Setter/Examiner

The question paper should be in three parts. In **Part I: Reference Service**, four questions should be set. Similarly, in **Part II: Document Bibliography**, four questions should be set. Candidates be asked to answer any **four** questions from Parts I and II, selecting at least one question from each Part. All questions should carry equal marks.

In Part III: (Practice), one compulsory question containing **16** objective type reference/ bibliographical questions be set, out of which the candidates be asked to answer any **eight** questions. The candidates be asked to mention one reference/ information source in answer to each reference question. The reference should cover the various categories of information sources.

The questions should be evenly spread over the entire range of the syllabus. The syllabus has been divided into three Parts. Correspondingly, the paper should also be divided into three parts, as indicated in the syllabus and explained as above.

In no case questions should be asked from outside the syllabus and question paper should be set strictly according to the instructions mentioned above.

Part I: Reference Service

Definition, Need and Purpose of Reference Service; Initiation of a fresh reader, Kinds of Reference Service; Information Sources: Definition, Kinds and Uses.

Part II: Document Bibliography

Definition, Need and Purpose of Document Bibliography; Kinds of Document Bibliography; National Bibliography (I.N.B., B.N.B.); Subject Bibliography; Trade Bibliography.

Part III: Practice

(16 Marks)

Acquaintance with important Sources

Note : Elementary knowledge about the above topics is to be imparted. Evaluation of specific information sources is excluded.

List of Important Information Sources

I. Encyclopedias

General

1. New Encyclopedia Britannica.
2. Encyclopedia Americana.
3. Collier's Encyclopedia.

Subject

4. International Encyclopedia of Social Sciences.
5. Encyclopedia of Religion and Ethics.
6. McGraw-Hill Encyclopedia of Science and Technology.
7. Encyclopedia of Library and Information Science.

II. Dictionaries

8. Oxford English Dictionary.
9. Webster's Third New International Dictionary of the English Language.

10. Raghuvira Comprehensive English-Hindi Dictionary.

11. Roget's International Thesaurus

III. Biographical Sources

12. Webster's Biographical Dictionary.

13. International Who's Who.

14. India Who's Who.

15. Dictionary of National Biography (Calcutta).

IV. Geographical Sources

16. Columbia Lippincott Gazetteer of the World.

17. Gazetteer of India.

18. Fodor's Guide to India.

19. Times Atlas of the World.

V. Year Books

20. Europa Year Book.

21. Statesmen's Year Book.

22. India: A Reference Annual.

23. World of Learning.

24. Commonwealth Universities Year Book.

25. Universities Hand Book (AIU)

VI. Bibliographies

26. British National Bibliography.

27. Cumulative Book Index.

28. Books in Print.

29. Whitaker's Books in Print.

30. Indian Books in Print.
31. Ulrich's International Periodicals Directory.
32. Walford's Guide to Periodical Literature.

VII. Indexes

33. Guide to Indian Periodical Literature (Gurgaon).
34. Reader's Guide to Periodical Literature.

VIII. Abstracts

35. Indian Science Abstracts.
36. Library and Information Science Abstracts.

IX. News Summaries

37. Keesing's Records of World Events.
38. Asian Recorder.

X. Statistical Sources

39. UN Statistical Year Book.
40. Census of India.
41. Statistical Abstracts — India.

Books

1. Jasmer Kumar : Sandharb Sewa.
2. Krishan Kumar : Reference Service.
3. Girja Kumar & Krishan Kumar : Bibliography.
4. Hakam Singh : Library Science di Jan Pachan.

Paper III: Organisation of Library Materials

Max. Marks: 80 + 20

Time: 3 Hours

Instructions for Paper Setter/Examiner

Ten questions should be set, from which the candidates be asked to answer **Five** questions, selecting at least **Two** questions from each part. All questions should carry equal marks.

Questions should be evenly spread over the entire range of the syllabus. The syllabus has been divided into **Two Parts**. Correspondingly, the question paper should also be divided into two parts. Five questions should be set from each Part.

In no case questions should be asked outside the syllabus and question paper is required to be set strictly according to the Instruction mentioned above.

Part I: Classification (Theory)

Classification: Definition, Need and Purpose. Fundamental Categories and Facet Analysis; Notation; Call Number: Class number, Book Number and Collection Number Introduction to Dewey Decimal Classification (DDC) and Colon Classification (CC) Schemes of Library Classification.

Part II: Cataloguing (Theory)

Library Catalogue: Definition, Need, Purpose and Functions; Physical Forms of Catalogues; Types of Catalogues; Kinds of Entries and their Functions; Parts of Entries; Subject Headings and Chain Procedure; Filing of Entries.

Note: Elementary Knowledge about the above topic needs to be imparted.

Books

1. Dewey, Melvil : Dewey Decimal Classification and Relative Index, 19th Ed., 3 V, 1979.
2. Ranganathan, S. R. : Colon Classification, 6th rev. ed. 1963.
3. Krishan Kumar : Theory of Classification, Latest ed.
4. Hakam Singh : Library Science de Jan Pachan, 1974.
5. Ranganathan, S. R. : Classified Catalogue Code, 5th ed. 1964.
6. Girija Kumar and Krishan Kumar : Theory of Cataloguing.
7. Sears List of Subject Headings, 12th ed.
8. Satija, M. P. : Colon Vargikaran.
9. Krishan Kumar : Library Manual.
10. A.A.C.R., Ed.2, 1978.

Paper: IV Library Classification (Practice)

Max. Marks: 100

Time: 3 Hours

Classification practice of Simple Titles by the Colon and Dewey Decimal Schemes of Library Classification as per editions of the Schemes prescribed below : (Titles having Phase Relations and Classic Devices are omitted).

Instructions for Paper — Setter/Examiner

Separate titles should be given for classification by CC and DDC. The question paper should be made out in two Parts.

Part — I: Colon Classification

Part I should include **20 Titles** out of which the candidates be asked to classify any **10 Titles** according to Colon Classification, 6th revised edition.

Part — II: Dewey Classification

Part II should include **20 Titles** out of which the candidates be asked to classify any **10 Titles** according to the Dewey⁴ Decimal Classification, 11th abridged edition, or alternatively, if adequate number of copies the latest abridged edition are not available, by the 19th edition.

Wherever titles warrant use of Chronological Device, the period should be indicated by the paper-setter. Titles should be simple and fully expressive, wherever necessary annotation should be used to clarify the subject of the title.

Copies of the Colon Classification, 6th revised edition and Dewey Decimal Classification, 11th abridged edition or 19th edition, whichever is available, will be provided to the candidates for use in the Examination Hall.

The candidates will also be provided a standard dictionary for use in the Examination Hall.

In no case questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

The above mentioned books are to be collected by the Superintendent, Examination Centre from the Departmental Library (DDE), Kurukshetra University, Kurukshetra.

Books

1. Dewey, Melvil. : Dewey Decimal Classification, 11th edition (abridged).
2. Ranganathan. S. R. : Colon Classification, Rev.ed.6, 1963.
3. Gurbachan Singh : Vargikaran de Vivharik Sikhilai.

Paper V: Library Cataloguing (Practice)

Maximum Marks: 100

Time Allowed: 3 Hours

- (i) Cataloguing practice of simple books by Classified Catalogue Code (5th ed.).
- (ii) The Concise Anglo-American Cataloguing Rules, 2nd ed. prepared by Mici German Supplemented by Sears List of Subject Headings (Latest Edition).

Note: Cataloguing of Corporate Authors, Composite Books, Multi-volumed Books and Periodical publications is excluded. In case adequate number of the concise A.A.C.R. 2 is not available, the unabridged 2nd ed. of A.A.C.R., 1978 will be used as alternative text-book.

Instructions for Paper-Setter/Examiner

Separate titles should be given for cataloguing by CCC and AACR. The question paper should consist of two parts, each carrying 50 marks. **Part I** should include **Five** titles to be catalogued according to CCC. **Part II** should include **Five** titles to be catalogued according to the Concise AACR-2 supplemented by Sears List of Subject Headings, Ed. 12.

Candidates should be asked to catalogue fully any **Five** titles in all, selecting at least Two titles from each part.

Titles having complicated Personal names and those having complexities in descriptive cataloguing should be excluded.

In no case questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above. The following instructions should be given in the question paper by the Paper-setter

1. All questions carry equal marks.
2. Catalogue fully **Five** titles in all, selecting at least **Two** titles from each part.
2. All catalogue entries for each title should be completed before attempting the next titles.
4. Copies of Colon Classification, 6th Rev. ed., Dewey Decimal Classification, 11th abridged edition or 19th edition and Sears List of Subject Headings, Ed. 12 are available for use. Mention the edition of DDC used by you in the answer sheet.

Part - I
Classified Catalogue Code

Part-II

Anglo-American Cataloguing Rules

1. For Subject Headings, Sears List of Subject Headings should be used.
2. For added entries, follow 'UNIT CARD' method.

The following books are to be provided to the candidates in the Examination Hall.

1. Colon Classification, 6th Rev. ed.
2. Dewey Decimal Classification, 11th abridged edition or 19th edition.
3. Sears List of Subject Headings, Ed. 12 (One copy should be provided to a group of ten candidates).
4. Language Dictionary- 10 copies.

The above mentioned books are to be collected by the Superintendent, Examination Centre from the Departmental Library (DDE), Kurukshetra University, Kurukshetra.

Books

1. Ranganathan, S. R.: Classified Cataloguing Code with Additional Rules for Dictionary Catalogue Code, Ed. 5, 1954.
2. The Concise Anglo-American Cataloguing Rules, Ed.2, prepared by Michael German, 1981.
3. Sears List of Subject Headings, Ed. 12.

Note: Classes in Paper IV and V will be conducted in groups and each group shall not include more than 50 students.
