

# NATIONAL UNIVERSITY



## Syllabus

Department of Library and Information Science

One Year Master's Course  
Effective from the Session: 2013-2014

# National University

Subject: Library and Information Science  
Syllabus for One-Year Master's Course  
Effective from the Session: 2013-2014

Paper Code	Paper Title	Credits
313801	Organization of Knowledge (Advanced Classification-Theory)	4
313803	Organization of Knowledge (Advanced Cataloguing-Theory)	4
313805	Library Software Packages: Design and Application	4
313807	Information Uses and Their Needs	4
313809 <b>or</b>	Library Systems and Services (Public Library System) <b>or</b>	4
313811 <b>or</b>	Library Systems and Services (Academic Library System) <b>or</b>	4
313813 <b>or</b>	Library Systems and Services (Special Types of Library: Research & Technical Library System) <b>or</b>	4
313815	Library Systems and Services (National Library System)	4
313802	Organization of Knowledge (Advanced Classification- Practical)	2
313804	Organization of Knowledge (Advanced Cataloguing- Practical)	2
313806	Library Software Packages: Design and Application- Practical	2
313808	Internship in Different Types of Libraries	2
313810	Term Paper	2
313812	Viva-Voce	2
	<b>Total =</b>	<b>32</b>

## Detailed Syllabus

<b>Paper Code : 313801</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Organization of Knowledge (Advanced Classification-Theory)</b>		

- Unit-1:** Structure and development knowledge, what is knowledge, what kinds of knowledge, Universe of knowledge and information; Knowledge and subjects, Structure of knowledge in information science, Attributes and knowledge, Impact on classification.
- Unit-2:** Organization of knowledge and advanced classification; Organization of knowledge in libraries, Classification in theory; Library classification in practice, Role of classification in knowledge dissemination; Advantage and disadvantages; knowledge classification vs. library book classification.
- Unit-3:** Dewey decimal classification (DDC): Origin and development, Characteristic of DDC, Auxiliary tables; Numbers building process according to DDC 20<sup>th</sup> edition; Special features of DDC 21<sup>th</sup> & 22<sup>nd</sup> editions.
- Unit-4:** Library of Congress Classification (LCC): Origin and growth, objectives, basic principles, different schedules and their applications.
- Unit-5:** Bibliographic Classification (BC): Origin and growth, underlying principles, systematic auxiliary schedules, mnemonics, index.
- Unit-6:** Colon Classification (CC): Origin and growth, underlying principles, fundamental categories, facet analysis, mnemonic value, notation, index.
- Unit-7:** Introductory discussion on special classification schemes.

### Books Recommended:

- Mills, J A. Modern outline of library classification. London: Chapman and Hall .
- Philips, W H. A primer of book classification. London: Association of assistant librarian.
- Saiful Islam, K. M. Number Building in Dewey decimal classification: 19<sup>th</sup> and 16<sup>th</sup> ed., a practical manual, Dhaka: Khan & Sons Publications.

<b>Paper Code : 313803</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Organization of Knowledge (Advanced Cataloguing-Theory)</b>		

- Unit-1:** **Historical growth and significance of catalogue codes**
- Unit-2:** **Treatment of oriental names**
- a) Bengali Muslim names
  - b) Bengali Hindu and Buddhist names
  - c) Other names

- Unit-3: Construction and comparative studies of subject headings**  
 a) LC  
 b) Sears  
 c) MeSH
- Unit-4: Treatment of special and rare materials**  
 a) Maps, atlases, globes  
 b) News clippings  
 c) Newspapers, periodicals, journals  
 d) Microfiche  
 e) Motion picture  
 f) Rare books
- Unit-5: Automated cataloguing**  
 A) Development of computer based cataloguing  
 B) Major integrated online library automation system.  
 C) Hardware and software involved in automated cataloguing  
 D) USMARC 3 format: application and modification  
 E) OPAC searches in DRA system: Author, Title, Subject, Boolean search  
 F) GBIP plus, bibliophile, CD-ROM searches  
 G) Retrospective conversion
- Unit-6: Co-operative and centralization cataloguing**  
 a) Co-operative and centralization cataloguing  
 b) Union catalogues: construction of manual and online union catalogues
- Unit-7: Pseudonyms**

**Books Recommended:**

1. Chappan Liz. How to catalogue: a practical hand books
2. Dunkun, Pauls, Cataloging in USA.
3. Hunter, Eric. Computerize cataloguing.
4. Hunter, Eric and Bakewell, K. G. Cataloguing 2<sup>nd</sup> ed.
5. Hykin, David J. Subject: a practical guide.
6. Margaret, Men. Introduction to cataloguing and classification of books, 2<sup>nd</sup> ed.
7. Marris, Dorothy M.A. primer of cataloguing.
8. Sengupta, Binoyendra, Cataloguing: its theory and practice.

<b>Paper Code : 313805</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Library Software Packages: Design and Application</b>		

- Unit-1:** Outstanding packaged software in the world: DRA, VTLS, Dobis/Libis, CDS/ISIS, Glass, Windows 95-2000, Libsys, Etc.
- Unit-2:** Software in Libraries: Features, Components Application.
- Unit-3:** Practical application of CDD/ISIS.

**Unit-4:** Database Management System (DBMS): Basic of DBMS: functions, components, users of DBMS. Existing conditions of DBMS in Bangladesh: Current trends, recent development, problems and prospects of DBMS in Bangladesh.

**Unit-5:** Database Development Software: Acquaintance with few familiar database development software: WIN/ISIS (Windows version of CDS/ISIS), MS-Access, dBase, VB (Visual basic), Oracle, MySQL.

**Recommended Books:**

1. Buxton, Andrew and Hopkinson, Alan the CDS/ISIS Handbook.
2. Everest, Gordon C. Database Management: Objectives, System Functions and Administration.
3. Kooth, Harry F. and Siberschatz, Abrahm, Database System Concepts.
4. Wiederhoid, G.O. Relational Database: Concepts, Selection and Implementation.

<b>Paper Code : 313807</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Information Uses and Their Needs</b>		

**Unit-1:** Information users: information needs and seeking and behavior: Categories of users including ethnic gropes, information transfer.

**Unit-2:** Models of information needs and information seeking and behavior with special reference to model: Wilson, Belkin, Davis Ellis, Kulthua and Brenda Devin.

**Unit-3:** Methodology and evaluation of user studies: quality paradigms. Data collection methods: questionnaire, interviews, overviews, observation, case study, citation analysis and interpretation of results.

**Unit-4:** User education: goals and objectives, methodology. media and techniques.

**Unit-5:** Information seeking behaviour: Theories on why people seek information: cognitively based; problematic situations, knowledge gaps, Belkin’s Anomalous State of Knowledge (ASK); sense making etc. Theories involving broader constructs: social construction, communicative action, ecological theory; Information seeking in various types of libraries, information centres and electronic resources; Different information seeking models.

**Unit-6:** Introduction to information literacy: Information literacy and its scope, objectives, activities, and importance; stages of information literacy; methods of imparting information literacy programmes; contents of information literacy programmes; Different information literacy model.

**Recommended Books:**

- Fjalbrant, N. and Stevenson, M. User education in Libraris. Clive Bingley 1978.  
 Advance in Librarianship. Vol. 14, 1986,  
 Prasad, H N Information needs and users. Indian Bibliographical Center, 1992.

<b>Paper Code : 313809</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Library Systems and Services (Public Library System)</b>		

- Unit-1:** Library System in relation to mass education: economic life, cultural life.  
History of public library movement of Bangladesh  
Library Legislation.
- Unit-2:** Organization and Administration:  
Administration and Organization of Library Staff Manual, Statistics.
- Unit-3:** Library Personnel:  
Public library personal  
Responsibilities and duties
- Unit-4:** Library Finance:  
Sources of finance  
Administration of budget
- Unit-5:** Building Library Collection:  
Book Selection & Acquisition  
Selection acquisition & organization of non-book materials & other special material.
- Unit-6:** Library Cooperation:  
Need of inter-Library cooperation
- Unit-7:** Library Building:  
Planning  
Basic element of design  
Furniture & faltering
- Unit-8:** Public Library Extension Services:  
Book mobile service  
Adult education  
Library programme  
Service to the old and handicapped people.

<b>Paper Code : 313811</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Library Systems and Services (Academic Library System)</b>		

- Unit-1:** Growth and Development of Education in Bangladesh:  
A brief survey: 1947 to date  
Role of the Library in academic instruction  
Recent growth & development of University & College Libraries in Bangladesh
- Unit-2:** Library Government:

- Authority  
Library Committee  
Librarian- status & responsibilities
- Unit-3:** Library Organization & Administration:  
Administrative organization of Library; Staff, Manual, Library surveys; statistics
- Unit-4:** Library Personnel:  
Nature & size of staff  
Qualification, Selection, Responsibilities & duties
- Unit-5:** Library Finance:  
Source of finance  
Administration of budget
- Unit-6:** Building Library Collection:  
Books & acquisition, Policy & Procedures, selection of non-book materials other & other materials
- Unit-7:** Library Service:  
Information & reference service  
Documentation Service  
Service to faculty members of researches
- Unit-8:** Library Cooperation:  
Need & types of inter-library cooperation  
Cooperation for developing library service in Bangladesh, prospects & problems.
- Unit-9:** Library Building  
Planning  
Basic element in the design of library building  
Furniture & Fittings  
Modern University & College Library Building

<b>Paper Code : 313813</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Library Systems and Services (Special Types of Library: Research &amp; Technical Library System)</b>		

- Unit-1:** Role of research & technical libraries  
Relationship with parent organization
- Unit-2:** Types of functions of Special Libraries  
Government research libraries, industrial & commercial libraries, newspaper libraries  
History of research & technical libraries in Bangladesh, UK, USA.
- Unit-3:** Library Organization & Administration  
Administrative organization of Library, Staff manual.
- Unit-4:** Library Personnel

- Unit-5:** Nature; Size, Qualification, Selection, Responsibilities & duties of staff.  
Library Finance  
Source of finance  
Administration of budget.
- Unit-6:** Building Library Collection  
Book Selection, acquisition policy & procedures, section, acquisition & organization of different kinds of special materials.
- Unit-7:** Library Service  
Information & reference service  
Documentation service, abstraction service, bibliographical services.
- Unit-8:** Library Cooperation  
Need of types of inter library cooperation & its prospects & problems.
- Unit-9:** Planning  
Basic elements in the design of library building, Furniture & fittings

<b>Paper Code : 313815</b>	-----	<b>Credits : 4</b>	<b>Class Hours : 120 hrs.</b>
<b>Paper Title :</b>	<b>Library Systems and Services (National Library System)</b>		

- Unit-1:** Growth & Development of National Library in Bangladesh:  
A brief survey: 1947 to date  
Role of the National Libraries in Bangladesh (National, Agriculture, Medical, (BANSDOC)  
Librarian-his status & responsibilities
- Unit-2:** Library Organization & Administration:  
Administrative Organization of Library; Staff, Manual, Library surveys, statistics.
- Unit-3:** Library Personnel  
Nature size of staff  
Qualification, selection, responsibilities & duties
- Unit-4:** Library Finance  
Source of finance  
Administration of budget
- Unit-5:** Library Collection  
Book selection & acquisition: policy & procedures, selection of non-book materials & other Materials
- Unit-6:** Library Cooperation  
Need & types of inter-library cooperation  
Cooperation for developing library service in Bangladesh, prospects & problems.
- Unit-7:** Library Buildings  
Planning  
Basic elements in the design of library building.  
Furniture & fittings.



### Books Recommended:

1. Chakraborty, N. C. Library Movement in India.
2. Gates, J. K. Introduction to librarianship.
3. Gerald, Daid. Libraries in society.
4. Hessel, A. History of libraries.
5. Imumuddin, S. M. Arab libraries.
6. Johnson, E.D. and others. History of libraries in the western world.
7. Johnson, E.D. Communication.
8. Landau, T. Encyclopedia of librarianship.
9. Landheer, B. social fuction of libraries.
10. Lenski. Human societies.
11. Luckhan, B. The library in society.
12. Maciver and Oage. Society.
13. Maciver R.M. & Page, Charls M. Society: an introductory analysis.
14. Thomson, J.W. the mediaeval library.

<b>Paper Code : 313802</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	<b>Organization of Knowledge (Advanced Classification-Practical)</b>		

**Unit-1:** DDC 20<sup>th</sup> ed. Application of tables and advanced aspects

**Unit-2:** UDC (Universal Decimal Classification)

**Unit-3:** LC (Library of Congress classifications scheme)

<b>Paper Code : 313804</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	<b>Organization of Knowledge (Advanced Cataloguing-Practical)</b>		

**Unit-1:** Entry headings with transliteration of Bangladeshi Muslim, Hindu and Buddhist authors according to IFLA UBCIM'96.

**Unit-2:** Cataloguing of corporate bolides as authors

**Unit-3:** Cataloguing of special/cartographic materials:

- a. Maps, atlases, globes
- b. Microfiche
- c. Motion picture.

<b>Paper Code : 313806</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	<b>Library Software Packages: Design and Application-Practical</b>		

Practical application of various library software.

<b>Paper Code : 313808</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	<b>Internship in Different Types of Libraries</b>		

- Each student shall be required to work for a specific period in the local renowned libraries to get practical experiences.
- At the end of the internship period each student will submit a report about his practical experience to the respective head of the college/institution.
- Head of the respective department/college will evaluate the reports of the students and assign marks on the basis of their reports.
- Marks of the internship must be submitted to the controller of examinations/Head of examination committee immediately at the end of the internship.

#### **Practical Examination's**

- Practical examination's question papers must be prepared by both the 1<sup>st</sup> examiner and the 2<sup>nd</sup> examiner.
- The practical must be moderated by the examination committee like other papers/courses.
- Practical course teacher of respective department/college along with the external examiner will arrange the practical examination.
- Marks of the practical examination must be submitted to the controlled examinations/Head of the examination committee immediately at the one of the practical examination.

<b>Paper Code : 313810</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	Term Paper		

- 10 (Ten) Marks allotted for each paper (theory) and total mark in is 50 (10x5=50).
- Each course teacher will be responsible for Tutorials.
- Tutorial marks to be submitted to the controller of examination/Chairman of examination committee before the course final examination.

<b>Paper Code : 313812</b>	-----	<b>Credits : 2</b>	
<b>Paper Title :</b>	<b>Viva-Voce</b>		