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:

1.

2. Gates. J.K. Guide to the use of Libraries and information Sources 5lh cd. New York : Me Graw-Hill. 1988.
3. Felknor, B.L. How to look things up and find things out. New York: Morrow, 1988.
4. Hauer, M.G. et al. Book. Libraries, and Research. 3th ed. Dubugue: Kendall/Hutt, 1987.
5. MeGarry, K.J. The Changing Control information: and introductory analysis. London: Binglcy, 1981.
6. 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.