

## Library & Information Science

### B.A. Library & Information Science-I

Total Mark: 100

#### Appendix 'A' (Outlines of Tests)

|          |   |   |          |
|----------|---|---|----------|
| Paper-A: | Library & Information Science-I (Written) | : | 80 Marks |
| Paper-B: | Practical                                 | : | 20 Marks |

#### Appendix 'B' (Syllabi and Courses of Reading)

**Paper-A: Library & Information Science-I 80 Marks**

**1. Introduction to Libraries: (16)**

Definition of Libraries, Types of Libraries, Objectives of Libraries, Various Sections of Libraries, Importance of Libraries in Education and Society. Role of Librarian, Role of Information in Society.

**2. History of Books and Libraries: (16)**

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

**3. Library Materials: (16)**

**(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: (16)**

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

**5. Classification: (16)**

Meaning and Definition of Classification  
Purpose of Classification  
Introduction to Dewey Decimal Classification Scheme  
Schedules, Index, -Summaries of DDC  
Assigning Call Number

**Recommended Books:**

1. Anglo American Cataloguing Rules 2<sup>nd</sup> revised ed. New Delhi. Oxford & IBM Publishing 1988
2. Brogan. G.E. and Buck, J.T. Using Libraries Effectively. California: Dickenson, 1969
3. Chan. Louis Mai. Cataloguing & Classification on introduction 2nd ed. New York: McGraw Hill; 1994
4. Dahl. Sevnd. History of the book. 2<sup>nd</sup> ed. Metuchen. N.J. Scarcrow Press
5. Dewey Decimal Classification. 20th ed. Albany. Forest Press. 1989. 4 Vol.
6. Gates. J.K. Guide to the use of Libraries. N.Y.: Mc Graw Hill. 1993
7. Katz. W.A. Introduction to Reference Work. 7th ed. New York. McGraw Hill. 1997
8. Kochar, R.S. Principles & Practice of Cataloguing. Delhi. Rajat Publications. 1998
9. Kumar. Girja & Kumar Krishan. Bibliography. New Delhi. Vikas Publishing House, 1979
10. Kumar, Krishan. Reference Services. 3rd ed. New Delhi. Vikas Publishing House, 1987
11. Langridge, D.W. Classification its kind, elements, Systems and applications. London. Bowker Saur. 1992
12. Marcella, Rita & Newton. Robert. A new manual of Classification, Hampshire. Gower, 1994
13. Nasim Fatima Hawalajati Khidmaat, Karachi Library Promotion Bureau, 1985.
14. Nasim Fatima and Samdani, Rois Ahmad, Jadid Library was Itatalati Science (Urdu) / Karachi Library Promotion Bureau 1993.
15. Sajid Hussain, Jadid Nizam-e-Kutb Khana Lahore Book Talk. (n.d.)
16. Samdani, R.A. Kutb Khaney Tarikh ke Roshni main, Karachi: Qamar Kitab Ghar. 1977
17. Samdani, R.A. Taleemi Library Science for BAII Karachi Library Promotion Bureau, 2000
18. Samdani R.A. Nazari Library Science for BAII Karachi Library Promotion Bureau 2000.
19. Wyner, B.S. Information.