

**27. Library & Information Science**

**B.A. Library & Information Science-II**

**Total Mark: 100**

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

Paper-A:	Library & Information Science-II (Written)	:	<b>80 Marks</b>
Paper-B:	Practical	:	<b>20 Marks</b>

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

**Paper-A: Written 80 Marks**

- 1. Acquisition of Library Material 16**  
Meaning and definition, Principles of book selection and book selection tools. Accessioning library materials
- 2 Cataloguing 16**  
Meaning and definition of Cataloguing, Scope and purpose of Cataloguing, Kinds & forms of Catalogue, Elements of Main Entry Cards and added entries, Subject Headings: Types Of Headings and Key Words. Arrangement of Catalogue Cards. Introduction to AACR-2
- 3. Reference Sources 16**
  - a) Printed Reference Sources**

1. Dictionaries	7. Directories
2. Encyclopedia	8. Periodicals directories
3. Yearbooks	9. Guides to Literature
4. Bibliographies	10. Books about Dates
5. Indexes	11. Biographical Sources
6. Abstracts	12. Geographical Sources
  - b) Electronic Sources**  
Databases, CDs, Online sources, Websites
- 4. Reference and Information Services 16**  
Supervision, Instruction, Guidance. Information, Storage & Retrieval, Bibliography Evaluation.

## 5. Computer in Libraries

16

Introduction to Computer, Components of Computer, Hardware & Software E-Mail, Internet

**Paper-B: Practical**

**20 Marks**

### **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