

UNIVERSITY OF DHAKA



Syllabus of the Department of Information Science and Library Management

for

B. A. Honours

for the

Sessions—2006-2007 to 2009-2010
(Semesters—1st to 8th)

Published by
THE UNIVERSITY OF DHAKA
BANGLADESH
2007

Syllabus of B. A. (Honours)
 Department of Information Science and Library Management
 Sessions—2006-2007 to 2009-2010
 (Semesters—1st to 8th)

Course No.	Course Title	Full Marks
<u>1st Year</u>		
1st Semester		
ISLM 101	Basics of Information Science and Library Management	100
ISLM 102	English Language	100
ISLM 103	Bengali Language	100
	Class attendance and participation	5
	Viva voce/Presentation	20
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3 full units and 1 partial unit = 13 credits		
2nd Semester		
ISLM 104	Organization of Information	100
ISLM 105	Information Sources and Services	100
ISLM 106	Information Resources Development	100
	Class attendance and participation	5
	Viva voce/Presentation	20
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3 full units and 1 partial unit = 13 credits		
<u>2nd Year</u>		
3rd Semester		
ISLM 207	New Technologies and Current Trends in Information Systems	100
ISLM 208	Information and Society	100
ISLM 209	Socio-Political History of Bangladesh	100
	Class attendance and participation	5
	Viva voce/Presentation	20
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3 full units and 1 partial unit = 13 credits		

4th Semester

ISLM 210	Records and Archives Management	100
ISLM 211	Computer Hardware Maintenance and Trouble Shooting	100
ISLM 212	Writing Editing and Publishing	100
	Class attendance and participation	5
	Viva voce/Presentation	20

3 full units and 1 partial unit = 13 credits

3rd Year

5th Semester

ISLM 313	Indexing and Abstracting	100
ISLM 314	Automation of Information Institutions	100
ISLM 315	Management of Information Institutions	100
ISLM 316	Information Production Marketing and Public Relation	
	Class attendance and participation	5
	Viva voce/Presentation	20

4 full units and 1 partial unit = 17 credits

6th Semester

ISLM 317	Information Science Documentation and Communication	100
ISLM 318	Database Design and Applications in Library and Information Systems	100
ISLM 319	Organization of Knowledge (Classification Theory)	100
ISLM 320	Organization of Knowledge (Cataloguing Theory)	100
	Class attendance and participation	5
	Viva voce/Presentation	20

4 full units and 1 partial unit = 17 credits

4th Year

7th Semester

ISLM 421	Research Methodology	100
ISLM 422	Comparative Study of Information Systems	100
ISLM 423	Practical Classification	100
ISLM 424	Practical Cataloguing	100
	Class attendance and participation	5
	Viva voce/Presentation	20

4 full units and 1 partial unit = 17 credits

8th Semester

ISLM 425	Applied Statistics	100
ISLM 426	Information Networking and Resource Sharing	100
ISLM 427	Analysis and Design of Information Systems	100
ISLM 428	Internship in Libraries and Information Institutions	100
	Class attendance and participation	5
	Viva voce/Presentation	20

4 full units and 1 partial unit = 17 credits

**** 4 Years - 8 Semesters - 28 Full Unit & 8 Partial Unit Courses**
Total Credits = 120
Total Marks = 3000

University of Dhaka
Department of Information Science and Library Management
Courses of Studies
Session: 2006-2007 to 2009-2010

1st Year B.A. (Hons.)
1st Semester

ISLM 101 : Basics of Information Science and Library Management

- Unit 1** Defining data, information and knowledge, characteristics of information and knowledge, varieties of information, human information needs, information models and theories, economics of information.
- Unit 2** Information and knowledge management, information management process, information processing, information access models, controlled vocabularies and natural language as information access tools.
- Unit 3** Tools for organizing knowledge, role of standards in information environments, various documentation standards, metadata protocols – MARC, CCF, Dublin Core, etc. digital object identifiers, system contexts for knowledge organization.
- Unit 4** Introduction to information sources and services, various printed tools for exploring information resources and their use, information services for users including CAS, SDI, routings of periodicals, reference services etc.
- Unit 5** Information technology, components of a computer system-hardware and software, information management software tools, digital ready reference apparatus such as dictionaries, encyclopedias, almanacs, atlases, catalogues, computer databases etc.
- Unit 6** The internet and its applications, searching the web using various search engines, digital text collections such as e-books, e-prints, e-journals. repositories and archives, free and fee-based document delivery services.
- Unit 7** The development of writing, record keeping and libraries, the emergence of printing and the history of book, the evolution of record keeping by organizations, government, and individuals, and the impact of different technologies on the development of print and digital culture.
- Unit 8** Types of libraries and their utilities, different departments within a library and their functions, role of library, documentation and information institutions, application of modern management ideas and techniques to libraries, national information policy, digital libraries-social, economic and legal issues.

Reading List:

- Rowely, J. and Farrow, J. Organizing Knowledge.
Hamilton, F. Current Awareness, Current Techniques.
Chowdhury, G.G. and Chowdhury, S. Introduction to Digital Libraries.

ISLM 102 : English Language

Unit 1 Grammatical structure

- a. Word, classes and transformation of words.
- b. Phrases-types and formation.
- c. Clauses-types and information.
- d. Sentences-types, formation and transformation.
- e. Verbs and tenses.

Unit 2 Composition

- a. Mechanics of writing
- b. Formal, neutral, informal letter-formal and organization.
- c. Paragraph-strategy, coherence, cohesion and organization.
- d. Writing CVs, fax messages, notice etc.
- e. Précis and sort essays (totally unseen).

Unit 3 Reading and comprehension

- a. Techniques of reading skimming, scanning study reading, word attacking process speed-reading etc.
- b. Reading for reproducing.
- c. Reading for learning structure and words / phrases.

Unit 4 Listening and speaking skills

- a. Basics of listening and speaking-sound contrast, gambits etc.
- b. Listening techniques and tasks.
- c. Speaking in academic and social context, making polite requests and offers, asking questions in social situations, accepting and refusing offers, invitations, describing simple facts and ideas.
- d. Practicing listening with prescribed books plus cassettes.

Recommended Works:

Leech and Svartuik. A communicative grammar of English.

Murphy, R. An intermediate grammar of English.

Thompson and Martin, Practical English grammar.

Imhoof, From paragraph to essay.

Baker, Ann. Sheep or ship (with three cassettes).

Swan, M. Practical English usage.

Journals, magazines, newspapers and other literatures on information science.

ISLM 103 : Bengali Language

১. **ধ্বনিতত্ত্ব (Phonology)** : বাগধ্বনির সংজ্ঞা, ধ্বনি ও বর্ণ, ধ্বনিবিচার-স্বরধ্বনি ও ব্যঞ্জনধ্বনি বিচার, অক্ষর, ধ্বনি-পরিবর্তন, সন্ধি, ধ্বনির বর্ণীকরণ, আন্তর্জাতিক ধ্বনিমূলক বর্ণমালায় বাংলা ধ্বনিসমূহের বর্ণীকরণ, উচ্চারণসূত্র ও তার প্রয়োগ।
২. **রূপতত্ত্ব (Morphology)** : শব্দ ও শব্দগঠন প্রক্রিয়া-বিভক্তি ও বচন, সমাস, উপসর্গ ও প্রত্যয়, পদ, পদের শ্রেণীকরণ, কারক ও বিভক্তি, শব্দের বানান এবং শব্দের অশুদ্ধি ও অপ্রয়োগ, সমার্থশব্দ, বিপরীতার্থক শব্দ, দ্বিরুক্ত শব্দ, বাক্যসংক্ষেপ, সমোচ্চারিত শব্দ, একই শব্দের ভিন্নার্থে প্রয়োগ, পারিভাষিক শব্দ-সংজ্ঞার্থ, ইতিহাস ও নির্মাণপদ্ধতি।
৩. **বাক্যতত্ত্ব (Syntax)** : বাক্যের সংজ্ঞা ও গঠনপ্রক্রিয়া, বাক্য বিচারপদ্ধতি ও বাক্যের শুদ্ধাশুদ্ধির ধারণা।
৪. **বাগতত্ত্ব (Semantics)** : শব্দের মুখ্যার্থ, লক্ষ্যার্থ ও ব্যঙ্গার্থ, অর্থের পরিবর্তন।
৫. **ভাষারীতি** : সাধু ও চলিত রীতি সংজ্ঞা, উদ্ভব ও বিকাশ এবং স্বাতন্ত্র্য-বিচার, বিষয়ানুযায়ী ভাষারীতি-কবিতা, উপন্যাস, নাটক, ছোটগল্প, একাংকিকা, প্রবন্ধ ও প্রচারমাধ্যমের ভাষা, বিরামচিহ্নের প্রয়োগবিধি।
৬. **অভিধানের প্রকারভেদ ও ব্যবহার পদ্ধতি**।
৭. **লিখন-দক্ষতা** : সারাংশ, সারমর্ম ও প্রতিবেদন লিখন।

সহায়ক গ্রন্থ / প্রবন্ধ

- জীনাৎ ইমতিয়াজ আলী। “বাংলা বানান: তৎসম শব্দ”, সাহিত্য পত্রিকা, চল্লিশ বর্ষ, প্রথম সংখ্যা, ১৪০৩।
- পবিত্র সরকার। ১৯৮৭। বাংলা বানান সংস্কার: সমস্যা ও সম্ভাবনা। কলকাতা: চিরায়ত প্রকাশন।
- মণীন্দ্রকুমার ঘোষ। ১৩৯৩। বাংলা বানান: কলিকাতা। দে'জ পাবলিশিং।
- মুহম্মদ শহীদুল্লাহ। ১৯৯৫। বাংলা ব্যাকরণ, রচনাবলী, ২য় খন্ড, ঢাকা। বাংলা একাডেমী।
- নরেন বিশ্বাস। ১৯৯০। বাঙলা উচ্চারণ অভিধান। ঢাকা। বাংলা একাডেমী।
- নেপাল মজুমদার (সংকলিত ও সম্পাদিত)। ১৯৯২। বানান বিতর্ক। কলকাতা। পশ্চিমবঙ্গ বাংলা আকাদেমি।
- শিবপ্রসন্ন লাহিড়ী ও অন্যান্য সম্পাদিত। ১৯৮৮। বাংলা ভাষার প্রয়োগ ও অপ্রয়োগ। ঢাকা: বাংলা একাডেমী।
- শিশিরকুমার দাশ। ১৯৯৯। মোদের গরব মোদের আশা। কলকাতা: জিজ্ঞাসা।
- সুনীতিকুমার চট্টপাধ্যায়। ১৯৯৮। ভাষা-প্রকাশ বাঙ্গালা ব্যাকরণ। কলকাতা: রূপ অ্যান্ড কোম্পানী।
- সুনীতিকুমার চট্টপাধ্যায়। ১৯৭৫। বাংলা ভাষাপ্রসঙ্গ। কলিকাতা: জিজ্ঞাসা।
- সুভাষ ভট্টাচার্য। ১৯৯২। সংসদ বাংলা উচ্চারণ অভিধান। কলিকাতা: সাহিত্য সংসদ।
- সুভাষ ভট্টাচার্য। ২০০২। বাঙালিক ভাষা। কলকাতা: আনন্দ পাবলিশার্স প্রাইভেট লিমিটেড।

1st Year B.A. (Hons.)
2nd Semester

ISLM 104 : Organization of Information

Unit 1 Bibliographical / technical reading of a book : reasons, purposes, process of doing it, bibliographical elements / information in manual and automated catalogues.

Unit 2 Basic concepts of catalogue and cataloguing :

- a. Definition, purpose, functions of catalogue.
- b. Characteristics of an ideal catalogue.
- c. Outer or physical forms, comparative studies.
- d. Inner forms, types and kinds, merits and demerits of classified and dictionary catalogues.

Unit 3 Subject headings : Sears List

- a. Definition.
- b. Functions, requirements, and use in catalogue, bibliography, index etc.
- c. Steps to subject determination.
- d. Principles of subject determination.
- e. Choice.
- f. Kinds and types.

Unit 4 Basic elements of automated cataloguing

- a. MARC format, variable data fields, tags of USMARC 3 format.
- b. Development of OPAC.

Unit 5 Introduction to DDC and LC classification schemes

- a. Main classes / 1st and 2nd summary, tables, formation of area notation.
- b. Standard subdivisions, and reasons for form classes / subdivisions in language and literature.
- c. Hierarchical structure.
- d. Mnemonic values in DDC.
- e. Main classes / structure / synoptically outlines of LC, merits, demerits.

Unit 6 Purpose, usefulness and functions of classification.

Unit 7 Principles of classifying books, analysis of Merrill's principles.

Unit 8 Notation, definition, functions, usefulness, criteria of good notation.

Unit 9 The index: Types of index, use of specific and relative indexes.

Reading List:

Mann, Margaret. Introduction to cataloguing and classification of books. Chicago: American Library Association.

Hunter, Eric J. Computerized cataloguing. London: Clive Bingley.

Akers, Susan Grey. Simple library cataloguing. New York: Scarecrow Press.

Hunter, Eric J. and Bakewell, K.G.B. Cataloguing. London: Clive Bingley.

Wynar, Bohdan S. Introduction to cataloguing and classification. Englewood, Colo: Libraries unlimited.

Quigg, Patrick Joseph. Theory of cataloguing. London: Bingley.

Sears, Minnie Earl. List of subject headings (Latest ed.). New York: H.W. Wilson.

Sayers, W.C. Berwick. An introduction to library classification. London: Grafton.

Sayers, W.C. Berwick. A manual of classification for librarians and bibliographers. London: Grafton.

Phillips, W. Howard, A primer of book classification. London: Association of Assistant Librarians.

Saiful-Islam, K.M. Number building in Dewey decimal classification: 19th and 16th editions, a practical manual, Dhaka: Khan and Sons Publications.

Dewey, Melvil. Decimal classification and relative index. 19th and 22nd eds. New York: Forest Press.

Mills, Jack. A modern outline of classification. London: Chapman and Hall.

Dittmann, Helena and Hardy, Jane. Learn Library of Congress classification. Lanham, Md: Scarecrow Press (Library basics No. 1).

Bloomberg, Marty and Weber, Hans. An introduction to classification and number building in Dewey / ed. by John Phillip Immroth. Littleton, CO: Libraries unlimited.

ISLM 105 : Information Sources and Services

- Unit 1** Meaning of information and reference service, objectives and scope, distinction between information and reference service, referral service and document delivery service.
- Unit 2** Kinds of information services and delivery techniques reference questions-types and representative sources of information. Question handling techniques.
- Unit 3** Sources of information: documentary and non-documentary, primary, secondary, tertiary and mixed group of sources, reference materials, encyclopedias, dictionaries, almanacs, handbooks, manuals, gazetteers, biographical sources, etc. Information sources in different disciplines, science and technology, humanities, social sciences, business, health sciences, government publications, and their evaluation.
- Unit 4** Information services, nature of information services, distinction from reference and other services, techniques of providing information services, technology based information services, access to remote information sources and retrieval techniques, electronic document delivery, recent trends of information and reference services in different types of information institutions in developed world.
- Unit 5** Introduction to bibliographic information sources, definition, origin, function and importance of bibliography, types of bibliographies, compilation of bibliographies, different methods of compilation, arrangement of entries, style etc.
- Unit 6** Bibliographical control, nature, importance and scope, tools of bibliographic control and their utilities, national bibliographies, trade bibliographies, information systems, remote digital databases, library catalogues, universal bibliographies, bibliography of bibliographies, bibliographic control efforts such as UBC, UAP of IFLA, UNISIST, PGI, UNESCO, role of national bibliographic centers in bibliographic control in developed countries, bibliographic control efforts in Bangladesh existing situation, problems and prospects.

Reading List:

- Shores, Louis, Basic reference sources, an introduction to materials and methods.
- Davinson, Donald, Bibliographical control.
- Katz, Bill and Clifford, Anne, ed. Reference and information services a new reader.
- Reva, Bill and Clifford, Anne, ed. Reference and information services, a new reader.
- Reva, Basch. Electronic information delivery.
- Hutchins, Margaret. Introduction to reference work.
- Winchell, Constance M. Guide to reference materials.
- Walford, Albert John. Guide to reference books.
- Shechy, Eugene P. Guide to reference books.
- Williamson, Derck. Bibliography.
- Chakrabarti, M.L. Bibliography in theory and practice.
- Kumar, Girja and Kumar, Krishan. Bibliography.
- Wyner, B.S. Introduction to bibliography and reference work.
- Kumer, Krishan. Reference service.

ISLM 106 : Information Resources Development

- Unit 1** Book Selection, overview, book selection and librarianship, professional apex in librarianship, complexity of selection task.
- Unit 2** Library mission statement, purpose and functions of selection, selection aims and objectives. Special reference to Ranganathan's Five Laws of Library Science and their relation to resource development.
- Unit 3** Acquisition policy, book ordering and subsequent activities. Role of book selector, qualities of a good book selector.
- Unit 4** Library resource building and theories, selection principles advocated by: Drury, Dewey, Haines, Ranganathan, McColvin, Spiller, John Bonk and Magrill and others.
- Unit 5** Evaluation and selection, an overview, selection of books, fiction and non-fiction books, and their evaluation criteria.
- Unit 6** Selection principles and practices in public library, academic library, special library, national library.
- Unit 7** Selection of reference books, periodicals, pamphlets, newspapers, Govt. publications, poster, report literature etc.
- Unit 8** Selection of audio and visual materials, graphic materials, and microform materials, selection of multimedia and electronic resources.
- Unit 9** Role of book reviews, written and oral reviews, role of bibliographies, national and trade bibliographies and indexing and abstracting journals.
- Unit 10** Copyright Law, overview, need and functions, Bangladesh Copyright Law of 2000.
- Unit 11** Weeding library materials, overview, criteria of weeding in different types of libraries.
- Unit 12** Censorship, overview, library bill of rights (ALA), IFLA principles, and article 19 (UN).
- Unit 13**
- (A) Bangladeshi aids and guides, Boi, Bangladesh National Bibliography, Bangladesh books in print, Publishers' lists, and catalogues.
 - (B) Major international aids and guides, BNB, CBI, Publishers Weekly, PTLA, LC catalogue, BNB, INB, Books in print.
- Unit 14** Collection evaluation, overview, evaluation criteria by Stone, and Evans. Other methods of collection evaluation.

Reading List:

- Sengupta, Benoyendra, Book Selection, 2nd Rev. ed. Calcutta, World Press.
- Mukherjee, A.K. Book Selection, principles, practices and tools, Calcutta, World Press.
- Ranganathan, S.R. library book selection, Bombay, Asia Pub. 2nd ed.
- Chakrabarty, A.K. A treatise on book selection, Delhi, D.K. Publications.
- Dhawan, K.S. Multimedia library, New Delhi, Commonwealth Pub.
- Bangladesh Copyright Law-2000, Govt. Publication.
- Rahman, Afifa. Library Book Selection, Dhaka, Paragon Pub.
- Rahman, Afifa, Book Selection and Information Resources Development (Press).
- Spiller, David, Book Selection London, Bingley.
- Bonk, W.J. and Magrill, R.M. Building Library Collection, Metuchen, Scarecrow.
- Whittaker, Kenneth. Systematic Evaluation, London, Bingley.
- Evans, G. Edward. Developing Library Collection, Colorado, Libraries Unlimited. Haines.
- Helen. Living with Books: The Art of Book Selection. N.Y. Columbia U. Press.
- Slote, Stanley J. Weeding Library Collection, Colorado, Lib. Unlimited.
- Kanter, Jerome, Managing with Information. Ed. N.J. Prentice Hall.

2nd Year B.A. (Hons.)
3rd Semester

ISLM 207 : New Technologies and Current Trends in Information Systems

- Unit 1** Concept of information communication technology (ICT), evolution and development of ICT, use and applications of ICT in different fields of library and information institutions in Bangladesh, impact of ICT in library and information systems, current trends and existing situation, problems and prospects of using ICT in Bangladesh.
- Unit 2** Computer, concepts, types of computer based on processing / signaling, purpose and capacity or size, comparisons of mainframe, mini and micro computers, generation of computers, CPU-control unit, arithmetic logic unit, primary memory, comparison of primary and secondary memory.
- Unit 3** Digital library, concepts, necessity, functions, characteristics, major activities and skills of digital librarianship, digital library scenario in Bangladesh.
- Unit 4** Electronic journal, conceptual issues, categorization of e-journals, necessity of e-journals in Bangladesh, comparison between print journals and electronic journals, merits and demerits of e-journals, barriers of e-journals subscription in Bangladesh and the measures to overcome the barriers.
- Unit 5** Computer hardware, overview of computer hardware, basic components of a computer system, input and output components of a computer system, factors to be considered for the purchase of hardware of micro computers in library and information center/institution, distinction between color monitor and monochrome monitor.
- Unit 6** Software, concepts, classification of software and introduction of some application software used for the library and information center in Bangladesh.
- Unit 7** Operating system, concepts, types of operating system based on processing and user interface, functions of operating system, introducing to some popular operating systems, process, process management.
- Unit 8** Information superhighway, definition, components, user groups, importance, advantages and disadvantages of information superhighway. Worldwide web, internet, web browser (Internet Explorer, Netscape Navigator etc.), web pages, website.
- Unit 9** Storage technologies, memory devices and memory capacity of computer systems, comparison of primary memory and secondary memory, introduction of ROM, PROM, EPROM, EEPROM, distinction between RAM and ROM, SRAM and DRAM, optical disk, DVD, punched card and data storage system of CD-ROM.

Unit 10 Computer networks, concepts, types of computer networks and their configurations, layers and protocol of computer networks.

Unit 11 Practical applications of Microsoft word, Excel, Power point and Access.

Reading List:

This is not intended to be prescriptive or exhaustive:

Andrew, Jean. A⁺ Guide to Managing and Maintaining Your PC, Cambridge, Course Technology.

Clements, A. The Principles of Computer Hardware.

Silberschatz, A. and Galvin, P.B. Operating System concepts.

Minasi, M. The Complete PC Upgrade and Maintenance Guide, New Delhi, BPB.

Peter, N. Introduction to Computer.

Peter, N. Inside the PC.

Rahman, M.L. Hossain, M.A. Computer Fundamentals.

Tedd, L.A. Introduction to Computer-Based Library Systems.

ISLM 208 : Information and Society

- Unit 1** Society, culture and civilization, evolution of society, development of the concepts of culture, civilization, society etc. Models of society, elements of society, structural context of socialization etc.
- Unit 2** Basic understanding of social organizations and institutions, various social institutions, functions and scopes of social institutions, elements and boundaries of social systems etc.
- Unit 3** Society and the library, growth of social organizations and the need for reading, writing and printing, history of learning, evolution of libraries in the society.
- Unit 4** Historical development of libraries in various civilizations, ancient and medieval libraries of Asia, Africa and Europe.
- Unit 5** Library as a social, cultural and democratic institution in the society, relationship of libraries with other social institutions, changing role of libraries in the society.
- Unit 6** Socio-economic implications of information, information society, ethics of information, intellectual property rights and related issues.
- Unit 7** Information and its implications in today's society, information for development, information management, changing trends of information and its use for social development.
- Unit 8** Technological dimensions of information, information and communication technologies, digital divide, role of ICT in development.
- Unit 9** Communication, communication and its characteristics, significance of communication, mode of communication, communication theories, different types of communication, role of communication in society.
- Unit 10** Elements of information communication, library as a center of social communication, changing roles of libraries and information centers in the society, communication process in developed countries and its application in developing societies including Bangladesh.

Reading List:

- D'Souza, Y.K. Communication today and tomorrow.
- Gerard, D., Libraries in society.
- Hessel, Alfred, A history of libraries.
- Hill, M.W. The impact of information on society.
- Johnson, Elmer D., Communication.
- Landheer, B. Social functions of libraries.
- Laurie, Edward J. Computers, automation and society.
- Leslie, G.R., Larson, R.F., Gorman, B.L. Introductory sociology.
- Maciver, R.M. and Page, Charles M. Society.
- Rogers, A.R. and Mechesney, K., The library in the society.
- Sahrma Pandey S., Libraries and society.

ISLM 209 : Socio-Political History of Bangladesh

- Unit 1** Geographical location and physical feature: their influence on the history and culture of Bangladesh, ancient Janapadas of Bengal, inhabitants of Bengal.
- Unit 2** Outline of political history of ancient period- Independent kingdoms in Bengal: The kingdom of Samatata or Vanga, The kingdom of Gauda, Sasanka-his conquests, his conflict with Harshavardhana and his achievements.
- Unit 3** The Pala Empire : The Pala kings in general and Dharmapala in particular. The Sena kings : Vallalasena, Lakshmana-Sena.
- Unit 4** Buddhist cultural centers of Mainamati, Paharpur and Mahasthana Garh, Ancient capitals: Pundranagar, Vikrampur and Devaparabata (Mainamati), Artistic-heritage, terracotta art, sculpture, architecture, fine cotton fabric (Muslin) etc.
- Unit 5** Political history of Muslim period: Conquest of Bengal by Ikhtyaruddin Muhammad Bakhtyar Khalji, Emergence of Bengal as an independent kingdom, account of Ibn-e-Batuta, Sultan Sams-ud-din Ilyas Shah, Raja Ganesh. Hossain Shahi dynasty: Sultan Ala-ud-din Hossain Shah, development of Bengal literature, Hossain Shahi dynasty rule: the ‘Golden period’ of Turkish Sultanate.
- Unit 6** Islamization in Bengal, influence of the Sufis, economic as well as socio-political, condition of the people during the Turkish Sultanate, Mughal invasion of Bengal during the reigns of Akbar and Jahangir: The Bara Bhuiyas of Bengal.
- Unit 7** Advent of the Europeans, Portuguese in Bengal, their influence on the language and literature, Serajudoula and the battle of Plassey, land revenue systems: permanent settlement of Lord Cornwallis, administrative socio-economic as well as educational reforms of Lord William Bentinck, causes and results of the Sepoy mutiny, Bengal in the 19th century: Bengal renaissance.
- Unit 8** Partition of Bengal: 1905 and its aftermath in Bengal politics.
- Unit 9** The birth of Muslim League, the demand for Pakistan, Lahore resolution, partition of India in 1947.
- Unit 10** Emergence of Bangladesh: Language movement, 1952, Election of 1954, Ayub regime 1958-68, feelings of deprivation of East Pakistanis, the 6-point program, the 11-point program, mass upsurge of 1969, War of liberation 1971.

Reading List:

Majumder, R.C. History of Bengal. Vols. 1-3.

Qamaruddin Ahmed. A Socio-political history of Bengal.

Chowdhury, A.M. Dynastic history of Bengal.

Sarker, J.N. History of Bengal. Vol. 2.

Rahim, M.A. Social and cultural history of Bengal. Vols. 1-2.

Tarafder, M.R. Husain Shahi Bengal.

Ray Chowdhury, T.K. Bengal under Akbar and Jahangir.

Roberts, P.E. History of British India.

আব্দুল করিম বাংলার ইতিহাস: মুসলিম বিজয় থেকে সিপাহী বিপ্লব পর্যন্ত ।

সিরাজুল ইসলাম, বাংলাদেশের ইতিহাস ১ম-৩য় খন্ড ।

রায় নাহার রঞ্জন, বাঙ্গালীর ইতিহাস ।

মন্ডল সুশালা, বঙ্গদেশের ইতিহাস ।

আবদুল রহিম, বাংলার সামাজিক ও সাংস্কৃতিক ইতিহাস (অনুবাদ: মোহাম্মদ আসাদুজ্জামান ১ম ও ২য় খন্ড) ।

2nd Year B.A. (Hons.)
4th Semester

ISLM 210 : Records and Archives Management

Record Management:

Unit 1 Introduction to unit, unit outline, assessment etc. and introduction to records management and records management profession.

Unit 2 Define records, official records, non-records and public records etc. Introduction to records management, records management system, records life cycle and continuum theory, inventories and forms, files/folders and filing, classifying and indexing records, develop space efficient strategies for the storage of records and their timely and efficient retrieval in a variety of formats in all dimensions of the continuum.

Unit 3 Record management, nature of records, types of records, record management, historical perspectives, structure of record management program, principles and formed of management, record inventory and appraisal, disposition and description, vital record protection, evaluation of record media and storage issues planning a record center.

Archives Management:

Unit 4 Archives: definition, scope, objectives and types of archives, importance of archives in a society, archives and library.

Unit 5 Archives management: nature of archives control of archival materials. Archival description and classification levels of description, data elements, finding rules, rules of representation and retrieval, principles of archival classification, registry and filing systems, American filing systems, principles of arrangement, policy and rules governing access to and use of archives documents.

Unit 6 National archives of Bangladesh: its present activities, archival legislation of Bangladesh.

Preservation:

Unit 7 Preservation of archives materials, issues influencing preservation program, design of a preservation program, nature of different types of materials of their storage conditions. Enemies of archival materials, environment, biological, people, insects, disasters natural and man-made etc.

Unit 8 Preventive measures: environmental control, good house-keeping, proper storage by type of materials, pest control etc. Post deterioration measures, fumigation, de-acidification, repair and restoration, binding, lamination, reformatting, microfilming, digitations etc.

Reading List:

Schelenburg, T.R. Modern archives.

Schelenburg, T.R. Management archives.

Bradshere, Gregory. Managing archives and archival institution.

Hudson, J.H. Administration of archives.

Ken, Munden. Archives and public interests.

Cunga, G.D.M. Conservation of library materials.

Agarwal, O.P. Conservation of manuscripts and printing in South Asia.

Greenfield Books: their care and repair.

Startzburg, Susan G. Preserving library materials.

Hunter, Lawrence, Filing Systems.

Meadke, Wilmer O., Mery, F. Robek and Gerald, F. Brown. Information and record management.

Jenkinson, W. Manual of Archives administration.

ISLM 211 : Computer Hardware Maintenance and Troubleshooting

Unit 1 PC Hardware: Hardware used for input and output, hardware inside the computer case or system box, components (fan, CPU, CPU socket) used primarily for processing, temporary (primary) storage devices, permanent (secondary) storage devices, interface (expansion) cards.

Unit 2 Number systems and codes: Decimal, binary, octal and hexadecimal number system, conversion of numbers-binary to decimal, decimal to binary, hexadecimal to decimal and hexadecimal to binary conversion.

Unit 3 Troubleshooting common PC problems, their causes and solutions: General troubleshooting rules, steps to troubleshooting success, common problems- and solutions and troubleshooting trips for emergency.

Unit 4 Microprocessor: Control unit, its organs and organization, arithmetic-logic unit and its components and organization, registers, counter, decoder, encoder, feature summary of 80296, 80386 and Pentium processor, computer memories and their organization.

Unit 5 Understanding and managing computer memory: Physical memory and memory address, flash memory, main memory: SIMM and DIMM, ROM and RAM on the system board, main memory vs. cache memory, varieties of SRAM memory, conventional memory, expanded memory, virtual memory, what to look for when buying memory chips and modules, memory management troubleshooting guidelines, maintenance of hard disk, floppy disk and CD-ROMs.

Unit 6 Purchasing a PC or building your own PC: Selecting a personal computer to meet your needs, purchasing a brand PC vs. a Clone PC, selecting software and hardware, building a personal computer step by step, overview of the assembling and disassembling process.

Unit 7 Installation and preventive maintenance: Pre-install planning, install practices, guidelines for developing a PC preventive maintenance plan, memory upgrade, installation of hardware and software.

Unit 8 Computer viruses and environmental hazards that may affect the PC: Computer virus, types of computer virus, Techniques of attack, symptoms of computer virus, anti-virus software, tips for protecting the PC against virus and other infestations.

Unit 9 Understanding and troubleshooting: Different types of printers, mice, keyboards, monitor and scanners.

Unit 10 Protecting and maintaining hard disks: Precautions for protecting the hard disk, data and software, backing up the MBR, system files and user data, automated system recovery, recovery console, checking disks for errors, defragmenting the file system and dealing with dead disks.

Reading List:

This is not intended to be prescriptive or exhaustive:

Andrew, J. A⁺ Guide to Managing and Maintaining your PC, Cambridge: Course Technology.

Blodgett, R. Hard disk management for the IBM PC, PS/2 and compatible.

Clements, A. The principles of computer hardware.

Minasi, M. The complete PC and maintenance guide, New Delhi: BPB.

Rahman, M.L. and Hossain, M.A. Computer Fundamentals.

ISLM 212 : Writing, Editing and Publishing

Unit 1 Writing: types, models of writing process, reading and comprehending topic and theme to be expressed, note taking and arranging notes; determining and shaping purpose and audiences. Setting up audience, special considerations for argument and persuasion, deciding what to say.

Unit 2 Form and arrangement: Collection and organization of data and structure of writing. Building paragraph, revising a paragraph, shaping sentence, achieving sentence maturity, order of sentences. Using words effectively, style for quotations, footnotes, references and bibliographies. Rules for punctuation, illustration, notes and footnotes citing public documents.

Unit 3 Critical writing: Approaching, developing arguments, mode of arguments; techniques of writing short communications, technical article, review article, technical report, popular articles, monographs, dissertations, house bulleting, extension literature, manuscripts preparation.

Unit 4 Editing: Editing concepts, responsibilities, qualifications, functions and basic skills of an editor. Editorial processes, evaluation processes, author-referee relationship in quality control, manuscript preparation and production. Editorial tools: dictionaries, style manuals, standard specification etc.

Unit 5 Publishing: Different parts of a book, steps in book publishing, securing and selecting manuscripts type setting criteria of good type setting. Composition: hand composition, hot metal composition, film composition, computer setting, proof reading and copy editing: proof reading marks and its use, spelling, layout and design of physical books, printing, binding, Methods of printing: electronic type writers, printing press, Xerox etc. printing in color, set up duplicate printing plate. Binding: binding tools, process, different types of binding, rebinding old books, technology based binding systems. Desk top publishing, recent trends in publishing, problems of publishing in developing countries specially in Bangladesh.

Recommended Works:

Harpur, Dorothy, Modern book production. London, Clive Bingley, 1968.

Channis, Chandler B. What appears in book publishing.

Henry, H. McNaughton. Proof reading and copy editing.

Clecton, Glenu, Pitkin, Charles W. and Corn well Raymond L. General printing.

Darles, Lionels Introduction to book binding.

3rd Year B.A. (Hons.)
5th Semester

ISLM 313 : Indexing and Abstracting

Unit 1 Definition of index, origin and development, importance, types of indexes: author index, alphabetic subject index, classified, cumulative and collective subject index.

Unit 2 Indexing methods, steps in indexing, level of indexing, indexing aids, rules, manuals, syntax, subject determination, different techniques, citation indexing, pre-coordinating indexing, post-coordinating indexing, chain indexing, POPSI, PRECIS- KWIC, KWOC etc. rules for arranging index entries. Tools for indexer.

Unit 3 Periodical indexing: principles, techniques and arrangement, book indexing, principles, techniques, entry heading, subheading, style and layout, newspaper indexing, indexing non book materials – music, sound recordings, films etc. computer based indexing systems, statistical methods, syntactic method, semantic method.

Unit 4 Indexing language: free language and controlled vocabulary indexing, thesaurus-indexing terms and their relations, thesaurus construction and evaluation.

Unit 5 Index evaluation: different methodologies, recall, precision, ratios and devices, cost analysis.

Unit 6 Abstracting: definition of abstract, importance, abstracts vs. bibliographies, index vs. abstracts, abstracts vs. annotations, types of abstracts, quality of a good abstract.

Unit 7 Methods and procedures of abstracting, international standard for abstracting, evaluation of abstracts, online abstracting system.

Unit 8 Recent trends in indexing and abstracting, existing situation, problems and prospects of indexing and abstracting services in Bangladesh.

Reading List:

Cleveland, Donald B and Cleveland Ana D. Introduction to indexing and abstracting.

Riaz, Muhammad. Advanced indexing and abstracting practices.

Chakrabarti, A.R. and Chakrabarti, B. Indexing: principles, processes and products.

Collison, R.L. Indexes and indexing.

Borko, H. and Bernier, C.L. Abstracting concepts and methods.

Rowley, Jennifer E. Abstracting and indexing.

Knight, Norman G. Indexing: a guide to the indexing books and periodicals.

Wheeler, Martha Thorne. Indexing: principles, rules and examples.

Cutler, Anne G. Indexing methods and theory.

ISLM 314 : Automation of Information Institutions

- Unit 1** Basic and operational concepts of information and communications technologies, introduction to library automation, historical background and present context.
- Unit 2** Introduction to the basic functions of a library as an information institution, issues that influence library automation, need for automation, barriers to automation, levels of library automation, basic components of an automated library system, library automation activities.
- Unit 3** Integrated library systems: Automated acquisition, major components of an automated acquisition system, major files used in automated acquisition, automated circulation system, major components of an automated circulation system, major files of CS, automated reservation systems.
- Unit 4** Automated cataloguing concepts, online public access cataloguing and its use, major components of cataloguing system, necessary files of cataloguing system, online computer library center (OCLC) and its services.
- Unit 5** Automated serials control module and its subsystems, major files of automated serials control subsystems, shared library automation systems and their implications, inter library cooperation in an automated atmosphere, management issues in library automation, human resource development in library automation.
- Unit 6** Online searching service, access to in-house databases and retrieval issues, CD-ROM search, access through online web pages, web sites and remote CD-ROM databases, management of electronic resources, application of IT in different services: CAS, SDI, information storage and retrieval issues.
- Unit 7** Database and record format, text markup and metadata, database structure, MARC record format, common communications format, Z39.50.
- Unit 8** Hardware and software considerations for automation of information institutions, selection of software, in house software development versus ready made software, cost benefit analysis, request for proposal (RFP) and selection of vendors.
- Unit 9** Online library automation systems marketplace, front-end and back-end software used in library automation, major software packages available for libraries, components of web based library automation.
- Unit 10** Current trends in library automation in Bangladesh and abroad, case studies of selected library and information centers, digital library, internet and its various services, essential features of a library website, open source library software packages.

Reading List:

Cohn, J.M., Kelsev, A.K. and Fiels, K.M. Planning for automation: how-to-do-it manual for librarians.

Duval, B.K. and Main, L. Automated library systems: a librarian's guide and teaching manual.

Janes, Joseph, Introduction to reference work in the digital age.

Nair, R. Raman, Computer application to library and information services.

Rice, J. Introduction to library automation.

Rowley, J. Computer for libraries.

Tedd, L.A. Introduction to computer based library systems.

ISLM 315 : Management of Information Institutions

Unit 1 Introduction to organization, management and administration :

- a. Differences in organization, management and administration.
- b. Scientific management: Taylor and Bantt.
- c. Fayol's classical school : Adoption of Fayol's principles of library.
- d. System school: theories of Fayol, Max Weber, Urwick, Luther, Gulick: POSDCORB.
- e. Management by objectives (MBO): Peter Drucker, G. Odiorne.

Unit 2 Organization:

Concepts, different patterns of organizational structure, line organization, staff organization, line and staff organization and functional organization etc.

Unit 3 Different types of libraries and their functions:

Differences in the site, objectives, size, resource, staff, clientele, and management in different types of libraries, national, public, academic and special libraries.

Unit 4 Internal organization of library operations and services:

- a. Acquisition, technical services and readers services, reference services and charging system: manual and online.
- b. Library committee: definition, types, functions and responsibilities.
- c. Library rules and regulations.
- d. Annual report, library statistics.
- e. Centralization and decentralization.
- f. Weeding.

Unit 5 Personnel management:

Factors for ideal management: staff strength, principles and standards for selection and appointment, staff management, staff relations, working conditions. Salaries, job description, in service training.

Unit 6 Financial management:

- a. Sources of income and heads of expenditure.
- b. Budget and budgeting, preparation of budget.
- c. Relationship between budgeting and reporting.

Unit 7 Planning of information institutions:

Pre-requisites, rules, planning architecture and design in Bangladesh.
Space organization and floor plan.
Elements of planning.

Unit 8 Principles of planning:

- a. Site selection.
- b. Interior and exterior.
- c. Open access vs. closed access.
- d. Furniture, equipment, heating air-conditioning.

Reading List:

- Stueart, Robert D. and Moran, Barbara B. Library management.
- Koontz, Harold and O' Donnell, Gyrill. Principles of management.
- Gulick, Luther, "Notes on the theory of organization". In: papers on the science of administration / ed. by Luther Gulick and L. Urwick.
- Saiful-Islam, K.K. Library organization, management and administration. Herald of Library Science (Lucknow). V. 28(1-2): 21-32 Ja-AP 1989.
- Also: The Library (Dhaka) V. 1(3-4): 187-208, 1989.
- Holroyd, Gileon, ed. Studies in library management Weeler, Joseph L. and Goldhor, Herbert.
- Practical administration of public libraries.
- Wilson, Louis Round and Tauber, Maurice F. The University Library: The organization, administration and functions of academic libraries.
- Wilson, Louis Round and Tauber, Maurice F. The University Library: The organization, administration and functions of academic libraries.
- Odiorne, George S. Management by objectives.
- Mittal, R.L. Library administration.
- Saiful-Islam, K.M. The role of libraries in education Eastern Librarian. V. 3(1): 49-56, Se. 1968.
- Tauber, Maurice F. and Associates. Technical services in libraries.
- ALA. Minimum standards for public library systems.
- Prentice, Ann E. Public library finance.
- Wheller, Joseph L. and Githens, Alfred Morton. The American public library building: its planning and design with special reference to its administration and services.
- Thompson, Anthony, Library building of Britain 2nd Europe: an international study, with examples mainly from Britain and some from Europe and overseas.
- Krishan Kumar, Library administration and management. New Delhi, Vikas, 2003.
- P.K. Mohapatra, Library management, Kolkata, World Press, 2003.

ISLM 316 : Information Production, Marketing and Public Relations

- Unit 1** Information, identification of information need and information seeking behavior, needs, wants and demands, product, products and services, product classifications, individual product decisions, information as a product, concept of fee based information services, awareness and promotion of information products and services; designing information products and services for users, current trends in Bangladesh.
- Unit 2** Marketing concept, marketing defined, key purposes of marketing, organizational orientations towards marketing, factors affecting achievement of organization /library objectives, barriers to marketing, marketing management, developing marketing programs for libraries, marketing approach, marketing and the quality revolution, market, what can be marketed, market planning and implementation, status of the use of marketing concepts in libraries and information centers, need for strategic involvement, professional skills for marketing, marketing problems in libraries and information centers, benefits of marketing.
- Unit 3** Developing marketing plan: What is marketing plan, benefits of a marketing plan, how to develop a marketing plan, marketing audit, strategic direction for information center, implementation and control, marketing mix, four Ps and four Cs, creating the marketing mix.
- Unit 4** Market segmentation : Characteristics of segmentation, levels of segmentation, methods of segmentation, requirements for effective segmentation. Marketing communications: Communication process, steps in developing effective communication.
- Unit 5** Direct and online information marketing: Direct marketing, benefits and growth of direct marketing, forms of direct marketing. Online marketing of information products in service. Conducting online marketing, challenges of online marketing, new roles of libraries and information professionals, marketing libraries and information centers in the digital world, the digital marketing mix.
- Unit 6** Marketing research and information systems: Assessing information needs, developing and distributing information. Marketing research: defining the problems and research objectives, preparing the research brief, developing the research plan, description of research designs.
- Unit 7** Reprography: Conceptual issues, types of reproduction, different methods and process of reprography, reprographic technologies, planning for a reprographic unit, reprographic services in Bangladesh.
- Unit 8** Advertising, promotion and public relations: Setting advertising objectives, developing advertising strategy, other advertising considerations. Public relations planning, AIDA- a communication model, professional cooperation and promotion, the media, book talk, direct marketing, press releases and press conferences.

Unit 9 E-commerce and its application to library and information services.

Reading List:

Elliott de Saez, Eileen. Marketing concepts for libraries and information services.

Jain, A.K. and Others. Marketing information products and services: a primer for librarians and information professionals.

Kotler, Philip and Armstrong, Gary, Principles of marketing.

Blaise, Gronin. The marketing of library and information services.

Irving, Ann. Marketing the information profession to the information society.

Hamilton, Feona. Information promotion: publicity and marketing ideas for the information promotion.

Hattery, Louis H. and Bush, George P. Reprography and copyright law.

Garey, Mona. Library public relations: a practical handbook.

Confield, Bertrant R. Public relations, principles, cases and problems.

3rd Year B.A. (Hons.)
6th Semester

ISLM 317 : Information Science, Documentation and Communication

Unit 1 Introduction to Information Science:

Concepts and scope of information science, information, definition, types, qualities or properties, parameters, role of information in the society, barriers to use of information.

Unit 2 Information Processing and Storage:

Concepts, information creation process, methods of information processing, batch-processing systems, real-time processing systems, cognitive model of information processing, process of documentation.

Unit 3 Information Retrieval (IR) and Online Searching:

Concepts, functions and activities, components of online IR, process or steps to online searching, techniques of online searching, basic searching techniques, advanced searching techniques, guidelines for better searching, process of searching an article and databases, role of internet technologies in information retrieval, thesaurus construction.

Unit 4 Information Dissemination Service:

Concepts, types, purposes, methods of disseminating current information, criteria for assessment of current information, current awareness service (CAS), definition, purpose, characteristics, types and channels, selective dissemination of information (SDI) service, definition, techniques and procedures of providing SDI service, conversion process of CAS into SDI, difference between CAS and SDI, user profile, definition, principle of construction, characteristics, model of user profile, methods of notification.

Unit 5 Online Methods of Information Dissemination:

Online SDI service, EDDS (Electronic Document Delivery Systems), EDI (Electronic Data Interchange), EFT (Electronic Fund Transfer), content management systems.

Unit 6 E-Information Services in Digital Era:

E-information and digital information: concepts, sources, benefits, telecommunication based information services, concepts, types, importance, electronic mail, electronic publishing, internet, WWW (Worldwide Web), network based information services.

Unit 7 Information Consolidation:

Information consolidation: concepts, objectives, process, user benefits and user studies, packaging and re-packaging of information: concepts, functions, process of re-packaging information, guidelines for preparing ... : an accession list, a bibliography, a directory, writing an abstract, literature review, case study, handbooks or manuals, packages of materials, translation of materials, newsletters and news sheets, an audio-visual materials.

Unit 8 Creative Presentation of Information:

Multimedia: definition, features, types, components, advantages, process of multimedia creation, applications of multimedia in library and information services.

Unit 9 Information Communication Technology (ICT):

Communication of information: concepts, model, role of library in the process of communicating information, data or information communication: concepts, model, channels or media of communication, telecommunication: concepts, components, functions, types, telecommunication infrastructure: transmission line, transmission mode, transmission rate, transmission ways, line configurations, packet switching, multiplexing, protocols, network topology, criteria for implementing telecommunication plan.

Unit 10 Information Privacy and Security:

Information privacy: concepts, techniques for protection, information security, concepts, threats to information communication systems (ICT), types of computer crime and criminals, security tips for ICT users.

Unit 11 Projects : Information service design.**Reading List:**

1. Textbook of information science / by- P.S. Kawtra, New Delhi, AHP Publishing Company.
2. Role of ICTs in library and information science / by- A. Kalammal, G. Thamaraiselvi. New Delhi: Authors Press.
3. Library science and theories of management / by- Manisha Dawra. New Delhi: Rajat Publications.
4. Redesigning the library / by- Piyush Kanti Mahapatra, Bhubaneswar Chakrabarti. New Delhi: Ess Ess.
5. Online searching: principles and practice / by- R.J. Hartley, E.M. Keen, J.A. Large, L.A. Tedd.
6. Online information retrieval: concepts, principles and techniques / by- Stephen P. Harter.
7. Computer for libraries / by- Jennifer Rowley.
8. Information organization and communication / by- M.T.M. Khan.
9. Management information systems: a managerial end user perspective / by- James O'Brien.
19. Computers, communications, and information: a user's introduction / by- Sarah E. Hutchinson, Stacey C. Sawyer. New York: Irwin and McGraw-Hill.

ISLM 318 : Database Design and Applications in Library and Information Systems

Unit 1 Basic concepts

Introduction to database and database management systems (DBMS), purpose of database systems, introduction to database administration (DBA), basic components of DBMS and its system structure.

Unit 2 Data modeling

Concepts, entity relationship (ER) model, object oriented data model, relational data model, network data model and hierarchical data models.

Unit 3 RDBMS

Features, structure of relational databases, data structure of RDBMS, keys and other integrity constraints, database design- process, conceptual design, normalization and decomposition, relational algebra and relational calculus.

Unit 4 Storage structure and physical organization of records

Overviews of physical storage media, data storage formats on disk- track format, record format, file organization and addressing methods, data indexing and different type of indexing techniques, hashing and different type of hash functions.

Unit 5 Management

Transaction processing and concurrency control, buffer management, system failure and recovery.

Unit 6 Database applications in library and information systems

Necessary data items and data structure in library management, different type of transaction processing in library operations, searching metadata and free text searching, introduction to some database software and selection criteria of DBMS packages for libraries, recent trends, existing conditions, problems and prospects of database management in Bangladesh.

Recommended Books:

1. Abraham Silberschatz, Henry F.Korth and S Sudarshan database system concepts 4th ed.
2. Bipin C. Desai An introduction to database systems.
3. Hanson and Hanson, Database management and design.
4. Everest Gordon C. Database management: objective, system functions and administration.
5. Martin James, Principles of database management.
6. Page A.J. Relational databases: concepts, selection and implementation.
7. Andrew Buxton and Alan Hopkinson. The CDS / ISIS handbook.

ISLM 319 : Organization of Knowledge (Classification Theory)

Unit 1 The theory of classification: natural and artificial classification, terms and predicable, formal rules of divisions and canons of classification, knowledge classification and book classification, criteria of good classification, construction of schedules.

Unit 2 Special features of book classification: Generalia class, standard subdivisions, form class, notation, auxiliaries of notation, index: analysis and use.

Unit 3 Basics of major schemes of classification: Dewey decimal classification, universal decimal classification, library of congress classification, colon classification, bibliographical classification.

Unit 4 Analysis and applications of UDC: Special features, differences with DDC, main subject structure, notational systems: hospitality, mnemonics, common and special auxiliaries.

Unit 5 Practical classification work applying DDC.

Reading List:

Dewey, Melvil. Decimal classification. 19th and 20th eds.

Maltby, Arthur Sayers' manual of classification for librarians.

Marcella, Rita and Newton, Robert, A new manual of classification.

Mills, J.A. modern outline of library classification.

Saiful-Islam, K.M. Number building in Dewey decimal classification: 19th and 16th eds. a practical manual.

Sayers, W.C. Berwick. A manual of classification for librarians and bibliographers.

ISLM 320 : Organization of Knowledge 2 (Cataloguing Theory)

Unit 1 Utility of bibliographic reading of print media.

Unit 2 Use of Sears list of subject headings, directions to follow, construction of subject headings adopting various subdivisions.

Unit 3 Comparative analysis of catalogues:

- a. Online / OPAC vs. card, microfiche, printed catalogues.
- b. Classified vs. dictionary catalogue, construction, appropriateness of classified and dictionary catalogues to different types of libraries.
- c. Catalogue vs. bibliography, entry patterns, methods, differences.
- d. Shelf list vs. public catalogues, accession register.
- e. Union catalogues.

Unit 4 Computerized cataloguing

- a. Peripherals / hardware, software involved in integrated automated online catalogue.
- b. Reasons for development of automated system / superiority of automated processing system over traditional system.
- c. MARC: Machine readable cataloguing format, MARC derivative products.
- d. Utilities of OPAC.
- e. Integrated online library automation systems (IOLAS).

Reading List:

Needham, C.D. Organizing knowledge in libraries: an introduction to information retrieval. London: Andre-Deutsch.

Wynar, Bohdan S. Introduction to cataloguing and classification. Englewood, Colo: Libraries Unlimited.

Hunter, Eric J. and Bakewell, K.G.B. Cataloguing. London: Clive Bingley.

Mann, Margaret. Introduction to cataloguing and classification. Chicago : ALA.

Hunter, Eric J. Computerized cataloguing. London: Clive Bingley.

Rowley, Jeffifer E. Computers for libraries. London: Clive Bingley.

Rice, James. Introduction to library automation. Littleton, Colo: Libraries Unlimited.

Saffady, William. Introduction to automation for librarians. Chicago: ALA.

Tedd, Lucy A. An introduction to computer-based systems. New York: John Wiley.

Saiful-Islam, K.M. The Union catalogue (Departmental occasional papers, 2006). Dhaka: University of Dhaka, Department of Information Science and Library Management.

4th Year B.A. (Hons.)
7th Semester

ISLM 421 : Research Methodology

- Unit 1** Concept of research, historical growth and development of research, its objectives, types and significance. Research paradigm: positivist, interpretative, action research model, research processes, criteria of good research, qualities and ethics of research, area of research in library and information science. Different methods of research.
- Unit 2 Research problem :** Concept of research problem, characteristics of research problem, sources of information, personal experience, literature review, theories, paradigm, hypothesis, scope of hypothesis, testing hypothesis. Selection of research problems, techniques involved in defining a problem, different steps involved in writing a research proposal.
- Unit 3 Research design (RD):** Meaning, need, features of good design, concepts relating to RD, different types of RD, basic principles of experimental design.
- Unit 4 Methods of research:** Survey, case study, historical documentary-characteristics, advantages, limitations and techniques, collection of primary data, observation methods, interview method, questionnaire method, other method, their advantages and disadvantages, designing questionnaire and structured interview.
- Unit 5 Sampling:** Concepts, characteristics, requirements of a good sample, types of sampling-random, and purposive sampling, systematic sampling, cluster, multiphase sampling, sampling errors.
- Unit 6 Data collection techniques:** Questionnaire-mailed, structured, non-structured, close ended and open-ended questionnaire, interview-structured and non-structured, observation –structured, non-structured and participatory. Selection of appropriate method in terms of research problems. Understanding sources and note taking.
- Unit 7 Data processing and analysis:** Editing-central editing, field editing, coding and decoding, tabulation, application of statistics and statistical package in data processing.
- Unit 8 Report writing and evaluation:** Writing a research report characteristics of a good research report, designing framework of a research report. Drafting report, reviewing and editing, rules for using quotations, footnotes, references and bibliographies, techniques and criteria for evaluation of a report.

Reading List:

- Busha, Charls Hand & Warter, Stephen P. Research methods in librarianship: techniques.
Bundy, Mary lee and Wasserman, Paul. Reader in research method in librarianship.
Crawford, Walter B. Research activities and writing.
Nachimias, Chava Frankford and Nachimias.
David, Research methods in social sciences.
Goody, W.J. and Hatt, P.E. Methods of social sciences.
Raj, Hans. Theory and practice of social research.
Kumar, Krishan. Research methods in library and information science.
Good, Carten and Scates, D.E. Methods of research.
Hilway, Tyrus. Introduction to research.

ISLM 422 : Comparative Study of Information Systems

- Unit 1** Definition, international vs. comparative librarianship, benefits, goals and objectives of international and comparative librarianship, theoretical approach, comparative librarianship as method and discipline, comparative method as scientific discipline, types of comparative librarianship.
- Unit 2** Outline of basic data about a foreign information system, factors affecting the growth and development of information system in the developed and developing countries.
- Unit 3** Information systems and pattern of information profession in modern times with special reference to USA, UK, Russia, India, Pakistan and Bangladesh: Public library and media centers, university and college libraries, national libraries and special libraries and information centers. Problems and prospects of information systems, libraries and information profession in developing countries especially in Bangladesh.
- Unit 4** Role of national and international organizations, professional and non-professional associations for the development and non-professional associations for the development of information systems and services both in developed and developing countries.
- Unit 5** Information education in the continents of America, Europe and Asia with reference to Bangladesh.
- Unit 6** Library co-operation, library and society, mass media and communication, development of library economy.
- Unit 7** Use of new information technologies in information systems and libraries in USA, UK, Japan, India, Bangladesh.
- Unit 8** Library legislation (a) Rationale (b) Principles of library legislation. Growth of library legislation in UK, USA, Scandinavian countries, India and Bangladesh.
- Unit 9** Bibliographical guide to information centers, professional training and information sources throughout the world.

Reading List:

- Kawatra, P.S. International and comparative librarianship.
- Simsova, Sylva. A primer of comparative librarianship.
- Simsova, Sylva and Mcakee, M. Handbook of contemporary development in librarianship.
- Jackson, Miles. Comparative and international librarianship.
- Jackson, Miles, International handbook of contemporary development in librarianship.
- Kumar, P.S.G. Information Science.
- Kent, Allen. Encyclopedia of Library and Information Science.
- American Library Association. ALA encyclopedia of library and information services.
- D.J. Foskett (edited). Readers in Comparative Librarianship. Englewood. Colo: Information Handling Services.
- Parker, J. Stephen. Unesco & Library Development Planning. London: Library Association.
- Kawatra P.S. (edited). Encyclopedia of Library and Information Science Education.

ISLM 423 : Practical Classification

Unit 1 : Number Building Process using Auxiliary Tables of DDC 22nd Edition

Table – 1: Standard Subdivisions

Table – 2: Geographic Areas, Historical Periods, Persons

Table – 3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table – 4: Subdivisions of Individual Languages and Language Families

Table – 5: Ethnic and National Groups

Table – 6: Languages

Unit 2 : Number Building Process using DDC Main Classes

Unit 3 : Number Building Process using UDC Common and Special Auxiliaries

Unit 4 : Number Analysis in DDC Scheme

Unit 5 : Number Analysis in UDC Scheme

Reading List:

1. Dewey Decimal Classification and Relative Index, 22nd edition. Dublin, OCLC: 2003
2. Universal Decimal Classification, 3rd revised edition.

ISLM 424 : Practical Cataloguing

Manual and automated practical cataloguing:

1. Single author.
2. Double authors.
3. Triple authors.
4. More than three authors.
5. Shelf list entry.
6. Title as main entry.
7. Encyclopedias and dictionaries.
8. Compiled and edited works.
9. Entry for work revised by different author.
10. Added entries.
11. Index entries, filing in classified and dictionary catalogues.

Reading List:

Maxwell, Margaret F. Handbook for AACR2 explaining and illustrating Anglo-American cataloguing rules second edition. Chicago: ALA.

Saiful-Islam, K.M. Basic cataloguing: practical aspects (Departmental occasional papers). Dhaka: University of Dhaka, Department of Information Science and Library Management, 2006.

Cutter's two-figure author table.

ISLM 425 : Applied Statistics

Unit 1 Introductory statistics:

- 1.1 Meaning and functions of statistics.
- 1.2 Scope and limitations of statistical use.
- 1.3 Importance and applications of statistics in library and information systems.

Unit 2 Basic statistics:

- 2.1 Frequency distribution.
- 2.2 Measures of central tendency-arithmetic mean, median, mode.
- 2.3 Measures of dispersion-range, quartile deviation, mean deviation, standard deviation.
- 2.4 Skewness concept, positively skewed, negatively skewed.
- 2.5 Measures of skewness-absolute and relative measures of skewness.
- 2.6 Kurtosis-platykurtic, mesokurtic, leptokurtic.
- 2.7 Correlation and its types-positive and negative, simple, partial and multiple, linear and non-linear correlation.
- 2.8 Regression analysis, simple and multivariate regression.

Unit 3 Inferential statistics:

- 3.1 Concept, difference between descriptive and inferential statistics.
- 3.2 Parametric and non-parametric tests – T.F.Z.Z (Tests).
- 3.3 Data presentation: general rules for constructing diagrams.
- 3.4 Types of diagrams and construction techniques-bar diagram, histogram, frequency polygon, frequency curve, pie chart.

Unit 4 Sampling:

- 4.1 Techniques of sampling-random sampling: simple systematic, stratified, cluster, multiphase and purposive or judgmental sampling: probability and its formula.

Unit 5 Application of computer in data analysis and presentation:

- 5.1 Introduction to SPSS (Statistical Package for Social Sciences).

Unit 6 Information and collateral areas:

- 6.1 Meaning, definition, scope and importance in library research.
- 6.2 Comparative study of bibliometrics, librmetrics, scientometrics, informatics.
- 6.3 Application of bibliometrics in library research.
- 6.4 Bibliometrics laws and tolls – SCI, SSCI, A & HCI, ISCI.
- 6.5 Bibliometrics and other indicators, citation studies.
- 6.6 Mathematical bibliometrics.
- 6.7 Bibliometrics organization: Institute of Scientific Information, National Center on Bibliometrics.

Reading List:

- ◆ Sardna, J.L., and Seigal, R.L. Statistical methods for librarians.
- ◆ Gupta, S.P. and Gupta, M.P. Business statistics.
- ◆ Michel, A. Malec. Essential statistics for social research.
- ◆ Frude, Neil. A guide to SPSS / PC+.
- ◆ William, Gray Potter. Bibliometrics. Library Trends. V. 30(1): 1981.

ISLM 426 : Information Networking and Resource Sharing

Unit 1 Definition, origin, objectives and fields of library cooperation, information networking and resource sharing, influencing and reducing factors and barriers to information networking and resource sharing, basic agreements of resource sharing.

Unit 2 Information networking and resource sharing processes, functions and activities of information resource sharing, components of information networking, rationale of establishment of information network in library and information institution.

Unit 3 Types of network and their configurations, local area network (LAN) and wide area network (WAN), network protocols, different programs / models of information networking and resource sharing, logical tools and technologies for information networking, factors to be considered for establishing library and information network.

Unit 4 Application and use of internet in information networking, tools for internet, process of digitization of library materials for automated information networking, use of multimedia in information networking and resource sharing. Technical aspects, hardware and software requirements for information networking, manpower needs for information networking and resource sharing with their job description, user needs.

Unit 5 Financial, and functional management issues in information networking and resource sharing, reasons for automated information network, national, regional and international information networks and resource sharing activities, existing status, problems and prospects of library and information networking in Bangladesh, preparation of a model plan for library and information network.

Reading List:

Kent, Allen, Resource sharing.

Macdougall, Alan F. and Prytherch, Ray.

Handbook of library cooperation.

Stevens, Richard W. TCP/IP illustrated: the protocols.

Lynch, Daniel C. and Rose, Marshall T. Internet system handbook.

Cohen, Frederick B. Protection and security on the information superhighway.

Dortch, Michael. The ABC of local area network.

Chandel, A.S. and Saraf, Veena, ed. Planning in library resource sharing.

Raina, Roshan. Library resource sharing and networking.

Harries, Steve. Networking and telecommunications for information systems.

ISLM 427 : Analysis and Design of Information Systems

Unit 1 Basic concepts

Introduction to systems and information systems, system elements, different types of information systems, introduction to system development models- waterfall, incremental, transformation and spiral model.

Unit 2 SDLC

Introduction to systems development life cycle (SDLC) and its functional steps, planning for system study, understanding existing systems, exploring the limitations and defining objectives, searching alternative and solutions and feasibility study.

Unit 3 Analysis

System anatomy, identify the new system requirements, object modeling, dynamic modeling and functional modeling. Risk analysis, developing test criteria and plans.

Unit 4 Design

Design methodologies, design process, different aspects design of library and information systems- input/output design, form/interface design, database design, control design, network and communication subsystem design, procedural design, security design, developing implementation plan and maintenance manual, integrating subsystems.

Unit 5 System testing and implementation

Testing programs, installation of necessary equipment, recruitment and training of personnel, implementation plan, systems conversion, post implementation review.

Unit 6 Evaluation and maintenance

Concept and scope of evaluation in library and information systems, approaches to evaluation, performance measurement, evaluation of systems security and data integrity. Measuring effectiveness of information retrieval systems, analysis of users satisfaction, cost-effectiveness analysis.

Unit 7 Project management and professional aspects

Introduction to project management and SDLC project planning, the role, essential qualifications and standard of behavior of system analyst, information engineering and its different issues, ethics in SDLC and other professional issues.

Reading List:

1. Elias M. Awad. Systems analysis and design, 2nd ed.
2. FitzGerald Jerry and FitzGerald Ardra. Fundamentals of systems analysis: using structured analysis and designing techniques, 3rd ed.
3. Bruch John and Grudnitski Gary. Information systems: theory and practice, 5th ed.
4. Henry C. Lucas Jr. The analysis, design & implementation of information system, 4th ed.
5. Chapman St. Pierre Lubans. Library systems analysis guidelines.

ISLM 428 : Internship in Libraries and Information Institutions

- Chapter 1. Procurement of Library Materials-purchase policy (Book):** When quotation ? When tender ? When spot quotation ? When local and national tender ? Terms and conditions of quotation and tender, sample of quotation and tender, comparative analysis of Q/T, issue works order, terms and conditions of works order, contract form etc, process of receiving invoice and the bill.
Process of **subscription of journal and periodical** both manual & online.
- Chapter 2. Book Selection Policy-** vary from public and private university, special library and public library, some important selection tools and criteria. Reference books and text books.
- Chapter 3. Processing of Library Materials-** classification and cataloguing tools, marketing seal, accessioning (both manual and computer-software), important field of accession register, clue page, pocketing, insert book card, spain, bar-code, cataloguing and classification both computer and manual. Process of serial control of journal, periodical, magazine etc.
- Chapter 4. Shelving and Circulation Policy-** either classified or subject or both, open shelve or close shelve, borrowing or only reading in private, public and special library context, impose fine, remission of fine, default list, punishment against malpractice.
- Chapter 5. Corresponding Knowledge-**
- a) Write a letter to the editor for asking a complimentary copy of journal.
 - b) Write a letter to the representative of Asia Foundation for asking some complimentary books and journals.
 - c) Write an acknowledgement of receipt letter with thanks.
 - d) Write a forwarding letter to the librarian sending a complimentary copy of your publication.
 - e) Write a yearly report to the UGC / your supreme authority about your library.
 - f) Draft writings- invite meeting, minutes of meeting, regulation etc.
- Chapter 6. Extra knowledge-** forming library committee, purchase committee, survey/ inventory committee, inventory report, library organogram, book lost-causes and overcome, stock taking, practical knowledge in automated library and information systems.