

M. A. (Evening) Programme
Department of Information Science and
Library Management
University of Dhaka

SYLLABUS

First Year

ISLM-I:	Information Resources Development	100 marks
ISLM-II:	Library Systems and Services	100 marks
ISLM-III:	Organization of Knowledge (Classification Theory)	100 marks
ISLM-IV:	Organization of Knowledge (Cataloguing Theory)	100 marks
ISLM-V:	Information Sources and Services	100 marks

Practical

a) Organization of Knowledge (Classification)	35 marks
b) Organization of Knowledge (Cataloguing)	35 marks
Viva-Voce	30 marks

Second Year

ISLM-VI:	Indexing and Abstracting	100 marks
ISLM-VII:	Documentation and Information Retrieval	100 marks
ISLM-VIII:	Information and Communication Technologies	100 marks
ISLM-IX:	Automation of Information Institutions	100 marks
ISLM-X:	Information Resource Sharing	100 marks

Practical

c) Organization of Knowledge (Classification)	35 marks
d) Organization of Knowledge (Cataloguing)	35 marks
Viva-Voce	30 marks

Total: 1200 marks

First Year

PAPER - I: INFORMATION RESOURCES DEVELOPMENT

Unit 1: Book selection – Principles, methods, needs, purposes; Factors affecting book selection; Standard sources of book selection; important issues and factors involved in book selection.

Unit 2: Acquisition: Objectives and functions of an acquisition section, relations with the processing section, Acquisition procedures, cooperative acquisition.

Unit 3: Criteria and factors in selection: Selection of books, journals, audio-visual and other materials and their problems; selection criteria, technical and other factors.

Unit 4: Testing book values: Resources, staff, materials, funds, books of inspiration, information, recreating, fiction and nonfiction.

Unit 5: Book evaluation and selection, Difference between book selection and book evaluation.

Unit 6: Book selection policies and programmes in different types of libraries.

Unit 7: Aids and guides to selection: major selection apparatus; International; subject guide to BIB, Whitaker's book list, CBI, BNB, INB, Publishers Weekly, BRD etc. Bangladesh National Bibliography, BOI.

Unit 8: Book reviewing: written and oral reviews; annotations, abstracts, pre and post publication reviews.

Unit 9: Book publishing and book trade; copyright and censorship.

Unit 10: Weeding: surveying, criteria of weeding.

Recommended works:

Hains, H.E. Living with books.

Carter, M.D. and Bonk, W. Building library collections

Shores, L. Basic reference sources

Cenzer, P.S. and Gozzi, C.I. Evaluation, Acquisition and Collection development

Gander, R.K. Library collection, their origin, selection and development.

Perkins, D.L. ed. Guidelines for collection development

Kumar, K. Library administration and management

Mittal, R.L. Library administration: theory and practice

PAPER – II: LIBRARY SYSTEMS AND SERVICES

Unit 1: The Public Library Systems and Services

- a) Nature, origin, objectives and functions
- b) Public library services - services for the community, children and extension service e.g. extension activities, bookmobile service role in adult education, public library and the society
- c) Book selection policies and collection development, organization of resources, community needs assessment.
- d) Public library finance and personnel management. Building, layout, library co-operation, library legislations and standard, public library movement, existing problems and prospects of public libraries in Bangladesh

Unit 2: The Academic Library Systems and Services

- a) Nature, origin, types of academic libraries and their objectives and functions.
- b) Academic library services - collection development, organization of resources, library building and equipments, finance, library co-operation, academic libraries in Bangladesh
- c) Recent trends in academic library systems and services, existing situation, problems and prospects of academic library systems and services.

Unit 3: The Special Library Systems and Services

- a) Nature, origin, types of special libraries and their functions and objectives
- a) Special library services - collection development, organization of resources, library building and equipments, finance and standard, personnel management, library co-operation, special libraries in Bangladesh
- b) Recent trends in special library systems and services, existing situation, problems and prospects of special library systems and services in Bangladesh

Unit 4: The National Library System and Services

- a) Nature, origin objectives and functions
- b) National library services - copyright and collection development in National libraries, organization of resources, archives and record management, preservation of library resources
- c) Bibliographical control and National Library in Bangladesh

Recommended works:

- Al-Nahari, A.M. The role of national libraries in developing countries
- Ashworth, W. Special Librarianship
- Burkett, J. Trend in special librarianship
- Esdaile, A. National Libraries of the world
- Lyle, G.R. The administration of the college library
- Mittal, R.L. Public Library Law: an international survey
- Murison, W.J. The Public Library: its origin, purpose and significance
- Prentice, A.E. Public Library Finance
- Roger, R.D. and Weber, D.C. University Library administration
- Saha, J. Special Libraries and information services in India and in the U.S.A.
- Saiful Islam, K.M. Public Library Systems and Services in Great Britain and Bangladesh. *Herald of Library Science*, 1990, 29 (2-4): 163-173
- Silva, M., Special Libraries
- UNESCO. National Libraries: their problems and prospects
- Wilson, L.R. and Tauber, M.F. The University Library: the organization, administration and functions of academic libraries

PAPER III: ORGANIZATION OF KNOWLEDGE (CLASSIFICATION THEORY)

Unit 1: Theory of classification: Natural and artificial classification, Terms and predicables, 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 Subdivision, 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, Bibliographic Classification.

Unit 4: Analysis and application of UDC: Special features, Differences with DDC, Main Subject Structure, Notational systems: hospitality, mnemonics, common and special auxiliaries.

Unit 5: Analysis and application of LC: Special features, Main subject structure, Internal and External format, Major features of LC notation.

Recommended works:

Buchanan, B. Theory of classification

Dhyani, P. Library Classification: theory and principles

Hardman, M.M. Classification: an introductory manual

Khanna, J.K. Bhora, R. Handbook of library classification system

Kumar, K. Theory of Classification

Mills, J. A Manual of Classification

Philips, W.H. A Primer of Book Classification

Sardana, J.L. and Sehgal, R.L. Universal Decimal Classification: structure and methodology

Wynar, B.S. Introduction to Cataloguing and Classification

PAPER IV: ORGANIZATION OF KNOWLEDGE (CATALOGUING THEORY)

Unit 1: Utility of bibliographic reading of print media.

Unit 2: Comparative study between Sears List of Subject Heading and Library of Congress Subject Headings, principles, methods of construction.

Unit 3: Treatment and cataloguing of Bangladeshi Muslim, Hindu, Buddhist authors.

Unit 4: Treatment of News clippings.

Unit 5: Forms, types, and functions of catalogue:

- b. Functions
- c. Characteristics of a good catalogue
- d. Outer or physical form
- e. Inner form: kinds and types
- f. Classified vs. dictionary catalogue, their appropriateness to different types of libraries
- g. Catalogue vs. bibliography
- h. OPAC vs. card, microfiche, printed catalogues

Unit 6: Automated cataloguing

- a. Hardware and software in automated cataloguing
- b. Reasons for developing of automated system
- c. Major integrated online library automation systems in the world
- d. Development and importance of MARC, USMARC 3 format, variable data fields

Recommended works:

Needham, C.D. Organizing knowledge in libraries: an introduction to information retrieval

Sears, M.E. List of subject headings

Library of Congress Subject Headings

Saiful-Islam, K.M. A code for cataloguing and indexing of Bangladeshi Muslim, Hindu and Buddhist names, Dhaka: University of Dhaka, Department of Information Science and Library Management, 1985. (Ph.D. thesis)

IFLA UBCIM. Names of persons: national usages for entry in catalogues

Wyner, B.S. Introduction to cataloguing and classification

Mann, M. Introduction to cataloguing and classification of books

Hunter, E.J. and Bakewell, K.G.B. Cataloging

Akers, S.G. Simple library cataloging

Hunter, E.J. Computerized cataloging

Rowley J.E. Computer for libraries

Rice, J. Introduction to library automation

Tedd, L.A. An introduction to automation for libraries

PAPER V: INFORMATION SOURCES AND SERVICES

Unit 1: Meaning of information and its varieties, sources of information – documentary and non-documentary sources: primary, secondary, tertiary and mixed group of sources, information sources in different disciplines: science and technology, humanities, social sciences, business, health sciences, agriculture, government publications, and their evaluation.

Unit 2: Reference sources: encyclopaedias, dictionaries, bibliographies, indexes, abstracts, yearbooks, directories, almanacs, handbooks, manuals, gazetteers, biographical sources, etc. electronic reference sources, demonstration and hands-on practice.

Unit 3: Information service and reference service, objectives and scope, distinction between information and reference service, referral service and document delivery service, reference questions - types and representative sources of information, techniques and methods of answering reference questions, organization of reference section, demonstration and hands-on practice.

Unit 4: Methods of disseminating current information: CAS, SDI, routing of periodicals, current awareness bulletin, computer-based current awareness services, access to in-house databases and retrieval issues, CD-ROM search, online databases, etc., demonstration and hands-on practice.

Unit 5: Internet: various information sources available via the Internet, searching information on the Internet using various search engines, demonstration and hands-on practice.

Unit 6: Introduction to bibliography: definition, origin, function and importance of bibliography, bibliography vs. library catalogue, evaluation of bibliographies.

Unit 7: Types of bibliographies: subject bibliography, national bibliography, trade bibliography, universal bibliography and bibliography of bibliographies, etc.

Unit 8: Mechanics of compiling and arranging bibliographies, different methods of compilation, arrangement of entries, indexes, presentation, etc., demonstration and hands-on practice.

Unit 9: Citation styles: APA, Harvard and MLA citation styles for books, journal articles, research reports, audio-visual documents, Web sites, etc., demonstration and hands-on practice.

Unit 10: Bibliographic control, nature, importance and scope, tools of bibliographic control and their utilities, bibliographic control efforts such as UBC, UAP of IFLA, UNISIST, PGI, UNESCO, role of national bibliographic centres in bibliographic control in developed countries, bibliographic control efforts in Bangladesh.

Recommended works:

Shores, L. Basic reference sources: an introduction to materials and methods

Davidson, D. Bibliographic control

Kumar, K. Reference service

Kumar, G. and Kumar, K. Bibliography

Chakrabarti, M.L. Bibliography in theory and practice

Robinson, A.M.L. Systematic bibliography

Practical

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|---|----------|
| a) Organization of Knowledge (Classification) | 35 marks |
| b) Organization of Knowledge (Cataloguing) | 35 marks |

Second Year**PAPER VI: INDEXING AND ABSTRACTING**

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

Unit 2: Indexing Methods and different techniques: citation indexing, pre-co-coordinating indexing, post co-coordinating indexing, chain indexing, POPSI, PRECIS, KWIC, KWOC etc. rules for arranging index entries.

Unit 3: Periodical indexing: principles, techniques and arrangement; Book indexing –principles, techniques entry, heading, subheading, style and layout, newspaper indexing; indexing of non book items- 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, rations and devices; cost analysis.

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

Unit 7: Methods and procedures of a abstracting, international standard for abstracting, evaluation of abstracts, online abstracting systems.

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

Recommended works:

Cleveland, D.B. and Cleveland, A.D. Introduction to indexing and abstracting

Riaz, M. Advanced indexing and abstracting practices

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

Collison, R.L. Indexes and abstracting

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

Rowley, J.E. Abstracting and indexing

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

Wheeler, M.T. Indexing: principles, rules and examples

Cutler, A.G. Indexing methods and theory

PAPER VII: DOCUMENTATION AND INFORMATION RETRIEVAL

Unit-1: Documentation: its nature, functions and techniques; Documentation work and documentation services, active and passive documentation, content analysis and construction of document profile; CAS, SDI: their nature, and techniques.

Unit-2: Introduction to information retrieval (IR), components and functions of and IR system, processes of IR, manual and mechanized IR systems; Principles of literature searching and its functional steps.

Unit-3: Online information retrieval systems: Concepts, access to remote digital information sources, mode of access, searching, steps in conducting search: log in, major searching logic; Supplementary searching aids, downloading, conversion, re-packaging and distribution of information.

Unit-4: Copyright, censorship and ownership information Reprography, copyright law and book distribution copyright at in Bangladesh, information policy and legal issues, National book policy of Bangladesh, free flow of information and its barriers; Information problems in science and technology and social sciences.

Unit-5: Online searching and CD-ROM systems, choosing sources, planning and performing search, modifying the search, selecting results, developing search scenarios, demonstration and hand-on practice.

Unit-6: Language and information retrieval, controlled vocabularies, controlled vocabulary in retrieval, problems with controlled vocabulary, natural language alternatives, thesauri design and development.

Unit 7: Browsing vs. searching, browsing strategies, types of browsing, browsing tools, advantages of browsing, browsing limitations, role of user interfaces.

Unit-8: Search evaluation, recall and precision measure, criticisms of recall and precision measures, user-centred design and evaluation.

Recommended Works

- Claire, G. and Menou, M. General introduction to the techniques of information and documentation.
Segupta, B. and Chatterjee, M. Documentation and information retrieval
Parida, B. Studies on information systems, services and programs in India and abroad
Roise, A.M. Information and communication theory
John, C. Communication studies
Shaw, R.R. Documentation
Chowdhury, G.G. Introduction to information retrieval
Large, A., Tedd, L.A. and Hartley, R.J. Information seeking in the online age: principles and practice

PAPER VIII: INFORMATION AND COMMUNICATION TECHNOLOGY

Unit 1: Conceptual issues of Information Communication Technology (ICT), evolution and development of ICT, use and applications of ICT in different fields of library and information center in Bangladesh, impact of ICT in library and information Systems.

Unit 2: Computer: Concepts, types of computer based on processing/signaling, purpose and capacity or size, Comparisons of mainframe mini and microcomputers, generation of computers, CPU-control unit, arithmetic logic unit, primary memory, comparison of primary and secondary memory.

Unit 3: 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 microcomputers in library and information center.

Unit 4: Software: Concepts, classification of software, and introduction of some application software used for the library and information center in Bangladesh.

Unit 5: Operating System: concepts, types of operating system based on processing and user interface, functions of operation system, introduction to some popular operating systems, process, process management

Unit 6: Information Communication and Storage Technologies: Information superhighway, e-mail, Internet, intranet, Web browsers (Internet Explorer, Netscape Navigator etc) World Wide Web, webpages, website, Hypertext Markup Language (HTML), CD-ROM, Optical disk, DVD, Comparison between ROM and RAM

Unit 7: Computer Networks: Concepts, types of computer networks and their configurations, layers and protocol of computer Networks.

Unit 8: Current trends in using ICT in Information Institutes of Bangladesh, Existing situation, problems and prospects of using ICT in Bangladesh.

Recommended works:

Clements, A. The principles of computer hardware
Rowley, J. Computer for libraries
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

PAPER IX: AUTOMATION OF INFORMATION INSTITUTIONS

Unit 1: Concept of library automation: introduction to the basic functions of a library as information institution. Operational functions: acquisition, cataloguing and processing, serial control, user related functions, need assessment, circulation, reference and information services, support functions, collection maintenance, accounting and budgeting, public relations, etc. need for library operations, basic components of an automated library system.

Unit 2: Automated acquisition: activities and application of IT, computer aided verification of user request, online and offline access and retrieval of publishers database, ordering, accession and notification of users.

Unit 3: Automated processing: Locating, creating editing records: machine readable cataloguing concepts: development and maintenance of CD-ROM databases.

Unit 4: Circulation functions: different types of circulation systems (CS) and application of IT; Technology/instruments required in a CS; Data items to be considered in CS; Record keeping, inventory and overdue functions; Charging systems, Creating and maintenance of user profile, checking materials in and out, reservation systems.

Unit 5: Information Service: Access to in-house databases and retrieval issues, CD-ROM search, access through online web pages, web sites and remote CD-ROM databases, application of IT in different services: CAS, SDI, preparation of reading list and bibliographies, indexing, etc. Information storage and retrieval issues.

Unit 6: Automated support functions: Library correspondence, inventory, stocktaking, electronic spreadsheet, database creating and maintenance; Management issues in library automation, human resource development in library automation, recent trends and development of library automation in Bangladesh.

Recommended works:

Rowley, J. Computer for libraries

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

Rice, J. Introduction to library automation

Ojha, D.C. Computer application in library and information science

Tracy, J.I. Library automation for library technician: an introduction

Kent, A. Planning for library automation

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

Clayton, M. and Batt, C. Managing library automation

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

PAPER X: INFORMATION RESOURCE SHARING

Unit 1: Definition, origin and objectives of information networking (IN) and resource sharing (RS). Globalization of information and IN and RS; Functions and objectives and N & RS, Network application in information institutions.

Unit 2: IN and RS processes, basic agreements and components of IN, co-operative acquisition, processing service delivery and layout. Host networking, network architecture, communication media information policy, data security and control, financial and management issues in networking; Barriers to networking.

Unit 3: Types of network and their configurations, Local area network (LAN); features, components, network cabling and topology. Wide area network (WAN) management and administration issues.

Unit 4: Introduction to Internet applications and services. Tools for Internet. Information Superhighway Policy management and implementation issues, digital and analog forms of electronic communication.

Unit 5: National regional and international networks and resource sharing activities, architecture and programmes in major information institutions around the globe, existing status, problems and prospects of library network in Bangladesh.

Recommended Works:

Kent, A. Resource sharing
Macdougall, A.F. and Prytherch, R. Handbook of library cooperation
Stevens, R.W. TCP/IP illustrated: the protocols
Lynch, D.C. and Rose, M.T. Internet system handbook
Cohen, F.B. Protection and security on the information superhighway
Dortch, M. The ABC of local area network
Chandel, A.S. and Saraf, V. ed. planning in library resource sharing
Raina, R. Library resource sharing and networking
Harries, S. Networking and telecommunications for information systems

Practical

a) Organization of Knowledge (Classification)	35 marks
b) Organization of Knowledge (Cataloguing)	35 marks
Viva-Voce	30 marks