

## **LIBRARY SCIENCE**

### **ASSOCIATE DEGREE IN ARTS (ELECTIVE COURSE)**

#### **PAPER-II**

#### **1- Acquisition of Library Material**

- Meaning and definition
- Principals of book selection
- Book selection tools
- Accessioning library material and accession register

#### **2- Cataloguing**

- Meaning and definition of cataloguing
- Scope and purpose of cataloguing
- Kinds and forms of cataloguing
- Introduction to AACR-2
- Elements of Main Entry card and added entries
- Introduction to Sears List of Subject Headings

#### **3- Reference Sources**

##### **(a)- Printed Reference Sources**

- Dictionaries –Encyclopedia –Bibliographies
- Directories –Periodical – Geographical Sources

##### **(b)- Electronic Sources**

- Databases – CDs, Online Source – Website – Internet – E-mail

#### **4- Reference Services**

- Supervision – Instruction – Guidance- Information storage and retrieval – Bibliography - Evaluation

#### **5- Computer in Libraries**

- Introduction to Computers
- Components of Computer
- Hardware and Software
- Input and Output Devices
- Use of Computer in Libraries

#### **6- Cataloguing Practical (worth 20 %)**