

Programme Outline : TYBA (SEMESTER V)

Course Code	Unit No.	Name of the Unit	Credits
AVSC504		Introduction To Archival Science and Library Science	2
	1	Archival Sciences	
	2	Library Sciences	

Programme: Humanities Vocational Skills Course		Semester – 5
Course Title: Introduction to Archival Science and Library Science		Course Code: AVSC504
<p><u>COURSE OBJECTIVES:</u></p> <ol style="list-style-type: none"> To introduce students to the meaning, scope, and objectives of archives, highlighting their role as historical repositories; and to develop an understanding of record appraisal, retention, conservation, and preservation methods as essential practices in archival management To provide foundational knowledge of library science, including its history, scope, classification systems, and cataloguing methods; and to analyze the evolving role of libraries and librarians in the digital age, with emphasis on book care, circulation systems, and electronic resources. 		
<p><u>COURSE LEARNING OUTCOMES:</u> The learner will be able to:</p> <ol style="list-style-type: none"> explain the significance of archives and assess the value of records as authentic sources for historical research; and apply principles of appraisal, retention, and conservation in archival practice. describe the scope of library sciences and demonstrate understanding of classification and cataloguing systems; and evaluate the role of librarians in managing both traditional and electronic resources and practice basic book care and circulation methods. 		
Lectures per week (1 Lecture is 60 minutes)		2
Total number of Hours in a Semester		30
Credits		2
Evaluation System	Continuous Assessment	50 marks

UNIT 1 Archival Sciences	1.1	Meaning, Scope, Objectives and Classes of Archives.
	1.2	Importance of Archives; Value of Records as Sources of History.

	1.3	Appraisal and Retention of Records; Conservation and Preservation of Records.
UNIT 2 Library Sciences	2.1	Definition, History, Scope, Classification and Cataloguing
	2.2	Care of books; Issuing of books.
	2.3	Role of the Librarian; Electronic Revolution in libraries.

References

Archival Sciences:

- Basu, Purnendu, Archives and Records, What are They? The National Archives of India, NewDelhi, 1969.
- Ghose Salien, Archives in India, History and Assets, Firma K.L. Mukhopadhyya, 1963.
- Hari Narayan, N., The Science of Archives Keeping, the State Archives, Hyderabad.
- Jenkinson, Hilary, A Manual of Archive Administration, Oxford, at Clarendon Press, London, 1922.
- Johnson, Charles, The Care of Documents and Management of Archives, Society for Promoting Christian Knowledge, London, 1919.
- Posner, Earnest, Archives in the Ancient World, Harvard Univ. Press, 1972.
- Schellenberg, T. R., The Management of Archives, Columbia University Press, 1965.
- Schellenberg, T. R., Modern Archives: Principles and Techniques, The Society of American Archivists, 1956.

Library Sciences

- Chan, Lois Mai, Cataloging and Classification: An Introduction, Scarecrow Press, 2007.
- Dutta, D. N. Libraries and Their Uses the World Press Pvt. Ltd., 1975.
- Girija Kumar & Krishna Kumar, Theory of Cataloguing Vikas Publication, 1975.
- Girija Kumar, Library Development in India, Vikas Publication, 1986.
- Krishna Kumar, Theory of Classification, Vikas Publication, 1979.
- Mills, J. A., A Modern Outline of Library Classification, Chapman and Hall, 1960.
- Mittal, L., Library Administration, Theory and Practice, Metropolitan Book Co., 1964.
- Ranganathan, S.R., Library Manual for Library Authorities, Librarians, and honorary Library workers, 2nd edition, Asia Publication House, 1960.
- Ranganathan, S.R., Theory of Library Catalogue, Madras Library Association, 1938.
- Sengupta, B. Cataloguing: Its Theory and Practice, World Press Pvt. Ltd., 1964.
- Smith, Linda C. & Bopp, Richard E., Reference and Information Services: An Introduction, Libraries Unlimited, 2000.
- Taylor, Arlene G., Introduction to Cataloguing and Classification, Libraries Unlimited, 2006.

- Vishwanathan, C.G., Cataloguing: Theory and practice, Today and Tomorrow's Print and Publications, 1970.
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