

BACHELOR OF LIBRARY & INFORMATION SCIENCE

(B. Lib. Sc.)

One Year Degree Course/Two Semester Course

COURSE CONTENTS

Paper No.	Paper Title	Seasonal marks	Exam marks	Total
I	Foundations of Library & Information Science	20	80	100
II	Management of Libraries & Information Centers/Institutions	20	80	100
III	Knowledge Organization and Information Retrieval (Theory)	20	80	100
IV	Knowledge Organization Practice I	20	80	100
V	Knowledge Organization Practice II	20	80	100
VI	Information Sources	20	80	100
VII	Information Users, Systems and Services	20	80	100
VIII	Library & Information Technology : Theory	20	80	100
IX	Library and Information Technology : Practice	20	80	100
	Grand Total	180	720	900

Seasonal Assessment: Will be based on 1-Test. 2. Assignments 3. Class

Attendance.

3. The Scaling of marks on theory papers will be as follows:

Maximum Marks in each paper 100 Marks

Minimums pass Marks 40% in Aggregate and 36% in each paper.

First Class 60% and above.

Second Class 45% " "

Pass Class 40% " "

Distinction 75% in a Paper

4. Re-examination:

If any student fails in the examination, he will be eligible to appear in the examination for the two next academic sessions as ex students.

Failed students will appear in the examination as ex-student in accordance with the curriculum applicable at the time of his admission to the course.

Each and every student will be given the benefit of session improvement, Marks Improvement as per the rules and norms of the University for the Purpose.

Paper-I

FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Unit-I Essentials of Library and Information Science

- Librarianship as a profession
- Library ethics
- User education
- Public relation
- Extension service
- Library building

Unit-II Conceptual framework and history of libraries

- Social foundation of libraries
- History of libraries
- Development of libraries in India, U.S.A and Britain
- Five laws of library science
- Types of libraries

Unit-III Laws relating to libraries and information centers

- Library legislation-need and essential features
- Public Library acts in India
- Press and Registration Act and delivery of books (Public Library) Act
- Copyright Act

Unit-IV Professional associations

- Role and contribution of national organizations such as UGC, ILA, IASLIC,
- RRRLF in the growth and development of libraries in India
- Role and contribution of International Organizations such as ALA, IFLA, UNESCO, ASLIB in the growth and development of Libraries.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-II

MANAGEMENT OF LIBRARY & INFORMATION CENTRES/INSTITUTIONS

Unit-I Essentials of management

- Concept, history and functions of management
- Principles of scientific management
- Total Quality Management

Unit-II Library Management-general aspects

- HRM
- Delegation of Power
- Job description, analysis, specification and evaluation
- Selection and Recruitment; Staffing
- Motivation
- Training and Development
- Performance appraisal

Unit-III Library Management –specific aspects

- Library authority and library committee
- Different sections of libraries and their working
- Annual report
- Care & preservation of library resources (printed and digital)

Unit-IV Financial management in libraries

- Library Finance and Budgeting
- Resources Mobilization including outsourcing
- Cost effectiveness & cost benefit analysis

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-III

KNOWLEDGE ORGANIZATION & INFORMATION RETRIEVAL (Theory)

Unit-I Knowledge organization-I

- Knowledge organization and subject organization
- Concept and theory of library classification
- Species of library classification
- Normative principles of library classification
- Standard schemes of library classification and their features
- Recent Trends in library classification
- Book Number Schemes

Unit-II Knowledge organization-II

- Concept and history of library cataloguing
- Purpose, structure, types and physical forms of library catalogue OPAC
- Codes of library cataloguing
- Normative principles of library cataloguing
- Centralized and cooperative cataloguing, simplified and selective Cataloguing, Union Catalogue
- Machine Readable/Bibliographic Format
- Subject heading lists and Thesaurus

Unit-III Information retrieval-I

- Concept of Index and Indexing
- Pre-coordinate indexing-Chain,
- Post-coordinate indexing -UNITERM
- Concept of Abstract and Abstracting
- Steps of abstracting

Unit-IV Information retrieval-II

- Concept of Electronic information retrieval
- Search techniques for Internet

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-IV

KNOWLEDGE ORGANIZATION: PRACTICE-I

Unit-I Classification of documents (using DDC)

Classification of documents with the latest edition of Dewey decimal classification with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

Unit-II cataloguing of documents (using AACR-IIR)

Cataloguing of books and periodicals in accordance with the latest edition of AACR and Sears List of Subject Headings

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-V

KNOWLEDGE ORGANIZATION: PRACTICE-II

Unit-I Classification of documents (using CC)

Classification of documents by 6th rev. edition of CC with following details Basic Subject, compound and complex subject, faze Relations, common isolates etc.

Unit-II cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VI

INFORMATION SOURCES

Unit-I Information sources-I

- Concept of information sources
- Evaluation of Information Sources
- Primary sources of information -journal, conference volume, patents, research reports, thesis and their electronic form

Unit-II Information sources-II

- Secondary sources of information-Bibliography, Encyclopedia, Dictionary Yearbook, Directory, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

Unit-III Information sources-III

- Tertiary source of information-Bibliography of bibliographies and guide to literature and their electronic form

Unit-IV Information sources-IV

- Human resource
- Institutional information sources
- Mass media
- Database

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VII

INFORMATION USERS, SYSTEMS AND SERVICES

Total marks -80

Unit-I Information users

- Information users and their information needs
- Methodology of user studies
- Critical review of some large scale user studies
- Evaluation of user survey

Unit-II Information system

- Characteristics and scope of information systems
- International information systems (like AGRIS, INIS),
- National information systems (like NISCAIR, NASSDOC)

Unit-III Reference and information Service

- Concept, purpose and types of reference service,
- Organization of reference section,
- Trends of reference service in digital age.
- Types of information service: CAS, SDI, Abstracting, Indexing, Reprography, Translation, Literature search, Document delivery services;

Unit-IV Information products

- Concept of information products
- Types of information products: Bibliography, In house Journals, Newsletters, Trade and Product bulletin, State of the art report, Trend report

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VIII

LIBRARY AND INFORMATION TECHNOLOGY (Theory)

Unit-I Information technology-I

- Concept of information technology
- History, classification and generation of computers, computer hardware and software, operating systems- UNIX and WINDOWS,
- Programming Languages, Algorithm & Flow Charting

Unit-II Information technology-II

- Information and Communication technology
- Micrographic technologies-general aspects

Unit-III Library automation

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library software including open source software, Trends in library automation such as use of RFID etc.

Unit-IV Web Based Technology

- World wide web, Web 2.0
- Repositories
- Digital libraries
- Library 2.0
- World wide web

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1. Test 2. Assignment 3. Class attendance.

PAPER-IX
LIBRARY AND INFORMATION TECHNOLOGY (Practice)

Unit-I Use of Operating System & MS-Office

Unit-II Database Creation using CDS/ISIS for Windows Database search and Retrieval

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Seasonal assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab
Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students has to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.