

MAHATMA GANDHI KASHI VIDYAPITH
Deptt. of Library and Information Science
B.Lib. I.Sc. Syllabus

The Library and Information Science has the attributes of being a discipline of disciplines. The subject commenced its advent with a clinical approach and gradually attained the status of a scientific field, emerged subsequently as one of the subjects of highly interdisciplinary approach, with a blend of theories and practices incorporated from a host of other subjects. The subject area under discourse in its fold has thus imbibed applications from diverse subjects like; Psychology, Statistics, Linguistics, Computer & Communication Technology and also from many others. The convergence of these fields with LIS has led to its transformation, towards a new professional profile, hitherto attribute only to libraries, but now expresses itself as a field, intensively dealing with information science & technology. (UGC. Model Curriculum.)

It is an undeniable truth that library is one of the major source for providing means to acquire and assimilate knowledge of any subject. Library and Information Science has an important role to play to understand the functioning and principles related to the same. In other words library can be used as not only the source of knowledge through reading but now a days it can also used as a very important source of Information.

In keeping this view of the significance & relevance of Library and information centre the library and information science curricula at graduation level has been designed in M.G. Kashi Vidyapeeth as a course of study for Bachelor of library and information science degree. This B.Lib.Isc. course is a one academic year in two semester's professional course. The objectives of this course are as follows:

After going through this course students will be able to:

- (i) Acknowledge as well as understand that fundamental principles and theories of library and information science.
- (ii) Understand the social, Cultural and Academic nature of library & information science.
- (iii) Develop awareness about legal, ethical, political & economic aspects of information & its use,
- (iv) Accept the recent theories and researches done by the western specialists in the field of library & information science in the Indian context.
- (v) Develop Competence in enhancing information handling skills of users;
- (vi) Develop skills to perform library operations and to evaluate library and information centre performance;
- (vii) Develop skills in using computers & communication Technologies;
- (viii) Familiarize with the standards connected with library networking;

- (ix) Understand and appreciate the library & Information profession; and
- (x) Develop a sense of individual, Institution societal and professional responsibility and commitment.

Curriculum Guidelines :

1. The course "Bachelor of library and Information science is one year in two semester's course of the Department of Library and Information Science under the umbrella of Faculty of Humanities of Mahatma Gandhi Kashi Vidyapeth."
2. The students who have passed in all theory papers and practicals will be awarded the degree of Bachelor of Library and Information Science.
3. For the admission in B.Lib.ISc. An admission test will be organized by the university in each session and on the basis of scores obtained in the admission test admission will be given to applicants.
4. The applicant who has been awarded graduate or postgraduate degree from M.G. Kashi Vidyapeth or any other university which is recognized by the executive council of the University for this Degree shall be eligible to seek admission to the course.
5. The student who has completed regular classroom study and tutorials with seventy five percent attendances and has completed all the compulsory

sessional work. Can appear in the annual examination for the degree of B.Lib.ISc.

6. Every student has to compulsorily participate in the theoretical, practical and seasonal work. 75% of the attendance is compulsory in the lectures organized on theoretical and practical aspects of the course. The information related to the attendance may be displayed by the head or in charge Library and Information Science department periodically. The eligibility for examination of the student may be cancelled by the Head in charge of remains. If a student remains absent continuously six days. For two weeks without any valid reason.
7. During the study time of B.Lib.ISc. Course, student can not accept any full time employment or time work. Which is stalaried? The admission of such adult may be cancelled on violation of this provision.

Examination Laws :

1. The students of B.Lib.ISc. shall ensure the questions in Hindi & English.
2. The course content Bachelor of Library and Information Science would be as follow:

BACHELOR OF LIBRARY & INFORMATION SCIENCE

(B. Lib. I.Sc.)

One Year Degree Course of Two Semester's

COURSE CONTENTS

Paper No.	SEMESTER-I Paper Title	Sessional Marks	Exam. Marks	
I	Foundations of Library & Information Science	30	70	100
II	Management of Libraries & Information Centers/Institutions	30	70	100
III	Knowledge Organization and Information Retrieval (Theory)	30	70	100
IV	I. Knowledge Organization Practice I	30	50	100
	II. Viva-voce		20	
				400
	First semester total Marks			400
Paper No.	SEMESTER-II Paper Title	Sessional Marks	Exam. Marks	
V	Library & Information Technology : Theory	30	70	100
VI	Information Sources	30	70	100
VII	Information Users, Systems and Services	30	70	100
VIII	III. Knowledge Organization Practice II	30	50	100
	IV. Viva-voce		20	
	Project Report/Tour Report			
				400
	Second semester total Marks			400
	Grand Total Marks (First & Second Semester)- 800			

1. Sessional assessments will be based on Assignment /Test /presentation.
2. In report of practical exam of **knowledge organization Practice-I (Paper IV) and knowledge organization Practice-II (Paper VIII)**, it will be jointly conducted by External and Internal examiner with the following distribution of marks- Practical (50) viva-voce (20)
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.

SEMESTER-I

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.

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

PAPER-III

KNOWLEDGE ORGANIZATION & INFORMATION RETRIEVAL (Theory)

Unit-I Knowledge organization-Library Classification

- 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-Library cataloguing

- 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-Indexing & Abstracting

- 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 & web

- Concept of Electronic information retrieval
- Search techniques for Internet

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-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.

SEMESTER-II

PAPER-V

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

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

PAPER-VII

INFORMATION USERS, SYSTEMS AND SERVICES

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

PAPER-VIII

KNOWLEDGE ORGANIZATION: PRACTICE-II

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

Unit-II cataloguing of documents (using CCC)

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