

**BACHELOR DEGREE IN LIBRARY AND INFORMATION SCIENCE
(B.Lib.I.Sc)**

I SEMESTER			
DSC - 1	Fundamentals of Library and Information Science		
Hrs/Week: 4	Hrs/ Sem: 60	Hrs/ Unit: 12	Credits: 4

Unit-1: Libraries- Types and Roles

10% Library – Origin, History and development, Types of libraries and Information Centres – objectives, features, Functions – Public Relations and Extension Activities – Role of libraries in socio-economic, cultural, Educational, Scientific and Technological Developments – five laws of library science and its implications- Library and Information Science as a Discipline.

Unit-2: Information and Communication

5% Information and Information Science: Information – Meaning, Characteristics - Data, Information, Knowledge and Wisdom - Information Society: Features and Characteristics Communication– Types, Models, Barriers, Channels – Formal and Informal, - Information Transfer Cycle: Generation, Storage and Dissemination of Information - Library Information Centre as Communication Agency

Unit-3: Library Legislation

10% Library Legislation: Need, Features - Library Legislation in India - Public Libraries Act, The Press and Registration of Books Act; The Delivery of Books and Newspapers Act; Copyright Act – Library Cess - Right to Information Act; Intellectual Property Rights – Copyright, Patent, Trademark, GI Tag, Plagiarism; Information Technology Act.

Unit-4: Library and Society

20% Library as Information Institution of different types: Archives, Documentation Centres, Information Analysis Centres, Museums and their respective roles and functions – Librarianship: different Library Professionals - Professional Ethics

Unit-5: Professional Associations and Organizations

National and International Professional Associations: ILA, IASLIC, IATLIS, MALA, IFLA, ALA, CILIP, ASLIB and SLA - Role of UNESCO, UGC and RRRLF in the promotion and development of Libraries

Reference Books:

- Ranganathan, S.R, Five Laws of Library Science, 1963.
- Issac K A, Libraries and Librarianship Basic Introduction Visvanathan Pvt Ltd, 1987
- Prajapati: Bhagwatiben Govindbhai, Library and Information Science, Discovery Publishing House, 2013
- Ranganathan, S.R. and Neelameghan, A., Public library legislation: India, Sri Lanka, UK and USA. Comparative library legislation. Bangalore, Savada Ranganathan Endowment for library science, 1972.

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I SEMESTER

DSC - 2

Information Sources, and Services

Hrs/Week: 4

Hrs/ Sem: 60

Hrs/ Unit: 12

Credits: 4

Unit 1: Information Sources

Basic Concepts - Definition, Importance, Nature and Characteristics, Types and Format - Documentary and Non-Documentary Sources - Primary, Secondary and Tertiary Sources of Information - Human Sources of Information, Institutional Sources

Unit 2: Reference Sources and Electronic Information Sources

Reference Sources, Characteristics, Types, Usefulness - Electronic Sources: E-books, E-Journals, ETDs - Subject Gateways, Web Portals, Bulletin Boards, Discussion Group Forum, Multimedia Resources, Databases, Institutional repositories - Evaluation of Reference Sources and Electronic Information Sources

Unit 3: Information Services

Types of Information Services: Documentation Services: Abstracting and Indexing Services, Alerting Services, CAS, SDL, Reprographic Service, Translation Service, Document Delivery and Referral Service, Non-Documentation Services: Library Extension Services

Unit 4: Reference and Referral Services

Reference and Information Services: Reference Service - Definition, Need and Types, Theory and Functions, Enquiry Techniques - Role of Reference Librarian and Information Officer in Electronic Environment, Ask Librarian

Unit 5: Information Literacy Programmes

Concept, Objectives, Initiation of Freshmen - Users and their Information needs: Categories of users, Ascertaining users Information needs, Types of user studies - Information Literacy Products, Definition: Librametrics, Bibliometrics, Scientometrics, Informetrics and Webometrics

Reference Books:

- K. G. Rastogi, Reference Services in Library Science, Alfa Publications 2006
- Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House 2013
- Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House 2014
- Dr Pankaj Kumar Singh, Library Information Services and Systems, Discovery Publishing House 2014

I SEMESTER

DSC - 3

Knowledge Processing and Retrieval – Classification (Theory)

Hrs/Week: 4

Hrs/ Sem: 60

Hrs/ Unit: 12

Credits: 4

Unit 1: Library Classification

Universe of Knowledge: Nature, Attributes - Subject: Meaning, Types (Basic Compound, Complex) Library Classification: Concepts, Terminology, Need Purpose and Functions

Species of classification Schemes - History and Development of Library Classification - Universe of Knowledge as Mapped in Different Classification Schemes

Unit 2: Theory of Library Classification

General Theory - Descriptive Theories of J. D. Brown, E. C. Richardson, E. W. Hulme, W. C. B. Sayers, H. E. Bliss

Dynamic Theory: S. R. Ranganathan - Normative Principles for various levels - Basic Laws, Fundamental Laws, Canons, Postulates, Principles of facet sequence, Principles of Helpful Sequence.

Unit-3: Approaches to Library Classification

Postulational Approach, Fundamental Categories, Facet Analysis and Fact Sequence, Phase Relation and Common Isolates, Systems Approach - Devices in Library Classification - Modes of Formation of subjects

Unit-4: Notation and construction of Classification Number

Notation: Meaning, Need, Functions, Types, Qualities, Call number: Class Number, Book Number and Collection Number, Construction of Class Number.

Unit 5: Classification Schemes and Current Trends

Classification Schemes: Species of Library Classification Schemes - Dewey Decimal Classification (DDC), Colon Classification (CC); Universal Decimal Classification (UDC) - Library of Congress Classification (LCC)

Current Trends: Simple Knowledge Organization Systems (SKOS) - Automatic Classification, Web Dewey - Taxonomies - Folksonomy - Classification Research Group (CRG)

Reference Books:

- S.R.Ranganathan, Prolegomena to Library Classification, Sarada Ranganathan Endowment.
- S.R.Ranganathan, Colon Classification, Aisha Pathippagam.
- S.R.Ranganathan, Classification and Communication, Sarada Ranganathan Endowment.
- S.R.Ranganathan, Elements of Library Classification, Sarada Ranganathan Endowment.
- Chakrabati, B, Library Classification theory, Calcutta, World Press.
- Krishan Kumar: Theory of Classification, Vikas Publisher.
- A.A.N.Raju, Dewey Decimal Classification [DDC-20]: Theory and Practice: A Self Instructional Manual, T.R.Publications.

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I SEMESTER

DSC - 4

ICT Applications in Libraries

Hrs/Week:4

Hrs/ Sem: 60

Hrs/ Unit: 12

Credits: 4

Unit-1: Introduction to Computer

Computer: Definition - History & Generation of Computer - Application of Computer - Advantages of Computer - Characteristics of Computer - Types of Computer: **Memory:** Units, Representation, Types - Primary memory: Secondary memory - Components of CPU - **Input, Output devices** -. Introduction to System Software and Application Software, Genesis of Operating Systems - Word Processing, Spreadsheets, PowerPoint Presentation.

27. Need and purpose of ICT in libraries

Unit 2: Database Management System (DBMS)

Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses, RDBMS, Database Management Software

Unit-3: Networking and Networks

Networking: Concept, need and advantages. Basic components of network Network Topologies - Star, Ring, Bus, Hierarchical, Tree and Complete.. Types of Networks - LAN, MAN, WAN. Wireless Networking, Mobile Networking. Networks: General and Bibliographic. General - ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET

Unit-4: Internet and Web Browser

Internet: Definition & History and Evolution of Internet - Concept, Features, Services- Uses of Internet , Different types of Internet Connections; Dial up connection, Broad Band (ISDL,DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, Web Browsers - Purpose, Functions, Facilities available with different Browsers. Definition Web-Addressing -URL- Browsers and Search Engines - Concept. Types and Applications. Internet Security. Internet Reference Sources: Identification, and Accessing. Evaluation of Internet Information Sources - Need, Methods / Techniques.

Unit-5: Internet Protocols

Hypertext, Hyper media: Markup Languages - HTML, XML,- Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design - Methods Protocols: Definition, Concept. Types - General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. Portals - Social Networking sites - Blogs.

Reference Books:

- Rajaraman, V. (2001). Fundamentals of Computers (3rd ed.). New Delhi: Prentice-Hall of India Pvt Ltd.
- Microsoft Office - Complete Reference - BPB Publication
- World Wide Web Design with HTML, C.Xavier, New Delhi:TMH, 2014.
- Internet Standards and Protocols, New Delhi : PHI, 2015.
- Moorthy A.L, Information Technology Application in Academic Libraries. Information & Library Network Centre.

I SEMESTER		
DSCP - 1	Knowledge Processing and Retrieval – Classification (Practical)	
Hrs/Week:6	Hrs/ Sem: 90	Credit: 4

Classification of documents with simple, compound, complex subjects using standard subdivisions/ common isolates/special isolates/auxiliary tables/add notes from schedules according to

1. Colon Classification (6th Revised Edition)
2. Dewey Decimal Classification: 19th Edition

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Reference Books

1. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: Ess Ess Publications.
2. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 19th ed. Dublin: OCLC

SCP - 2

I SEMESTER

ICT Applications in Libraries (Practice)

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Hrs/Week:6

Hrs/ Sem:

Credit: 4

1. Word Processing Using MS Word
2. Spread Sheet Management using MS Excel
3. Power Point Presentation using MS Powerpoint
4. Searching Information using Different Search Engines;
5. Searching Databases by adopting various search strategies and filters
6. Installation and Use of KOHA and DSpace Library Management Software (all modules);
7. Installation and Use of DSpace Institutional Repository (all modules)

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II SEMESTER

DSC - 5	Library Administration and Management		
Hrs/Week:5	Hrs/ Sem: 75	Hrs/Unit: 15	Credits: 4

Unit 1: Principles and Functions of Management

10-7 Management: Concept, Scope Schools of Management Thoughts - Principles of Management- POSDCORB - Management of Libraries and Information Centres - Functions of Management - Levels of Management in Libraries

Unit 2: Routines and Maintenance in Library

Routines: Acquisition, Serials, reference, Circulation Techniques- Maintenance: Circulation Maintenance, Records Maintenance, Stock – Verification, Shelf Rectification, Binding, Preservation

Unit 3: Library Budget

Sources of Library Income, Estimation of Library's Financial Requirements - Budgeting, Types - Cost Effectiveness Analysis and Cost Benefit Analysis

Unit 4: Human Resource Management

10-7 Concept, Need and purpose - Methods and Techniques of Human Resource Planning – Implementation of 5s Technique in Library-Human Resource Planning for Libraries and Information Centres - Structure of library staff and nomenclature - Salary structure of the library staff - Methods of recruitment - Job analysis: Uses -. Job Description - Job Specification - Job Rotation - Job Evaluation: Procedure, Merits and Demerits, Role of Library Authority, Total Quality Management (TQM)

Unit 5: Governance of a Library

15-7 Governance of a Library – Need, Goals- Library Committee: Need, Types, Functions and Power - Library Statistics; Annual Report - Library Rules and Regulations - Library Building and Space Management – Furniture and Equipments

Reference Books:

- Manoj Saxena, Library Building Design and Planning, 1994
- Mittal, R.L., Library Administration, ESS ESS Publication
- Mahapatra, P.K.: Library Management, World Press, 1997.
- Ranganathan S. R., Library Manual, Saradha Ranganathan.
- Kusum Verma, Library and Information Management, Vista Publication
- Jagdish Sharma, Library Organization, Vikas Publishing House Pvt Ltd.
- Dr. Raghunath Pandey, Library Management New Concepts and Practices, Jnanada Prakashan.
- Sharma, Organisation and Administration of College Libraries, S.Chand & Company New Delhi
- Prasad, L. M, Principles of Management

II SEMESTER

DSC - 6

Knowledge Processing and Retrieval – Cataloguing (Theory)

Hrs/Week: 5

Hrs/ Sem: 75

Hrs/Unit: 15

Credits: 4

Unit-1: Fundamentals of Library Cataloguing

Concepts of library catalogue – Objectives, Importance and functions, Adjuncts to library catalogue. History and Development of codes for cataloguing since 1930. AACR-II, CCC.

Unit-2: Types and Principles of Cataloguing

Types of catalogues – physical forms and inner forms, Normative principles – Canons, Laws and Principles.

Unit-3: Catalogue Entries and Standards

Entries - parts of entries, kinds of entries according to Dictionary catalogue and Classified Catalogue. Unit Card System- arrangement of entries. Standardization – ISBD (G) – MARC Format, CCF Format, Dublin Core Standards.

Unit-4: Indexing Techniques

Centralised Cataloguing, Co-operative Cataloguing, Compilation of Union Catalogue, OCLC. Indexing systems: Pre Co-ordinate; Chain Indexing, PRECIS, POPSI, Post Co-ordinate; Uniterm indexing, KWIC, KWOC.

Unit-5: Subject Cataloguing

Vocabulary control devices – Thesaurus: Definition, functions, types, Subject Heading Lists – Sear's List (SLSH), Library of Congress Subject Headings (LCSH).

Reference Books:

- Krishna Kumar, an Introduction to AACR2, Vikas Publishing House Pvt Ltd, 1986
- Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.
- Tripathi, S.M.: Modern Cataloguing: Theory and Practice, Agra, S.L. Agarwala, 1982.
- Anand Ballabh, Library Classification & Cataloguing, Akansha Publishing House, 2010
- Anglo-American Cataloguing Rules, 2nd ed. London, Library Association, 1988.

II SEMESTER

DSCP - 3

Knowledge Processing and Retrieval –
Cataloguing (Practice)

Hrs/Week:8

Hrs/ Sem:

Credits: 4

Cataloguing using

1. Classified Catalogue Code (CCC), Ed.5
2. Anglo-American Cataloguing Rules – II (1978). (AACR2)

Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities, Editorial Works, Composite Works, Multi-volume Works, Serial Publications, Uniform Titles, Works of Corporate Authorship

Reference Books:

- Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.
- Tripathi, S.M.: Modern Cataloguing: Theory and Practice, Agra, S.L. Agarwala, 1982.
- Anand Ballabh, Library Classification & Cataloguing, Akansha Publishing House.
- Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.

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II SEMESTER

DSE - 1

Library Automation and Digitisation

Hrs/Week:5

Hrs/ Sem: 75

Hrs/ Unit: 12

Credits: 4

Unit-1: Library Automation

Library Automation: Definition, need, purpose and advantages. Automation Vs Mechanization. - Areas of Automation - Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes : Dumb / Generic barcode and smart barcode. QR Code - their applications. RFID Technology

Unit-2: Planning for Automation Procedure

Steps in Automation - Standards for Library Automation - Library Software packages: Definition: Commercial and Open Source/Free Source Library Management software (SOUL, AutoLib, ROVAN, LIBSYS, KOHA, PMB, NEWGENLIB) Software packages for differently abled persons like NVSD

Unit 3: Digital Library and its Management

Digital Libraries: Concept of Digital Libraries - Transition of libraries from traditional to digital; Definitions, Characteristics, Theoretical Fundamentals, Merits, Demerits and Challenges

Digital Library Management - Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards; User Interfaces

Unit-4: Digital Library Initiatives

Digital content creation: organization and Management, files & formats - Overview of Major Digital Library Initiatives- Open Archives Initiative (OAI) and similar developments

Unit-5: Digitization of Resources

Building the Digital Library - Digitization - process and methods - Planning for Digitization - Institutional Repositories- Open Source Software for Digital Libraries: GSDL - DSpace - EPrints, Access to and Use of Digital Libraries; Storage, Archiving and Preserving Digital Collections.

Reference Books:

- Technology In Digital Library, Ganguli H C, Isha Publishers,
- Digital Library Challenges And Prospects, Ganguli H C, Isha Publishers,
- Automation and Networking of Libraries:A Manual of Library, Lakshmikant Mishra(2018).
- Ganguli H.C, Technology in Digital Library, ISHA Publishers

DSE - 1

School Library and Media Centre

Hrs/Week: 5

Hrs/ Sem: 75

Hrs/ Unit: 15

Credits: 4

Unit 1: Basics of School Library and Media Centre

School Library: Definition, Objectives, Functions - Development of School Libraries in India
Types of School Library Users: Their Reading Habits and Information Needs - Role of
School Library and Media Centre in Inculcating Reading Habits

Unit 2: Collection Development and Management

Print Information Sources: Selection, Acquisition, and Evaluation - Electronic Information
Sources: Selection Acquisition, Evaluation - Information Sources for Children: Illustrated
Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection,
Internet Resources, Websites, Subject Portals, Digital Library Resources - Organization and
Management of Library Collection

Unit 3: Management of School Library and Media Centre

Financial Management - Skills and Competencies for School Library and Media Centre staff
- Library Automation - Resource Sharing and Library Networking

Unit 4: Services of School Library and Media Centre

Circulation Service - Reference Service - Storytelling, Read Aloud, Summer Reading
Programmes - User Orientation

Unit 5: Planning and Building School Library

Planning for library Building – Structure – Furniture for School Library – Selection Criteria:
Resources

Reference Books:

1. Dickinson, Gail K. & Repman, Judi (2015). *School library management*, 7th ed. Columbus: Linworth Publishing.
2. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
3. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
4. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.
5. Ranganathan, S R., (2006). *New education and school library*, New Delhi: EssEss Publications.

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II SEMESTER

Public Library System

DSE - 1

Hrs/Week 5

Hrs. Sem 75

Hrs/Unit 15

Credits 4

Unit 1: Role of Public Library System

Public Library: Definition, Purpose, Development of Public Library System in India, Role of Public Library in Formal and Informal Education, Role of Government and other agencies in the Development of Public Libraries, N. S. K. V. Raja Rammohar Roy Library, Varanasi and Mahatma Memorial Library including National Knowledge Commission, Organizational Structure of Public Libraries as depicted in Public Library Act of States and Union Territories of India.

Unit 2: Collection Development and Management

Printed Information Sources, Selection, Acquisition, Evaluation, Electronic Information Sources, Selection, Acquisition, Evaluation of Information Sources for Special Categories of Users, Knowledge Equity, Adult Literacy, Women, Differently Abled, People, Organization and Management of Library Collection.

Unit 3: Management of Public Library System

Library Governance, Composition and Functions of Library Authority/Library Committee of Public Library, Acts of States and Union Territories in India, Financial Management, Sources of Funds, Financial Provisions in Public Library Act, Budgeting Methods, Human Resource Management, Resource Sharing and Library Networking.

Unit 4: Services of Public Library Systems

Collection Services, Reference services, Readers' Advisory Services, Information Interns, Extension Services, Author Talk, Book Clubs, Exhibition, Lectures, Outreach Activities, Mobile Library Services, Bicycles on Wheels, Online Services.

Unit 5: Application of Information Technology in Public Libraries

Advances in Information Technology, Need, Purpose and Importance of using Information Technology in Public Libraries, Application of IT in Various House Keeping Operations.

Reference Books

- Datta, Manoj & Wadia, Karan (2002). *The Responsive public library: And other strategies for public libraries*. Mumbai.
- Greenberg, Karen (2002). *Public libraries in the 21st century: Shifting focus is one solution for public libraries*. Knowledge.
- Kavayathirai, S. K. and Sankaranarayanan, V. (2007). *Public library system*. Bangalore, New India Knowledge Enterprises for Library Institute.
- Shelton, Gary (2006). *Creating the 21st-century public library: The right system can improve a public library's operations*.
- Sharma, P. (2007). *Public library in India*. New Delhi: Indian Publications.
- Yashwanth, V. (2007). *Public library information in the new millennium*. New Delhi: Indian Knowledge Enterprises.

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