BACHELOR OF LIBRARY & INFORMATION SCIENCE

(B. Lib. I. Sc.)

One Year Degree Course　　　　**COURSE CONTENTS**

Paper No.	Paper Title	Sessional 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**

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 path finders (Guides)
- 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
- Different types of document and their role (from papyrus to current)

Unit-III Laws relating to libraries and information centers
- Library legislation-need and essential features
- 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 LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

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

Sessional 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
- Concept and principles of scientific management
- Concept, elements and standards of TQM

Unit-II Library Management-general aspects
- HRM
- Delegation
- Personnel Communication
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal

Unit-III Library Management –specific aspects
- Library authority and library committee
- Staffing
- Different sections of libraries and their working
- Annual report
- Care & preservation of library resources (printed and digital)

Unit-IV Financial management in libraries
- Budget and Budgeting Techniques
- Resources Mobilization including outsourcing
- Cost effectiveness & cost benefit analysis
- **Financial control**

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

Sessional 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 organisation and subject organisation
- Bibliographic organization and different approaches to documents
- Concept and theory of library classification
- Species of library classification
- Normative principles of library classification
- Standard schemes of library classification and their features
- Latest 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 including OPAC
- Standard codes of library cataloguing
- Normative principles of library cataloguing
- Centralized and cooperative cataloguing, simplified and selective Cataloguing, Union Catalogue
- CCF and MARC
- Natural and artificial language
- Subject heading lists and Thesaurus

Unit-III Information retrieval-I
- Concept of Index and Indexing
- Pre-coordinate indexing-Chain, PRECIS, POPSI,
- Post-coordinate indexing -UNITERM
- Keyword Indexing
- Concept of Abstract and Abstracting
- Purpose and types of Abstract
- Steps of abstracting

Unit-IV Information retrieval-II
- Concept of Electronic information retrieval
- Concept, history and services of Internet
- Retrieval techniques for Internet

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

Sessional 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 Classification of documents (using CC)
Classification of documents by 6th edition of cc with following details: Basic Subject compound and complex subject phase relation common isolate etc.

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

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

PAPER-V
KNOWLEDGE ORGANIZATION: PRACTICE-II

Unit-I Cataloguing of documents (using AACR – II)

Cataloguing of books and periodicals in accordance with the latest edition of AACR - II 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.

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

Sessional 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
- Primary sources of information -journal, conference volume, patents, research reports, thesis and their electronic form
- Evaluation of reference sources

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
- Information centers
- Institutional information sources
- Mass media
- Database
- Web resources

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

Sessional 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
- Concept, scope, content and methodology of user studies
- Critical review of some large scale user studies
- Techniques of user studies– different survey method,
- Delphi method, Repertory grids
- Evaluation of user survey

Unit-II Information system
- Characteristics and scope of information systems
- International information systems (like VINITI,AGRIS, INIS, and OCLC),
- National information systems (like NISSAT, NISCAIR, NASSDOC and ENVIS)

Unit-III Reference and information Service
- Concept, purpose and types of reference service,
- Organization of reference section,
- Trends of reference service in digital age.
- Concept, history, need and types of documentation
- Concept, need, trend and information services
- Types of information service: CAS, SDI, Abstracting, Indexing, Reprography, Translation, Literature search, Document delivery services;

Unit-IV Information products
- Concept and purpose of information products
- Types of information products: Bibliography, House Journals, Newsletters, Trade and Product bulletin, State of the art, Trend report

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises
Sessional assessment: will be based on 1.Test 2. Assignment 3. Class attendance

PAPER-VIII

LIBRARYAND INFORMATION TECHNOLOGY (Theory)

Unit-I Information technology-I
- Concept of information technology
- Types of information technology
- Computer technology-History, classification and generation of computers, computer hardware and software, operating systems-MS-DOS, Linux, UNIX and WINDOWS,
- Programming Languages, Algorithm & Flow Charting

Unit-II Information technology-II
- Communication technology-general aspects
- Information Technology and its components.

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 softwares including open source softwares, Library networks, new development in library automation such as use of RFID etc.

Unit-IV Essentials of library and information technology
- Social networking and Library blogs
- Repositories
- Digital libraries
- Library 2.0
- World wide web

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

Sessional 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 in CDS/ISIS & Database search and Retrieval

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises
Sessional 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) Student 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.

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