

# BACHELOR OF LIBRARY & INFORMATION SCIENCE

(B. Lib. Sc.)

One Year Degree Course/Two Semester Course

## COURSE CONTENTS

<b>Paper No.</b>	<b>Paper Title</b>	<b>Sessional marks</b>	<b>Exam marks</b>	<b>Total</b>
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
	<b>Grand Total</b>	<b>180</b>	<b>720</b>	<b>900</b>

## **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 6<sup>th</sup> 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 Heading .

**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

### LIBRARY AND 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) Studenty 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.