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कोनी, बिलासपुर – 495009 (छ.ग.)

Guru Ghasidas Vishwavidyalaya
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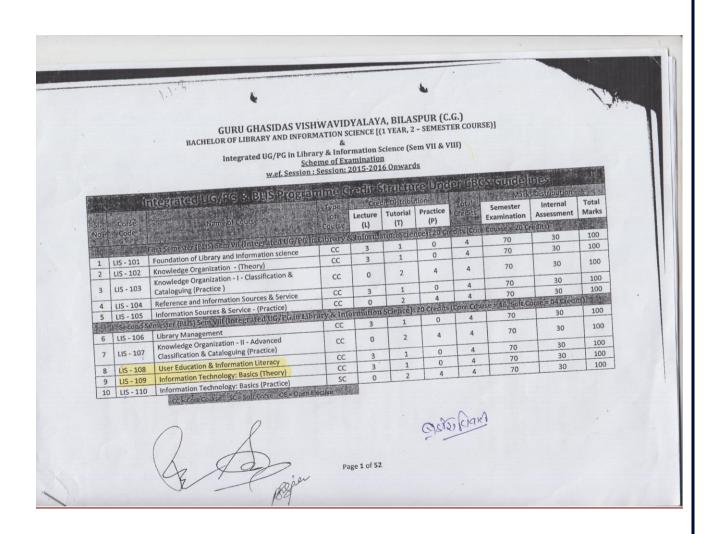# List of Courses Focus on Employability/ Entrepreneurship/ Skill Development

Department	: *Library and information Science*
Programme Name	: *B. Lib. I. Sc.*

Academic Year : 2016-17

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	LIS-108	User Education and Information Literacy
02.	LIS-109	Information Technology: Basic (Theory)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
BACHELOR OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)]
&
Integrated UG/PG in Library & Information Science (Sem VII & VIII)
Scheme of Examination
w.ef. Session : Session: 2015-2016 Onwards

Integrated UG/PG & BLIS Programme Credit Structure Under CBCS Guidelines

Sl. No.	Corse Code	Name of Course	Type of Course	Lecture (L)	Tutorial (T)	Practice (P)	Total Credits	Semester Examination	Internal Assessment	Total Marks
		First Semester (BLIS) Sem VII (Integrated UG/PG in Library & Information Science) 20 Credits (Core Course = 20 Credits)								
1	LIS - 101	Foundation of Library and Information science	CC	3	1	0	4	70	30	100
2	LIS - 102	Knowledge Organization - (Theory)	CC	3	1	0	4	70	30	100
3	LIS - 103	Knowledge Organization - I - Classification & Cataloguing (Practice)	CC	0	2	4	4	70	30	100
4	LIS - 104	Reference and Information Sources & Service	CC	3	1	0	4	70	30	100
5	LIS - 105	Information Sources & Service - (Practice)	CC	0	2	4	4	70	30	100
		Second Semester (BLIS) Sem VIII (Integrated UG/PG in Library & Information Science): 20 Credits (Core Course = 16, Soft Corse = 04 Credits)								
6	LIS - 106	Library Management	CC	3	1	0	4	70	30	100
7	LIS - 107	Knowledge Organization - II - Advanced Classification & Cataloguing (Practice)	CC	0	2	4	4	70	30	100
8	LIS - 108	User Education & Information Literacy	CC	3	1	0	4	70	30	100
9	LIS - 109	Information Technology: Basics (Theory)	CC	3	1	0	4	70	30	100
10	LIS - 110	Information Technology: Basics (Practice)	SC	0	2	4	4	70	30	100

CC = Core Course ; SC = Soft Corse ; OE = Open Elective

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Unit– I Classification of Documents (using CC 6th rev. edition)

- Classification of Documents Representing Simple Subject and Compound Subject
- Use of Common Isolates (ACI & PCI), Systems and Specials
- Devices in Various Subjects
- Classification of Documents Representing Complex Subject (Phrase Relation)

Unit- II Cataloguing of Documents (Using CCC5th Rev Ed)

- Cataloguing of Simple Authorship & Periodicals

Unit- III Cataloguing of Documents (Using AACR-II)

- Cataloguing of Uniform Title, Conferences, Institution, Reports, Continuing Resources

Unit- IV Subject Cataloguing

- Assigning Subject Headings using at least one: Ranganathan's Chain procedure, SLSH or LCSH

Suggested Readings:

9. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. Ottawa: Candian Library Association.

10. KrishanKumar(1986). An introduction to AACR-II 1988 revision. London: LA.

11. MARC 21 and Related standards for Bibliographic Records. New York: LC.

12. RiazMuhammed (1996). A manual of practical cataloguing. New Delhi: Atlantic.

13. Vishwanathan, C.G.(1983). Cataloguing theory and practice. 5th ed. Lucknow: Print House.

14. Ranganathan S. R. (1963) Colon Classification.

COURSE CODE: LIS - 108
COURSE TITLE: USER EDUCATION & INFORMATION LITERACY

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment*	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To enable the understanding the user education and user study;
- To understand the ICT and information literacy;
- To know the communication and searching literacy

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Unit– 1 Users and their Needs
- Information Needs: Definition and Model
- Categories and Nature of different Information users
- Information Seeking Pattern
- User Studies and User Education: Concept, Types, Methods and Evaluation
- Techniques of Survey for Library and Information Centre's

Unit– 2: Information Literacy on the Web
- Web searching: Simple and Advanced using various search techniques
- Searching Tools and their Usage: Search Engines Meta Search Engines and Subject Gateways etc.
- Application of various Emerging Web Services (Link Blogs, RSS feed, wikis, etc.) in Libraries

Unit- 3: Application of Information Literacy in Library and Information Centre's
- Information Literacy Skills: Concept and Models
- Information Literacy for Users: Professionals, Research and Development
- Information Literacy Guidelines: UNESCO, IFLA and ALA
- Information Literacy and Lifelong Learning

Unit- 4: Information Communication Skills for User Education and Information Literacy
- Formal and Informal Communication
- Written Communication: Meaning, Elements, Basic knowledge for written Communication
- Oral Communication: Interview, Speeches, Lecturer
- Self-assessment and Feedback

Unit5: Information Literacy and Retrieval
- Basic Strategy of Retrieval
- Searching of Databases: CD-ROM, Online Searching of Full-text, Bibliographic Databases
- Searching of World Wide Web
- Citing Source: Style Manual, BIS, MLA, APA, CHICAGO, etc.

*Students have to submit a Survey Report on surveying any Library and Information Centre

[Note: Of the total 40 Marks Internal Assessment, Unit Test will be of 15 Marks, 5 marks will be for Attendance and Rest 20 marks will be for Survey Report & Presentation]

Suggested Readings:

1. American Library Association: Information for a new age: Redefining the librarian. Chicago: ALA, 1995.
2. Eisenberg, Michael B., Lowe Carrie, A. and Spitzer Karthleen, L. Information Literacy: Essential Skills for the information age. London: Libraries Unlimited, 2004.
3. Gaur, Ramesh C. Re-engineering Library and Information Services: Process, People and Technology. Mumbai: Allied, 2003.

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4. Grassian, E.S. and Kaplowitz, J.R. Information Literacy Instruction: Theory and practice. EdisonNJ; Neal Schuman, 2001.
5. http://fiste.jrc.es/
6. http://www.presidentofindia.nic.in/scripts/sllatest1.jsp?id=20
7. http://www.unesco.org/courier/1998_12/uk/dossier/txt21.htm
8. Jukes, I., Dosaji, A. and Macdonald, B.F.Net savvy: Building information literacy in the classroom 2nd Ed. Thousand Oaks: Crowin press, 2000.
9. KrishnaGopal. Digital Libraries in electronic information era. New Delhi: Authors, 2000.
10. Landbook for the 21st century. Englewood: Libraries unlimited, 1994.
11. Prasher, R.G. Ed. Indian Libraries in IT envionment. Ludhiana: Medallion, 2003.
12. The Puzzle of the knowledge society European Foundation of the Improvement of Living and Working Conditions. Papers presented at the Irish Presidency Conference Foresight for innovations – thinking and debating the future: shaping and aligning policies. Dublin, 14-15 June 2004

COURSE CODE: LIS - 109
COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (Theory)

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment*	Total Marks
3	1	0	4	70	30	100

OBJECTIVES
- To provide basic ICT concepts;
- To explore the possibilities of ICT in designing library services;
- To know the use of networking technologies in developing library systems and services

Unit- I Information Technology & Computers Basics
- Information Technology -Definition, Need, Scope and Objectives
- Historical Development of Computers Generation and Classification of Computers
- Computer-Impact on Libraries and Society
- Numbering system: Binary, Decimal, Octal, Hexadecimal; ASCII

Unit- II Computer Architecture
- Computer Hardware and Software
- Languages: Machine Level Language, Assembly Level Language, High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB,DVD

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Unit- III Communication Technology and Network
- Communication Technology: Definition, Need, Purpose, Function and Application in Library Information Centre's.
- Telecommunication Technology: Media, Mode and components
- Networking Media, Optical Fiber, Ethernet, Wireless Device, Bluetooth, Hubs, Router and Modem
- Types of Network: LAN, WAN, MAN
- Network Topologies: Bus, Star, Ring, Hybrid etc.
- OSI: Seven Layer

Unit-IV Library Automation
- Library House Keeping Operations
- Computerised Information Services
- Online Information Services
- Features of Indian Library Automation Software: SOUL, Libsys etc.

Unit-V Information Systems and Networks
- Library and Information Networks: ERNET, NICNET, DELNET, INFLIBNET, CALIBNET etc.
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium
- Internet: Web Browser, Web2.0, Web3.0, Library Portals, Intranet and Extranet
- Effect and Side-effect of Internet, Internet Security

Suggested Readings:

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.
2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.
3. Basandra , S.K(2002). Computers today, New Delhi: Golgotia.
4. Carter, R.(1987). The Information technology hand book, London : Heinemann.
5. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
6. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
7. Decson, E.(2000). Managing with Information technology. Great Britan: Koganpage Ltd.
8. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
9. Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.
10. Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.
11. Hunter & Shelly(2002). Computers and common sense, New Delhi:s Prentice-Hall.
12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.
13. Jain, V.K.(1997). Computer for biginers. New Delhi; Pustak Mahal.
14. Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.

15. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.

16. *Keren, C & Perlmutter, L, Ed.(1995). The application of mini and micro computers* inInformation, documentation, and Libraries. Amsterdam: Elsevier.

17. Lancester, F.W. and Sandore, B.(1997). Technology for management in library information services. London: Grover Press.

18. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.

19. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.

20. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.

21. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.

22. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.

23. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.

24. Williams, B, Sawyer, S. & Hutchinson, S.E. Using Information technology : A practical Introduction to computers and Communication. New Delhi:TMH, (latest edition)

COURSE CODE: LIS - 110
COURSE TITLE: INFORMATION TECHNOLOGY: BASICS (PRACTICE)

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
0	2	4	4	70	30	100

OBJECTIVES
- To gain the practical skills and commands of operating systems;
- To understanding the hands on practice of text processing and DBMS software;
- To know the search techniques in online and offline databases

Unit- I Operating Systems

- Commands of MS-DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands
- Hands on Learning on Computer Hardware

Unit- II Text Processing Software

- Handling Text Data: MS WORD
- Handling Numeric Data: MS EXCEL
- Preparation of Presentation through Power Point
- DTP Software

Unit-III DBMS Software

- WINISIS

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- Database Management Software

Unit- IV Database Search and Retrieval

- Offline Database
- Online Database

Unit-V Online search

- Use of Internet
- How to Search on Web, Syntax and Semantics

Suggested Readings:

1. Basandra , S.K(2002). Computers today, New Delhi: Golgotia
2. Carter, R.(1987). The Information technology hand book, London: Heinemann.
3. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
5. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
6. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
7. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
8. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant Publishers
9. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
10. Microsoft Office 2007 Training Manual

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List of Courses Focus on Employability/ Entrepreneurship/ Skill Development

Department	: *Library and information Science*
Programme Name	: *M.Lib. I. Sc*

Academic Year : 2016-17

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	LIS-112	Automated and Digital Library System
02.	LIS-119	Information Analysis, Repacking and Considation IX
03.	LIS-120 A	Optional - Acadamic Library & Information System
04.	LIS-120 B	Optional - Archival Museum and Archaeological Infor System

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
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GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
MASTER OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)] &
Integrated UG/PG in Library & Information Science (Sem IX & X)
Scheme of Examination w.ef. Session: 2015-2016 Onwards

(2016-17) 2017.18

MLIS & Integrated UG/PG Programme Credit Structure Under CBCS
First Semester/ Ninth Semester: 20 Credits (Core Course = 12, Soft Corse = 04 and Open Elective = 04 Credits)

Sl. No.	Corse Code	Name of Course	Type of Course	Lecture (L)	Tutorial (T)	Practice (P)	Total Credits	Semester Examination	Internal Assessment	Total Marks
11	LIS - 111	Information Science & Knowledge Management	CC	3	1	0	4	70	30	100
12	LIS - 112	Automated & Digital Library System (Theory)	CC	3	1	0	4	70	30	100
13	LIS - 113	Information Retrieval (Theory)	CC	3	1	0	4	70	30	100
14	LIS - 114	Information Retrieval (Practice)	SC	0	2	4	4	70	30	100
15	LIS - 115 A	Technical Writing and Content Development								
16	LIS - 115 B	Information Sources, Systems and Programmes	OE	3	1	0	4	70	30	100
17	LIS - 115 C	Resource Optimization								
		Second Semester/ Tenth Semester: 20 Credits (Core Course = 08, Soft Corse = 08 and Open Elective = 04 Credits)								
18	LIS - 116	Universe of Knowledge and Research Methods	CC	3	1	0	4	70	30	100
19	LIS - 117	Management of Libraries and Information Centres	CC	3	1	0	4	70	30	100
20	LIS - 118	Library Automation & Digitization (Practice)	SC	0	2	4	4	70	30	100
21	LIS - 119	Information Analysis, Repackaging and Consolidation	SC	3	1	0	4	70	30	100
22	LIS - 120 A	Academic Library and Information System								
23	LIS - 120 B	Archival, Museum and Archaeological Information System								
24	LIS - 120 C	Agricultural Information System	OE	3	1	0	4	70	30	100
25	LIS - 120 D	Legal Information System								
26	LIS - 120 E	Industrial Information System								
		Grand Total		42	26	24	80	1400	600	2000

CC = Core Course   SC = Soft Corse   OE = Open Elective

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COURSE CODE: LIS - 112
COURSE TITLE: AUTOMATED & DIGITAL LIBRARY SYSTEM (THEORY)

Credit Distribution				Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)	Total Credits	Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES
- To know the features of library automation
- To know the fundamentals of Internet tools and content management
- To understand the features of digital libraries

Unit-I Library Automation and Barcode
- Planning, Design and Implementation of Library Automation
- Evaluation of Library Automation Software: Open, Commercial and Freeware
- Applications of Barcode Technology and QR Codes for Library Functions

Unit- II Internet Basics Features and Tools
- Internet: Definition, application and Tools
- Internet Connectivity: Dialup, Leased Line, ISDN, Digital Subscriber Line (DSL), POP3
- Internet Protocol: TCP/IP, FTP, HTTP, SMTP, Z39.50
- OSI Network Model and TCP/IP Reference Model

Unit-III: Web Page Designing & Content Management
- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5
- Web Based Content Development
- Content Development: Norms and Guidelines,
- Content Development software: JOOMALA /Word Press etc.

Unit- IV Open Access to Scholarly Communication
- Scholarly Communication: Concept and Meaning
- Open Access: Overview, Definitions Open access publishing (full, hybrids, library as publisher, OA policies)
- People, Organisations (PLoS, SPRAC, Budapest Open Access Initiative), and resources of Open Access

Unit- V Digital Libraries
- Genesis, Definition, Objectives, Scope and Types of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space etc.
- File Format: Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras

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COURSE CODE: LIS - 119
COURSE TITLE: INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES
- To gain the features and technical skills of abstracting
- To understand the information analysis, repacking and consolidation
- To know the features of IAC centres and its products

Unit- I Abstracting
- Different Types of Abstracts
- Guidelines in Preparing Abstracts
- Canons of Abstracting
- Information Scientist/Subject Expert as an Abstractor

Unit- II Repackaging and Consolidation
- Content Analysis
- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Information Consolidation Products: Concept, Types, Design and Development
- Information Intermediaries

Unit- III Information Analysis and Consolidation Centres
- Genesis of Information Analysis and Consolidation(IAC) Centres
- Information analysis and consolidation centre
- Planning and Management of IAC centres
- Data centre and Referral Centre
- IAC Centres in India

Unit- IV Information Products
- Nature Concept and Type
- Information Newsletter, House Bulletin, State-of –the Art Report, Trade Reports, Technical Digest
- Marketing of Information Product

Unit- V Trends in Information Analysis, Repackaging and Consolidation
- Electronic Content Creation
- Database Support Services- Types and Use of Database
- Designing and Creation of Databases
- Online Information System and Networks

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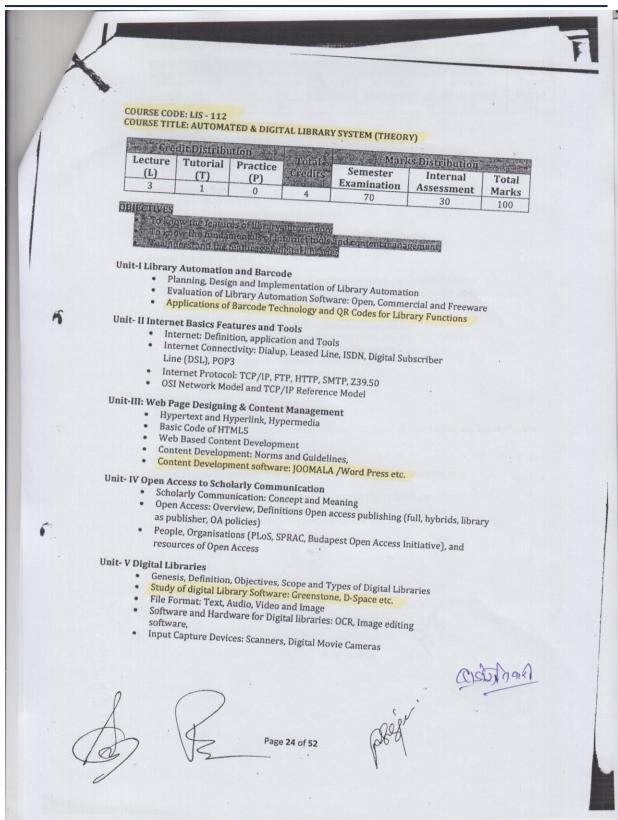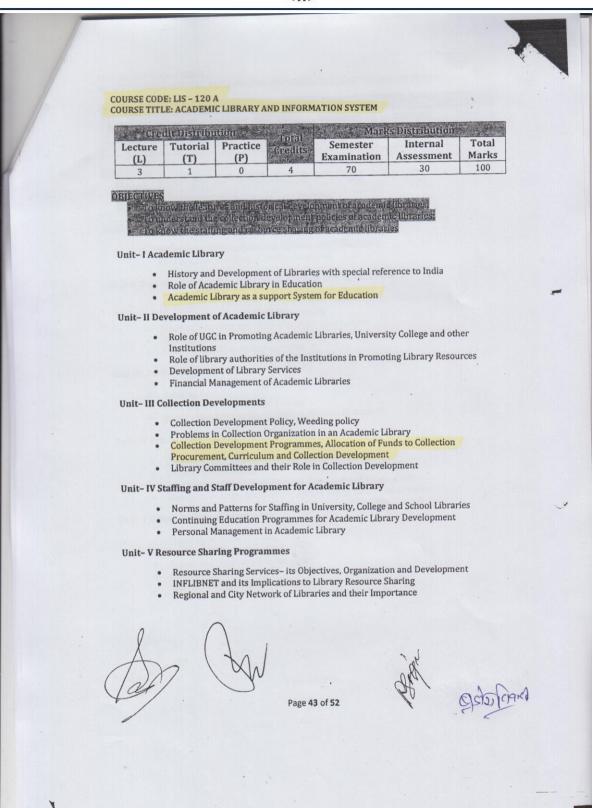Koni, Bilaspur – 495009 (C.G.)

COURSE CODE: LIS – 120 A
COURSE TITLE: ACADEMIC LIBRARY AND INFORMATION SYSTEM

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES

- To know the features and historical development of academic libraries.
- To understand the collection development policies of academic libraries.
- To know the staffing and resource sharing of academic libraries.

Unit– I Academic Library

- History and Development of Libraries with special reference to India
- Role of Academic Library in Education
- Academic Library as a support System for Education

Unit– II Development of Academic Library

- Role of UGC in Promoting Academic Libraries, University College and other Institutions
- Role of library authorities of the Institutions in Promoting Library Resources
- Development of Library Services
- Financial Management of Academic Libraries

Unit– III Collection Developments

- Collection Development Policy, Weeding policy
- Problems in Collection Organization in an Academic Library
- Collection Development Programmes, Allocation of Funds to Collection Procurement, Curriculum and Collection Development
- Library Committees and their Role in Collection Development

Unit– IV Staffing and Staff Development for Academic Library

- Norms and Patterns for Staffing in University, College and School Libraries
- Continuing Education Programmes for Academic Library Development
- Personal Management in Academic Library

Unit– V Resource Sharing Programmes

- Resource Sharing Services– its Objectives, Organization and Development
- INFLIBNET and its Implications to Library Resource Sharing
- Regional and City Network of Libraries and their Importance

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Guru Ghasidas Vishwavidyalaya
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Koni, Bilaspur – 495009 (C.G.)

COURSE CODE: LIS – 120 B
COURSE TITLE: ARCHIVAL, MUSEUM AND ARCHAEOLOGICAL INFORMATION SYSTEM

Credit Distribution			Total Credits	Marks Distribution		
Lecture (L)	Tutorial (T)	Practice (P)		Semester Examination	Internal Assessment	Total Marks
3	1	0	4	70	30	100

OBJECTIVES
- To study the history and development of archival centres
- To know the organisation and management of archival centres
- To understand the preservation and rehabilitation

Unit- I History and Development

- History and Development and types of Archival Centers
- Kind and identification of Archival material

Unit-II Organisation and Management of Archival and Manuscripts

- Acquisition, Classification, Cataloguing and Indexing of Archival material
- Source material on Archival, Manuscripts
- Machine Readable and Microfilm of Archival records
- Database and Digitization of Archives
- Role of UNESCO and other agencies

Unit-III Environment Control

- Building Design
- Planning and furniture and Fillings
- Use of Copy Right to information in relation to archives

Unit- IV Preservation of Archives

- Objective and Purpose
- Cause of Deterioration
- Environmental Pollution: Physical, Chemical and Atmospheric
- Biological enemies of materials: Mould, Fungi, Insect and Rodents

Unit- V Rehabilitation of Documents

- Cleaning, removal of Stains
- Fuming and de acidification
- Repair and restoration techniques
- Lamination
- Standards for Storage Conditions

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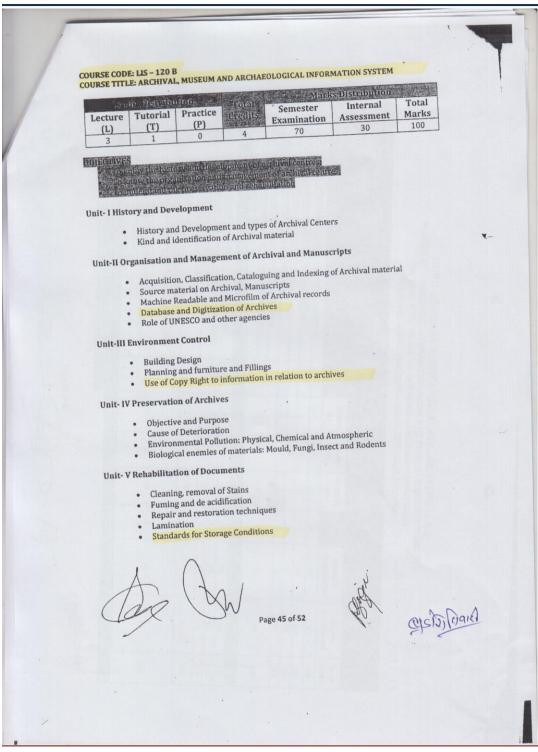Koni, Bilaspur – 495009 (C.G.)