

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
 (A central University established under Central University Ordinance 2009, No. 3 of 2009)
Integrated UG/PG in Arts / Social Sciences
 (5 Year, Ten Semester Program)
Subject: Library and Information Science (Core / Elective)
Scheme of Examination
 (Effective from session 2014-15 onwards)
Fifth Semester

Paper No.	Nomenclature	Theory	Practice	Sessional	Full Marks	Credits
ALIS 11	Libraries & Library Profession	60		40	100	
ALIS 12	Advanced Knowledge Organization – Library Classification & Cataloguing – (Theory)	60		40	100	
ALIS 13	Advanced Knowledge Organization – Library Classification & Cataloguing – (Practice)		80	20	100	
ALIS 14	Information Sources Systems & Programmes	60		40	100	
ALIS 15	Elective	60		40	100	
	Academic Library System					
	Public Library System					
	TOTAL	240	80	180	500	

Sixth Semester

Paper No.	Nomenclature	Theory	Practice	Sessional	Full Marks	Credits
ALIS 16	Information Science and Information System	60		40	100	
ALIS 17	Application of ICT in Libraries	60		40	100	
ALIS 18	Information Communication Technology (Practice)		80	20	100	
ALIS 18	Elective	60		40	100	
	Statistical Librarianship					
	Technical Writing					
ALIS 19	Development of Professional Skill		80	20 (Viva-voce)	100	
	TOTAL	180	160	160	500	

Note: Practical and Viva-voce will be conducted by internal examiners.

Paper ALIS 11
Libraries & Library Profession
FM = 100 (Theory 60 + Internal Assessment 40)

Unit – 1 Role of Libraries

- Library as a Social Institution
- Changing Role of Library and Information Centres in Modern Society.
- Development of Library & Information Centres: India, USA, UK
- Implication of Five Laws in Library Activities

UNIT – II: Types of Libraries, Professional Associations and Organizations

- Types of Libraries and their Role
- National Library of India: Concept, Functions and Services
- Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA
- National and International Organizations: RRRLF, UNESCO and IFLA

UNIT – III: Library Legislation

- Library Legislation: Need, Purpose, Objectives and Model Library Act
- Status of Library Legislation in Various States of India
- Press and Registration Act
- Delivery of Books (Public Libraries) Act

Unit IV: Library Management

- Management Vs Administration
- Organisational Structure of Libraries and Information Centres
- Library Planning: Need, Objectives and Procedures
- Collection Development Policies: Changing Pattern
- Basics of Total Quality Management

Unit V: Library Profession

- Professional Skills and Competencies
- Professional Ethics, Role of various association in developing Professional Ethics
- Role of Library and Information Professionals in Digital Era

Paper ALIS 12
Depth Knowledge Organization (Theory)
FM = 100 (Theory 60 + Internal Assessment 40)

Unit I: Theoretical Foundation in Classification

- Library Classification: Canons & Principals
- Postulation Approaches in Classification
- Structure of Subject in DDC, CC and UDC

Unit II: Practical Approaches in Classification

- Phase Relation, Common Isolates & Common Auxiliaries
- Devices in Library Classification & its use in various classification schemes
- Notation & its use in various classification schemes

UNIT – III: Theoretical Foundation in Cataloguing

- Principles of Cataloguing
- Subject Cataloguing: Concept, Purpose and Problems
- Subject Headings Lists : LCSH, SLSH

Unit IV: Practical Approaches in Cataloguing

- Choice and Render of Names
- Personal Authors, Corporate Authors
- Pseudonymous, Anonymous Works and Uniform Titles
- Non-Print Resources

UNIT –V: Trends in Library Classification & Cataloguing

- Recent Trends in Library Classification, BSO
- Bibliographic Standards: ISBD, MARC, CCF, etc.
- ISBN and ISSN, DOI, Dublin Code

Paper ALIS – 13
Advanced Knowledge Organization: Classification & Cataloguing (Practice)
FM = 100 (Practice 80+ Internal Assessment 20)

- Classifying compound and complex Subjects using CC (6th Rep. Ed.) and UDC (Abridged Ed.)
- Cataloguing documents under Corporate authorship in AACR and CCC.

Paper ALIS - 14
Information Sources, System and Programs
FM 100 (Theory 60 + Internal Assessment 40)

Unit – 1 Sources of Information

- Sources of information: Introduction and Types
- Medium of Information: Print Media, Multimedia (Hypermedia) and Hypertext
- Non – Print Media: Microform, Electronic and Optical Media

Unit – 2 Users oriented Information Sources

- Information Sources and its Correlation to Clientele
- Citation Analysis of Information Sources and their Use
- Aid to information

Unit – 3 Information Sources, Systems and Programmes

- Humanities
- Social Science
- Science and Technology

Unit – 4 Marketing of Information

- Information Economics: Concepts and Features
- Information as Industry & Product: Primary, Secondary & Tertiary
- Marking of Information
- Information Intermediaries

Unit – 5 Users and their Information Needs

- Information Needs of Users
- Categories of users
- Information Seeking Behaviour: Concept & Models
- Information Literacy Skills: An Introduction

Paper ALIS - 15
Elective – I : Academic Library System
FM 100 (Theory 60 + Internal Assessment 40)

Unit – 1 Academic Library: A View

- Role of Academic Library in Education
- Academic Library as a support System for Education

Unit – 2 Development of Academic Library

- Role of UGC in Promoting Academic Libraries, University, College and other Institutions
- Financial Management of Academic Libraries

Unit – 3 Collection Developments in Academic Library

- Collection Development Policy, Weeding policy
- Problems in Collection Organization in an Academic Library
- Library Committees and their Role in Collection Development

Unit – 4 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 – 5 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

Paper- ALIS -15
Elective II: Public Library System
FM 100 (Theory 60 + Internal Assessment 40)

Unit – 1 Public Library

- Library System: Meaning, Importance, Social and Educational Functions
- Governance of Public Libraries

Unit – 2 Resource Developments

- Financial Resources
- Physical and Documentary Resources
- Human Resources: Nature, Size, Selection, Recruitment

Unit – 3 Management and Organization

- Organizational Structure of Public Library System
- Planning and Administration
- Norms, Standards and Guidelines

Unit – 4 Public Library Services

- Types of Public Library Services
- Application of IT in Public Library Services

Unit – 5 Library Building

- Planning, Furniture and Fittings
- Elements in the Design of Public Library Building

Sixth Semester

Paper- ALIS -16 Information Science & Information System FM 100 (Theory 60 + Internal Assessment 40)

UNIT – I: Information and Communication

- Conceptual Idea of Data, Information and Knowledge
- Communication channels and barriers
- Information Science: Definition Scope and Objectives
- National Knowledge Commission and Information Policy

Unit – II: Indexing Abstracting and Vocabulary Control

- Pre and Post coordinate Indexing system and citation Indexing
- Study of PRECIS and POPSI, Citation Indexing
- Abstracting: Concept, Types, Canon
- Vocabulary Control Device

Unit – III: Searching of Information

- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.
- Searching Data through Internet
- Federated Search, Meta Search Engines
- Metadata: Concept, Standard, & Metadata Harvesting

UNIT – IV : National & Global Information System

- Planning and Design of National Information System
- National Information Systems: NISCAIR, DESIDOC
- Global Information Systems: UNESCO, and IFLA, INIS, AGRIS, INSPEC and MEDLARS, etc.

UNIT – V : Resource Sharing, Library Networks and Library Consortia

- Programmes and Activities of INFLIBNET and DELNET
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium
- Resource Sharing and Networks: RLIN, OCLC, etc.

Paper- ALIS -16
Application of ICT in Libraries
FM 100 (Theory 60 + Internal Assessment 40)

Unit I: Basic of System

- Introduction to System Software and Application Software
- Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
- Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software

UNIT – II: Database Management Systems

- Database: Concepts and Components
- Database Structures, File Organization and Physical Design
- Database Management System: Basic Functions, Potential Uses
- E-resources and Online Databases
- .

UNIT – III: Library Automation

- Library Automation: Planning and Implementation
- In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
- Library Software Packages: Overview and House Keeping Operations
- Case Studies: WINISIS, and SOUL

UNIT – IV: Basic of Internet

- Internet: Definition, application and Tools
- Internet Protocol: TCP/IP, FTP, HTTP, SMTP,
- Web Browser, Web Tools, Search Engines
- Internet Security

UNIT – V: Open Access and Digital Library

- Open Access: Concept, Organization and People in Open Access
- Open Access Software and Its use in Libraries
- Digital Library Software and its Use

Paper ALIS - 17
Information Communication Technology (Practice)
FM 100 (Practice 80 + Internal Assessment 20)

UNIT – I: Operating Systems and Application Software

- Installation and Functions of Different Operating Systems: Window XP, Windows NT, Linux
- Setting of Desktop, Library Server and its Maintenance
- Creating Presentations with PowerPoint
- Editing and Formatting Word Documents

UNIT – II: Library Automation Software

- Installation, Configuration Database creation
- Application of SOUL

Paper ALIS - 18
Elective I: Statistical Librarianship
FM 100 (Theory 60 + Internal Assessment 40)

UNIT- I Research methods

- Research: Definition, Nature, purpose and Types
- Hypothesis: Concept, Sources and Types

UNIT- II Methods of Data Collection

- Questionnaire
- Interview
- observation

UNIT- III Statistical Methods -Basics

- Measurement of Central tendency: Mean median, Mode
- Measures of Dispersion: Range, Mean Deviation and Standard Deviation

UNIT- IV Measuring Techniques for Library Data

- Statistical Librarianship: Librametry, Bibliometrics, Scietometrics, Informetrics.
- Bibliometric Analysis, and Laws of Bibliometrics
- Webometrics: Definition, Application and Use.

UNIT- V Presentation and reporting

- Presentation of Data : Table, Diagram and graphics
- Report writing

Paper ALIS - 18
Elective II: Technical Writing
FM 100 (Theory 60 + Internal Assessment 40)

Unit- 1 Technical Writing

- Technical Writing: Introduction, concept and Need
- Characteristic Features of Technical Writing
- Reader-writer Relationship

Unit - 2 Technical Communications

- Technical Communication: Concept, Types and Need
- Structure: Definition, Purpose, Characteristics and Functions
- Case Studies: Review Articles, Technical Reports, Dissertation, and House Bulletins

Unit - 3 Editing Tools

- Editor: Function, Qualification and special Skills
- Editorial Tools: Dictionary, Style Manuals etc.
- Editorial Processing

Unit - 4 Analysis of Content in Reports

- Content Analysis: Introduction, Concept and Scope
- Quantitative and Qualitative: Introduction and Need
- Content Analysis based Applications (generation of Information Services and products)

Unit - 5 Content Development based Platform

- Content Development: Introduction, Norms and Guidelines
- Content Development software: JOOMALA
- Introduction to HTML and XML

Paper ALIS - 19
Development of Professional Skill
PROJECT WORK: LITERATURE AND FIELD SURVEY
FM 100 (Practice 80 + Viva-voce 20)

Objectives:

- To practice students in scholarly literature searching using print and online sources by assigning them a topic.
- To train the students in preparing bibliography and documentation list.
- To accustom the students with the real working environment of a library by assigning them a topic related with the library operations.
- To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.