GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.) (A Central University)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

1 YEAR, 2 – SEMESTER COURSE) Scheme of Examination Semester I &II
w.ef. Session : Session: 2014-2015 Onwards

Paper No.	Subject	MARKS DISTRIBUTION			FM
		External		Internal	
		Theory	Practical	Assessment	
I	Foundation of Library and Information science	60	-	40	100
II	Knowledge Organization – (Theory)	60	-	40	100
III	Knowledge Organization I – Classification & Cataloguing (Practice)	-	80	20	100
IV	Reference & Information Sources & Service (Theory)	60	-	40	100
V	Information Sources & Service – (Practice)		80	20	100
TOTAL		**180**	**160**	**160**	**500**
Second Semester					
VI	Library Management	60		40	100
VII	Knowledge Organization II – Advanced Classification Cataloguing (Practice)	-	80	20	100
VIII	User Education & Information Literacy (Theory)	60	-	40	100
IX	Information Technology: Basics (Theory)	60	-	40	100
X	Information Technology: Basics (Practice)		80	20	100
TOTAL		**180**	**160**	**160**	**500**
Grand Total					**1000**

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

**PAPE
R-I**

**Foundations of Library and Information
Science**

FM 100 (Theory 60 + Internal Assessment

40) Unit -I Library as a Social Institution

- Social and Historical foundation of Library
- Different Types, Feature and Functions of Libraries : Academic, public and Special
- National Libraries: features and activities, National Library of India, UK, USA
- Role of Library in Formal and Informal Education

Unit - II Library Legislations and Acts

- Five Laws of Library Science and their Implication
- Library Legislations - need and essential features with special reference to India
- Laws relating to information with special reference to India, including press and Registration Act, Delivery of Books (Public Libraries) Act, Copyright Act, Intellectual property Rights,

Unit-III Library Development

- Library Movement in India, UK and USA, NKC,
- Role of RRRLF & UNESCO in Development of public Libraries.
- Role of Various Committees & Reports In Library Development (Sinha Committee, Ranganathan Committee, Kothari Committee)

Unit - IV Library Cooperation and Extension Activities

- Resource Sharing: Concepts and Methods, Inter-Library Loan
- Networking and Consortia Approach : Concept & Development
- Publicity and Extension Services
- Recent Trends of Library Resource Sharing, Study

Unit - V Library and Information Profession

- Library and Information Science Education in India
- Professional associations - their role in the development of the profession
- Professional associations -National (ILA, IASLIC, IATLIS, SIS etc.) and International (IFLA, ALA, FID, etc.)

PAPER - II

Knowledge Organisation

FM 100 (Theory 60 + Internal Assessment 40)

Unit -I Fundamentals of Library Classification

- Definition: Need, Purpose and Functions of Library Classification, Species of Classification Schemes, Knowledge Classification vs. Library Classification, Concept of Class Number, Book Number, Collection Number.
- Plan of work by Ranganatha and Canon of Classification
- Postulates: Meaning, Postulation approach in CC.

Unit - II Postulates and Approach to Classification

- Salient features of DDC, UDC and CC.
- Steps in Practical Classification
- Phase Relations, Common Isolates and Auxiliary Tables
- Notation in classification, Devices and its use

Unit – III Basics of Cataloguing

- Catalogue and Cataloguing: Definition, Needs and Functions, Codes, Physical Forms
- Normative Principles of Cataloguing
- Kinds of Entries, Filing of Entries
- Centralised and Co-operative Cataloguing, Union Catalogue.

Unit –IV Choice and Rendering of Headings, Subject Headings

- Personal Names – Western & Indian, Corporate Authors, Pseudonyms, Anonymous Works, Uniform Titles
- Salient Features of CCC & AACR- II: Comparative Analysis
- Subject Heading Lists: LCSH and SLSH

Unit – V Cataloguing of Non-book and Digital Materials

- Cataloguing of Non-book Materials
- Computerized Cataloguing, OPAC, WEBPAC
- Standards of Bibliographic Description and Records Formats: ISBD, MARC, CCF, etc.
- Recent Trends in Library Classification and Cataloguing,

Paper - III

Knowledge Organisation – I: Library Classification and Cataloguing Practice

FM 100 (Practice 80 + Internal Assessment 20)

Unit -II Classification of Documents (using latest available edition of DDC)

- Classification of documents representing simple subject
- Classification of document having common isolates
- Classification of documents representing compound subject
- Classification of documents representing complex Subject

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

- Cataloguing of Personal Authorship, Editorial Authorship, Government Publications

Unit- III Assignment of Book Number

- Using Ranganathan's Book Numbering System

PAPER - IV
Reference and Information Sources & Services

FM 100 (Theory 60+ Internal Assessment 40)

Unit - I Concept of Reference and Information sources
- Sources of Information: Concept, Nature & Characteristics
- Documentary Source of Information: Category and Types
- Non Documentary Sources of Information, Digital Sources
- Evaluation of Reference and Information sources
- Reference Service: Concept, Definition and Types

UNIT- II: Sources of Information
- Evolution of Information Sources: Print & Non-print
- Primary Information Sources: General introduction, Characteristics & examples
- Secondary Information Sources: General Introduction Characteristics & examples
- Tertiary Information Sources: General Introduction Characteristics & examples

UNIT- III: Types of Information Services
- Information Services: Concept, Definition, Needs and Trends.
- Documentation Services: Abstracting and Indexing Services
- Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

Unit - IV Information Systems and Services
- Global - UNISIST, UNESCO-PGI, AGRIS, MEDLARS, INIS, INSPEC etc
- National- NISCARE (INSDOC), NASSDOC, DESIDOC, NISSAT, INFLIBNET, NICNET, ERNET, DELNET, CALIBNET, etc.

Unit – V Information Sources & Services on Web
- Web Resources: Concept and Use
- Types of Web Resources : E-journals, E-books, E-Theses,
- E-resources in Science and Technology, Social Science and Humanities
- Role of Reference Librarian and Information Officer in Electronic Environment

Information Sources and Services (Practice)

FM 100 (Practice 80 + Internal Assessment 20)

A. **Evaluation of Various Reference Sources**
B. **Visit to various Library & Information Centres and Evaluate Library Services at College, University, and Special Library Level.**
C. **Preparation of Current Awareness List, Press Clippings: Local, National and International News papers and Content List**

Annexure – I

Suggested List of Reference/Information sources for Evaluation and Information Queries

(A) Encyclopaedias
1 .New Encyclopaedia Britannica
2. Encyclopaedia Americana
3.InternationalEncyclopaedia of Social Sciences
4.McGraw Hill Encyclopaedia of Science and Technology
5.Encyclopedia of Library and Information Science

(B) Dictionaries
1. Webester's Third New International Dictionary of English Language
2. The Oxford English Dictionary
3. Funk and Wagnall Dictionary

(C) Year Books and Almanacs
1. Statement's Year Book
2.Europa Year Book
3.India : A Reference Annual
4.Manorma Year Book
5.World Almanac and Book of Facts

(D) Directories
l. World of Learning
2. University Handbook
3. Directory of Scientific Research Institutions in India

(E) Biographical Sources
1. International Who's Who
2.India's Who's Who
3.Directory of National Biography
4.Who's Who of Indian Writers

(F) Geographical Sources
l. Chamber's World Gazetteers and Geographical Dictionary
2. Webester's Geographical Dictionary
3.Gazetter of India : India Union
4.Fodor's India/India Handbook
5.Times Atlas of The World
6.Britanica Atlas

(G) Serial Reference Sources
1. Ulrich's International periodical Directory
2.Keesing's Record of World Events
3.Asian news digest
4.Index India
5.Guide to Indian Periodical Literature
6. Fact on File

(H) Bibliographies
l. lndian National Bibliography
2. British National Bibliography
3. National Bibliography of Indian Literature
4. Coumulative Book Index
S. Books in Print
6. Indian.Books in Print
7.Guide to Reference Books
8.Guide to Reference Materials on India

(I) Hindi Sources
l. Hindi Vishwakosh
2.BhartiyKahavatSangrah
3.HindiAalochanaGranthSoochi
4.Brihad Vishwashukti Kosh

* Sources As per availability in the University Central Library

FM 100 (Theory 60 + Internal Assessment

40) Unit -1 Fundamentals of Management

- Principles and Elements of Management
- Organisational Structure of Library
- Library Authority and Library Committee
- Library Rules and Regulations

Unit - II Human Resource Management

- Human Resource Development
- Staff Recruitment, Selection, Training and Development
- Staff Formula, Job Analysis, Job Description, Job Evaluation
- Staff Manual

Unit – III: Collection Policies, Process & Building

- Collection Development Policy, Collection Development in Electronic Era
- Problems in Acquisition of Books, Periodicals, Non-book materials, Electronic Resources
- Physical planning of Library
- ISBN, ISSN, DOI

Unit - IV Budgeting & Reporting

- Library Finance, Accounting: Concept & Types
- Allocation of Library Funds: Norms and Standards, Good Office Committee
- Annual Report and Library Statistics
- Various Formats related to Library

Unit - V Library Routines and Workflow

- Acquisition Section
- Technical Section
- Circulation Section
- Periodical Section
- Maintenance Section: Preservation, Binding & Weeding, Book-Lost
- Library Security Technology: RFID-HF/UHF, Barcode, Smart Card etc.

Knowledge Organisation- Library Classification and Cataloguing (Practice)

FM 100 (Practice 80 + Internal Assessment 20)

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

- Classification of documents representing simple subject
- Classification of document having common isolates
- Classification of documents representing compound subject
- Classification of documents representing complex subject

Unit - II Cataloguing of Documents (Using CCC 5ᵗʰ 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.

User Education and Information Literacy (Theory)

FM 100 (Theory 60 + Internal Assessment 40*)

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
- Information Literacy Skills: An Introduction
- Techniques of Survey for Library and Information Centres

Unit – 2: Information Literacy on the Web

- Web searching: Simple and Advanced using various search techniques
- Searching tools and their usage: Search Engines such as Google, Yahoo, AltaVista, Ask etc., Meta Search Engines, 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 Centres
- Information Literacy for Users
- Information Literacy for Professionals
- Information Literacy for Research and Development

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

Unit 5: Information Literacy and Retrieval

- Basic Strategy of Retrieval
- Searching of Databases
- Searching of World Wide Web
- Citing Source: Style Manual, ISI, MLA, APA, CHICAGO, etc.
- CD-ROM, Online Searching of Full-text searching of various Bibliographic Databases.

* 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]

PAPER - IX
Information Technology: Basics (Theory)
FM 100 (Theory : 60, Internal Assessment : 40)

Unit - I Information Technology & Computers Basics
- Information Technology - Definition, Need, Scope and Objectives
- Historical Development of Computers, Generation of computers, classification of Computers.
- Computer - Impact on Libraries and Society
- Communication Technology: Definition, Need, Purpose, Function and Application in Library Information Centres.

Unit - II Computer Architecture
- Computer Hardware
- Computer Software: Type and Use
- Languages: Machine Level Language, Assembly Level Language, High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB, DVD
- Features of Indian Library Automation Software packages

Unit - III Communication Technology: Tools & Techniques
- 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, etc.
- Multiplexing & Modulation: Concept & Types

Unit -IV Library Automation
- Library House Keeping Operations
- Computerised Information Services
- Management of Computerised Library
- Online Information Services

Unit-V Information Systems and Networks
- Library and Information Networks: DELNET, INFLIBNET, CALIBNET etc.
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium
- Internet: Web Browser, Web Tools, Search Engines, Web 2.0, Web3.0, Web Directories, Subject Gateways, Library Portals, etc. Intranet and Extranet
- Effect and Side-effect of Internet, Internet Security

Paper-X

Information Technology: Basics (Practical)
FM 100 (Practice 80 + Internal Assessment 20)

Unit - I Operating Systems

- Commands of MS- DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands

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
- 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