

# GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

## BACHELOR OF LIBRARY AND INFORMATION SCIENCE 1YEAR (2– SEMESTER PROGRAMME) CBCS BASED PROGRAMME

### Scheme of Examination

w.e.f. Session: 2018-2019 Onwards

First Semester					
Courses Code	Title	Credits	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
C1	<b>Core Courses (CC)</b> Foundation of Library and Information science	04	30	70	100
C2	Knowledge Organization - Classification (Theory)	04	30	70	100
C3	Knowledge Organization – Cataloguing (Theory)	04	30	70	100
C4	Computer Basic for Libraries(Theory)	04	30	70	100
C5	Knowledge Organization Classification and Cataloguing (Practice)	04	30	70	100
DSE1 DSE2 DSE3	<b>Discipline Specific Elective (DSE)*</b> School Librarianship Public Librarianship Special Librarianship	04	30	70	100
<b>TOTAL</b>		<b>24</b>	<b>180</b>	<b>420</b>	<b>600</b>
Second Semester					
C6	<b>Core Courses (CC)</b> Library Management	04	30	70	100
C7	Information Sources & Services (Theory)	04	30	70	100
C8	Library and Users	04	30	70	100
C9	Computer Basics for Libraries (Practice)	04	30	70	100
AECC1	<b>Ability Enhancement Compulsory Course(AECC)</b> Communication skill	02	20	30	50
SEC1	<b>Skill Enhancement Course(SEC)</b> Information Sources and Services (practice)	02	20	30	50
GE1 GE2 GE3	<b>Generic Elective(GE)*</b> Statistics for Librarianship Digital Library: Fundamentals Collection Development	04	30	70	100
<b>TOTAL</b>		<b>24</b>	<b>190</b>	<b>410</b>	<b>600</b>

**Note: \*Any One**

**\* Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.**

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

# **First Semester**

## **Core Course – C1**

### **Foundations of Library and Information Science TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)**

#### **Unit-I Library as a Social Institution**

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

#### **Unit – II Normative Principals and Laws Relating to Libraries and Information.**

- Five Laws of Library Science and their Implication
- Library Legislations-need and essential features.
- Library Legislation in India.
- Feature of Chhattisgarh Public Library act (2008)
- Press and Registration act and Delivery of Books (Public Library) act.
- Copyright act

#### **Unit-III Library Development**

- Development of Libraries with special reference to India.
- Organization and Institutions involved in the development of Library and Information Services.
- Commission-Committees Reports in Library Development with special reference to India

#### **Unit- IV Resource Sharing, Library Networks and Extension Activities**

- Resource Sharing: Concepts and Methods.
- Library and Information Networks and Consortia's.-concept need and purpose
- National and International Library and Information Networks and Consortia's
- Publicity and Extension Services

#### **Unit- V Library and Information Profession**

- Librarianship as a Profession.
- Professional Ethics
- Professional associations and their role.
- Professional ,National and International associations

## **Core Course –C2**

### **Knowledge Organization - Classification (Theory) TM 100(Internal Assessment 30 + Theory 30) (Credit-04)**

#### **Unit-I Universe of Knowledge**

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification

#### **Unit-II Theory of Library Classification**

- Definition: Need, Purpose and Functions of Library Classification.
- General Theory of Library Classification
- Mapping of Subjects in different schemes of Classification (DDC, UDC, CC)

#### **Unit- III Postulates and Approach to Classification**

- Postulation and their usefulness in classification-concept of fundamental categories;
- Facet analysis, facet sequence;
- Phase Relations-different types;
- Common isolates.

#### **Unit –IV Notational System**

- Notation-need, functions, and types;
- Hospitality in array &Chain;
- Devices;
- Call number and its structure.

#### **Unit- V Study of selected scheme of classification**

- General V/S Special Classification ;
- Dewey Decimal classification;
- Universal decimal classification;
- Colon classification.

## **Core Course – C3**

### **Knowledge Organization - Cataloguing (Theory) TM 100(Internal Assessment 30 + Theory 70) (Credit-04)**

#### **Unit– I Bibliographical Description**

- Catalogue –purpose, structure and types, physical forms including OPAC rules.
- Normative Principles of Cataloguing
- Overview of principles and practice in document description.
- Standard cods of cataloguing.

#### **Unit– II Format of catalogue entry**

- Kinds of entries
- Data elements in different types of entries
- Filing of entries-classification and Alphabetization.
- Centralized and Co-operative Cataloguing, Union Catalogue

#### **Unit–III 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–IV Subject Indexing**

- Subject Cataloguing-Purpose problems.
- Chain procedure; Sears List, LC, PRECIS, POPSI.

#### **Unit–IV Subject Indexing**

- Cataloguing of Non-book Materials
- OPAC, WEBOPAC

## **Core Course – C4**

### **Computer Basic for Libraries (Theory) TM 100(Internal Assessment 30+Theory 70 ) (Credit-04)**

#### **Unit- I Fundamentals of Computers**

- Computer -Definition, Need, Scope and Objectives
- Historical Development of Computers, Generation of computers, classification of Computers.
- Computer Devices: Input and output
- Computer-Impact on Libraries and Society

#### **Unit- II Computer Architecture**

- Computer Hardware
- Computer Software: Type and Use
- Languages: Machine Level Language, Assembly Level Language, and High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB, and 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 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, Web2.0, Web3.0, Web Directories,
- Subject Gateways, library Portals, etc. Intranet and Extranet
- Effect and Side-effect of Internet, Internet Security

## **Core Course – C5**

**Knowledge Organization: Classification and Cataloguing (Practice)  
TM 100(Internal Assessment 30 + Practice 70 ) (Credit-04)**

### **Unit-I 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 Assignment of Book Number**

- (Using at Least One Standard Book Numbering System)

### **Unit- II Cataloguing of Documents (Using at least one standard cataloguing code.)**

- cataloguing of simple documents
- Cataloguing of complex documents

### **Unit- III Subject Cataloguing**

- Assigning Subject Headings using at least one: standard subject headings

## **Discipline Specific Elective – DSE1**

### **School Librarianship**

**TM 100 (Internal Assessment 30\*+ Theory 70) (Credit 04)**

#### **Unit – I School Library: An Overview**

- School Library: Importance, Purpose and Functions
- Setting up and running a School Library
- Role of School Library in Education
- School Library as a Learning Centre

#### **Unit – II Development of School Library**

- Five Laws of Library Science: Implications in School Library
- Role of various Committees/Organization in Promoting School Libraries
- Library Automation: feature of e-Gyankosh
- Library Rules

#### **Unit – III Collection Developments in School Library**

- School Library: Types of Collections
- Collection Development Policy
- Local Library Committee: Its Role in Collection Development
- Stock Maintenance: Preservation, Verification and Weeding Policy

#### **Unit – IV School Library Services**

- Developing Reading Habits: Scanning, Skimming, Extensive and Intensive reading
- Newspaper Reading, Clipping and Collage
- Extension Activities in School Library
- Information Literacy

#### **Unit – V Library Management**

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation

## **Discipline Specific Elective – DSE2**

### **Public Librarianship**

## **TM 100(Internal Assessment 30\* + Theory 70) (Credit 04)**

### **Unit-1 Public Library**

- Public Library: Meaning Importance, Objective and Function ;
- UNESCO Public Libraries Manifesto: 1972,1994 and 2004;
- History and Development of Public Library in India and UK.

### **Unit- II Resource Development**

- Financial Resources of Public Library ;
- Collection Development Policies in Public Library;
- Human Resources: Nature, Size, Selection and Recruitment.

### **Unit– III: Management and Organization**

- Organizational Structure of Public Library ;
- Planning and Administration;
- Technical Processing;
- Element in the Design of Public Library Building.

### **Unit- IV Public Library Services**

- Types of Public Library Services;
- Application of ICT in Public Library Services.

### **Unit- V Outreach Activities**

- Extension and Public Activities of Public Library;
- Role of Public Libraries in Formal and Information Education.



## **Discipline Specific Elective – DSE3**

### **Special Librarianship**

**TM 100(Internal Assessment 30\* + Theory 70) (Credit 04)**

#### **Unit-1Special Library**

- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Changing Landscape of Information and Transformation of Special Libraries;
- Changing Role of Library Professionals in the Emerging Information Scenario in Special Library.

#### **Unit- II Resource Development**

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies in Special Library;
- Preservation management and weeding out collections.
- Circulation Management and Control.

#### **Unit– III: Management and Organization**

- Planning and internal organization of building;
- Planning and acquisition of equipment ;
- Technical Processing;
- Management of Technical Services.

#### **Unit- IV Public Library Services**

- Types of Special Library Services;
- Application of ICT in Special Library Services.

#### **Unit- V Outreach Activities**

- Extension and Special Activities of Special Library;
- Automation of special library operations and services.

## **Second Semester**

### **Core Course – C6**

#### **Library Management**

**TM100 (Internal Assessment 30 + Theory 70) (Credit-04)**

#### **Unit-1 Fundamentals of Management**

- Concept, definition and scope
- Principles and Elements of Management
- Function and Principles of Scientific Management
- Management school of Thoughts
- Total Quality Management (TQM)

#### **Unit- II Resource Development**

- Types of Information Resources, Selection Principles Including Communication Media
- Different Types of Selection Tools and Their Importance
- Human Resource Development : Concept and Contours/ Structures
- Personnel Planning

#### **Unit– III: Maintenance of Library**

- Acquisition Procedures: Books and Non-Book Material
- Acquisition of Periodicals and Serials
- Technical Processing
- Circulation Work
- Maintenance, Shelving, Stock Verification and Binding Etc.

#### **Unit- IV Budgeting & Reporting**

- Library Finance, Accounting: Concept& Types
- Library Budgets
- Annual Report
- Library Statistics

#### **Unit- V Planning**

- Concept, definition, need and purpose
- Library Committee : Function and Power
- Library rules and regulation
- Library building

## **Core Course – C7**

### **Information Sources & Services (Theory) TM 100 (Internal Assessment 30 + Theory 70) Credit-04)**

#### **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, 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

## **Core Course – C8**

### **Library and users**

**TM 100(Internal Assessment 30 + Theory 70) (Credit-04)**

#### **Unit– 1 User and their Information Needs**

- Categories of Information Users
- Information Need: Definition and models
- Assessment of Information Needs of Different User Groups

#### **Unit– 2 Information Seeking Behaviors**

- Theories of Behaviors Studies
- Concepts and Methods of Information Seeking Behaviors
- Models of Information Seeking Behaviors
- Information Searching Strategy and Principles

#### **Unit – 3 User Educations**

- Concepts, Definition and Needs
- Methods of User Education
- Recent trends in User Educations

#### **Unit- 4 User Studies**

- Concept, Types and Scope of user Studies
- Evaluation of User Studies: Methods, Steps and Benefits
- Methodology of User Studies

#### **Unit – 5 Recent trends and Developments**

- Online Information Seeking Behaviors
- Information needs of Persons with Disabilities
- Techniques of Library and information Centers Survey
- Information Literacy: Definition, Objectives and importance

## **Core Course – C9**

### **Computer Basic for Libraries (Practice)**

**TM 100(Internal Assessment 30+ Theory 70) (Credit-04)**

#### **Unit- I Operating Systems**

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

#### **Unit- II Text Processing Software**

- Handling Text Data: MSWORD
- Handling Numeric Data: MSEXCEL
- 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 Semantic

**Skill Enhancement Course – SEC1**  
**Information Sources and Services (Practice)**  
**TM 100(Internal Assessment 30 + Theory 70)**

- 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 Newspapers and Content List**

**Annexure – I**

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

**(A) Encyclopedias**

1. New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaedia of Social Sciences
4. McGraw Hill Encyclopaedia of Science and Technology
5. Encyclopaedia of Library and Information Science

**(B) Dictionaries**

1. Webster's Third New International Dictionary of English Language
2. The Oxford English Dictionary
3. Funk and Wagnall Dictionary

**(C) Year Books and Almanacs**

1. Statment's Year Book
2. Europe Year Book
3. India: A Reference Annual
4. Manorma Year Book
5. World Almanac and Book of Facts

**(D) Directories**

1. 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

**(F) Geographical Sources**

1. Chamber's World Gazetteers and Geographical Dictionary
2. Webster's Geographical Dictionary
3. Gazetteer of India: India Union
4. Fodor's India/India Handbook
5. Britannica Atlas

**(G) Serial Reference Sources**

1. Ulrich's International periodical Directory
2. Keeping's Record of World Events
3. Asian news digest
4. Index India
5. Guide to Indian Periodical Literature

**(H) Bibliographies**

1. Indian National Bibliography
2. British National Bibliography
3. National Bibliography of Indian Literature
4. Cumulative Book Index
5. Books in Print
6. Indian. Books in Print

**(I) Hindi Sources**

1. Hindi Vishwakosh
2. Bhartiy Kahavat Sangrah

# **Ability Enhancement Compulsory Course - AECC1**

## **Communication Skill**

**TM 50(Internal Assessment 20 + Theory 30) (Credit 2)**

### **Unit– 1 Communication Fundamentals**

- Your Profile
- Introducing the Institution
- The Basics
- Social Skills

### **Unit– 2 Preparing for Job Interview**

- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

### **Unit–3 Workplace Skill**

- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills

**Generic Elective - GE1**  
**Statistics for Librarianship**  
**TM 100 (Internal Assessment 30 + Theory 70 ) (Credit 4)**

**Unit– 1 Methods of Data Collection**

- Data Collection Techniques: Primary and Secondary Data
- DataCollectionTools:Questionnaires,Schedule,Interview,ObservationScales And Check Lists, Library Records and Reports
- Sampling Techniques

**Unit– 2 Data Analysis and Interpretation**

- Descriptive Statistics: Measures of Control Tendency; Mean ,Median and Mode
- Tabulation and Generalization
- Measures of dispersion
- Graphical Presentation of Data-Bar, Pie, Line Graphs, Histograms

**Unit– 3 Report Preparation**

- Research Reporting: Structure, Style, Contents; Style Manuals-Chicago, MLA, APA etc.
- Current Trends in LIS Research
- Codes and Standards
- Selective and Simplified Cataloguing

**Unit– 4 Measuring Techniques for Library Data**

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



**Generic Elective – GE2**  
**Digital Library: Fundamentals**  
**TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)**

**Unit– I Digital Libraries**

- Digital Libraries : Concept and definition ;
- Historical development of Digital Libraries ;
- Copyright and license issues.

**Unit– 2 Digitization Process**

- Software, hardware and best practices;
- Scanners and scanner types;
- OCR and OCR software.

**Unit– 3 ICT Application for DLs**

- Open source software;
- Dspace, GSDL : Features and comparative study of Dspace, Eprints and Fedora;
- Open Standards and File formats, harvesting metadata.

**Unit– 4 Digital Library Architecture**

- Grid architecture. Open URL integration.
- Digital Preservation : Persistent identifiers : DOI and CNRI Handles;
- Multilingual digital repositories and Cross-language information retrieval

**Generic Elective – GE3**  
**Collection Development**  
**TM 100(Internal Assessment 30+ Theory 70) (Credit 4)**

**Unit- 1Basics of Collection Development**

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

**Unit- 2Types of Collection**

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

**Unit- 3Document Selections and Acquisition Procedure**

- Acquisition Programme: Objectives and Functions
- Material selection: Principles and Selection Aids
- Allocation of Library Funds: Norms and Standards
- Problems in Acquisition of reading Materials
- Good Office Committee

**Unit- 4CollectionEvaluations and Weeding**

- Collection Evaluation: Definition, Need, and Utility
- Techniques/Methods of collection evaluation
- Weeding: Need and Safeguards
- Electronic Publication and its collection
- Role of document backup Services in Collection Development

**Unit- 5Preservation, Its Impact on Collection Development**

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development