

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF LUCKNOW**

**Bachelor of Library and Information Science
(B.Lib.I.Sc.)
SYLLABUS**

Programme outcomes

Developing intellectual, personal and professional abilities and skills require for effective organization and management of libraries and information centers and providing varieties of library and information services.

Programme specific outcomes

On successful completing this course student will be able to

- Understand, appreciate and develop basic principles of Library and Information Science;
- Applying Information Communication Technologies (ICT) in libraries and information centers;
- Know various sources of information and techniques of dissemination of information in the context of different user groups;
- Develop professionalism to work in contemporary “Information Age”;
- Get an appointment in schools, colleges, universities, government department, corporate sector, ministries etc. as librarians, library officers, information officers, technical assistants, professional assistants, classifier, cataloguer etc.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BC-101
FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Course Objectives

After completing this course, the student will be able to understand the history and development of libraries, their types (academic, public and special) their objectives, functions, and activities with a brief sketch of how they are originated. It will also explain the laws related to libraries and information centers; meaning and contents for librarians and information scientists and librarianship as a profession. It aims to develop critical thinking among students.

Unit-I

- Library: Concept, Objectives and Functions
- Laws of Library Science
- Development of Libraries in India, UK and USA
- National Knowledge Commission with reference to Libraries
- Objectives and Functions of National, Public, Academic and Special Library

Unit-II

An overview of

- National Library of India
- Rampur Raza Library
- Khuda Baksh Oriental Public Library
- The Library of Congress
- The British Library
- Delhi Public Library
- Connemara Public Library
- Anna Centenary Library

Unit-III

- Library Legislation: need and components
- Features of Library Acts in Indian States: Tamilnadu, Andhra Pradesh, Karnataka, Maharashtra, Kerala and Uttar Pradesh
- Press and Registration of Books Act, 1867; Delivery of Books and Newspapers (Public Libraries) Act, 1954

Unit-IV

- National Association: ILA, IASLIC, IATLIS
- International Association: ALA, CILIP, FID, ASLIB, IFLA, SLA
- Role of UNESCO, UGC, RRRLF in Promotion and Development of Libraries

- Information Systems and Networks– INIS, AGRIS, NISCAIR, DESIDOC, NASSDOC, INFLIBNET and DELNET

Unit-V

- Library and Information Science Profession: Professional skills and competencies
- Library Ethics
- LIS Education in India: an overview
- User Education: Concept, Methods and Recent Trends
- Library Public Relation and Extension Services

Note: Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Agarwal,S.S.(1994). GranthalayaevamSamaj. Jaipur: R.B.S.A..
- AjitKumar(2012). National Policy–Commission on Library and Information System and Services in India: Past, Present, and Future. Journal of Library and Information Science Vol. 37(1). Available at SSRN: <https://ssrn.com/abstract=2302468>
- Ansari, M.M.(2005).PustkalayaSangathanevampPrabandh. Varanasi: Kala Prakashan.
- Barbara, Schultz–Jones and Dianne,O. (2015).IFLA School Library Guidelines.2nd revised edition. www.ifla.org/files/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf
- Bhatt, R.K.(1995). History and Development of Libraries in India. New Delhi: Mittal.
- Brophy, P.(2007).The Academic Library.(2nd Ed.) London: Facet.
- Chapman, E. A. and Lyden F. C.(2000). Advances in Librarianship. San Diego: Academic Press.
- Chowdhury, G. G., Burton, P. F. and McMenemy,D. (2008). Librarianship: the complete introduction. New York: Neal–Schuman.
- Chowdhury, G.G.et.al. (2007).Librarianship: an introduction. London: Facet.
- Devi,Th. Purnima & Singh, Kh. Surchand (2006).Role of UGC in Manpower Development in the field of Library and Information Science in India. Annals of Library and Information Studies. Vol. 53(3), PP. 143–148.
- Dhiman, A.K. &Yashoda Rani (2005). Learn Library and Society. New Delhi: EssEss.
- Ganaie, S. (2005). Library & Information Science Profession and Professional Competencies. Trends in Information Management. 1. PP.39–45.
- Gill,P.(2001).The Public Library Service: the IFLA/UNESCO Guidelines for Development.München: K.G. Saur.
- Hernon,P. & Matthews J.R.(2013).Reflecting on the Future of Academic and Public Libraries. London: Facet.
- IFLA Code of and other Information Ethics for Librarians Workers. (2016) <https://www.ifla.org/publications/node/11092>
- IFLA/UNESCO Public Library Manifesto 1994. <https://www.ifla.org/publications/iflaunesco-public-library-manifesto-1994>
- Khanna, J.K. (1955).Library and Society. Kurukshetra: Research.

- Khanna, J.K. (1984). Fundamentals of Library Organisation. New Delhi: EssEss.
- Krishan Kumar (1987). Library Organisation. New Delhi: Vikas.
- Mahajan,P.(2010).School Libraries in India: present–day Scenario. Library Philosophy and Practice.PP.1–16.
- McMenemy,D.(2008).The Public Library. London: Facet
- Nonthacumjane,P.(2011).Key Skills and Competencies of a new generation of LIS Professionals . IFLA Journal,1–16.<http://dx.doi.org/10.1177/0340035211430475>
- Prasher, R. G.(1991).Information and its Communication. New Delhi: Medallion.
- Professional Ethics. <http://www.ala.org/tools/ethics>
- Ranganathan, S. R. (1953). Library Legislation: handbook to Madras Library Act. Madras: Madras Library Association.
- Ranganathan, S. R. (1988). Five Laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Report on Public Library. Reading habits and socio–cultural change.http://rrrlf.nic.in/OldWebsite/pdf/Report_On_PublicLibrary.pdf
- Saini, O. P. (2003). Granthalaya evam Samaj.Aagra.Y.K.
- Sharma, P.S.K.(1998).PustkalayaaurSamaj. New Dehli: GranthAkadmi.
- Sharma, Pandey S. K. (1987). Libraries and Society. New Delhi: EssEss.
- Tripathi, S.M., Laal, C.&K.K.(2014). GranthalayaevamSamaj .NewDehli: EssEss.
- Venkatappaiah, V. (1994). Model Library Legislation: Model Public Library act and rules made therein for the constituent state and union territories. New Delhi: Concept.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BC-102
KNOWLEDGE ORGANISATION

Course Objectives

This course explains the importance of Library Classification and Cataloguing while organizing knowledge. It also familiarises the students with the fundamental concepts/terms associated with. After completing this course, students will be able to identify and describe the need, purpose and function of library classification and cataloguing. The students will be introduced to different species of library classification and will be exposed to some major systems of general and special schemes of library classification developed over the last 120 years and also to the current trends and developments in library classification and cataloguing.

Unit-I

- Different Approaches to Documents
- Library Classification : Definition, Need, Purpose
- General Theory of Library Classification

Unit-II

- Species of Library Classification
- Notation, Call Number including Book Number Schemes, Isolates
- A detailed study of Library Classification Schemes: Dewey Decimal Classification, Library of Congress Classification, Colon Classification & Universal Decimal Classification
- Contribution of CRG; Switching Languages – BSO

Unit-III

- Catalogue (Concept, Historical Development, Inner and Physical Forms)
- Normative Principles of Cataloguing
- Centralized and Cooperative Cataloguing,
- Concept of CIS & CIP
- ISBN & ISSN
- Filing Rules

Unit-IV

- National Library Catalogue: Library of Congress Online Catalog
- Union Catalogue-INDCAT,WorldCat, NUCSSI, OAIster.
- Standards of Bibliographic Records Formats and Description: AACR ,CCC , CCF, MARC-21,RDA
- SKOS; Folksonomy (General Concept)

Unit-V

- Index: Concept, Functions & Types; Pre-coordinate Indexing: Chain Indexing & PRECIS
Post-coordinate Indexing: UNITERM; Title based Indexing : KWIC & KWOC
- Abstract: Concept, Types & Guidelines

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Batley S. (2005). Classification in Theory and Practice. Oxford: Chandos.
- Bhargav, G.D. (1998). GranthalayaVargikaran.siddhant evam prayog. Bhopal: Madhya Pradesh Hindi GranthAkadmi.
- Bliss,H.E.(1933).The Organization of Knowledge in Libraries and the Subject Approach to Books. New York: Wilson.
- Broughton V. (2005). Essential Classification. London: Facet.
- Broughton,V.(2011).Essential Library of Congress Subjects Headings. London: Facet.
- Broughon,V.(2015).Essential Classification.(2nd Ed.).London: Facet.
- Chambers,S.(Ed.)(2013).Catalogue 2.0:the future of the library catalogue. London: Facet.
- Chan, L.M. (2007). Cataloguing and Classification: an introduction, (3rd Ed.) Lanham: Scarecrow.
- Chan, L.M. &SalabaA.(2016).Cataloging and Classification: an Introduction. (4th Ed.) London: Rowman and Littlefield.
- Chowdhury,G.G.&Chowdhury,S. (2007).Organizing Information: from the shelf to the web. London: Facet.
- Chowdhury,G.G.(2010).Introduction to Modern Information Retrieval.(3rd Ed.). London: Facet.
- Dhayani, P. (2005). PustkalayaVargikaran. New Dehli: EssEss.
- Dhyani,P.(1998). Library Classification: theory and principles. New Delhi: Wishwa.
- Foskett,A.C.(2012).The Subject Approach to Information.(6th Ed.).London: Facet.
- Girja Kumar &Krishan Kumar (1975). Theory of Cataloguing .New Delhi: Vikas.
- Husain, S. (2004). Dewey Decimal Classification: a complete survey of Twenty Two editions. Delhi: B.R.
- Husain, S. (2004). Library Classification: facets and analysis. (2nd Ed.). Delhi: B.R.
- Jaiswal,B.(2016).A Manual of Library Classification. New Delhi: Alfa.
- K.Kumar (2004). Theory of Classification. New Delhi: Vikas.
- Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas.
- Mallby,A.(1972). Classification in the 1970's.London: Clive Bingley.
- Mills, J. (1960). A Modern Outline of Library Classification .London: Chapman and Hall.
- Needham,C.D.(1971). Organising Knowledge in Libraries. (2ndrev. ed.) London: Andre Deutach.
- Ohdedar, A.K.(1994). Book Classification. Calcutta: Bengal Library Association.
- Raju,A.A.N.(1984). Decimal, Universal Decimal and Colon Classification. Delhi: Ajanta.
- Ranganathan, S.R (2006). Philosophy of Library Classification. New Delhi: EssEss.
- Ranganathan,S.R.(1959). Elements of Library Classification. London: The Association of Assistant Librarian.
- Ranganathan,S.R.(2006). Prolegomena to Library Classification. (3rded.). New Delhi: EssEss.

- Satija, M.P. & Agarwal, S.P. (1990). Book Numbers: some Indian methods. New Delhi: Concept.
- Satija, M.P. (1987). A Primer on Ranganathan's Book Number. Delhi: Mittal.
- Satija, M.P. (2013). Briefs on the 19th (1979) to the 23rd Edition (2011) of Dewey Decimal Classification. *DESIDOC Journal of Library & Information Technology*, Vol. 33(4). PP. 277-288.
- Satija, M.P. (2013). The Theory and Practice of the Dewey Decimal Classification. (2nd Ed.). Oxford: Chandos.
- Satija, M.P. (2012). The DDC 23rd Edition (2011): an appraisal. *SRELS Journal of Information Management*, 49 (1). PP.1-4.
- Satija, M.P. (2011). Guide to the Theory and Practice of Colon Classification. New Delhi: EssEss.
- Satija, M.P. (2013). Dewey Decimal Classification: Edition 19 (1979) to Edition 23 (2011). New Delhi: EssEss.
- Satija, M.P. and Singh, J. (2013). Colon Classification: a requiem. *DESIDOC Journal of Library & Information Technology*, 33(4). PP.265-276.
- Sayers, W.C.B. (1967). A Manual of Classification for Librarians. (4th Ed.). Andre Deutsch: London.
- Sayers, W.C.B. (1955). A Manual of Classification for Librarians and Bibliographers. (3rd Ed.). London: Andre Deutsch.
- Sayers, W.C.B. (1958). An Introduction to Library Classification. (9th Ed.). London: Grafton.
- Sengupta, B. (1974). Cataloguing: its theory & practice. Calcutta: World Press.
- Sharma, Pandey S. K. (1986). Cataloguing theory. New Delhi: EssEss.
- Sharma, C.K. & Sharma, A.K. (2007). Library Classification. New Delhi: Atlantic.
- Sharma, P.S. (1985). Pustkalaya Suchikaran Siddhant. Allahabad: LokBharti.
- Sood, S.P. (1998). Granthalaya Suchikaran ke Siddhant. Jaipur: Raj.
- Taylor, A.G. (2005). Wyner's Introduction to Cataloging and Classification. (9th Ed.). Westport, Connecticut: Libraries Unlimited.
- Tripathi, S.M. & Shoukeen, S.N. (2012). Granthalaya Vargikaran ke mool Tatva. New Delhi: EssEss.
- Tripathi, S.M. & Shoukeen, S.N. (2012). Prasukhikaran Siddhant ke Mool Tatva. New Delhi: EssEss.
- Verma, A.K. (1998). Prayogatmak A.A.C.R.2. Raipur: Central Book House.
- Viswanathan, C. G. (1983). Cataloguing: theory and practice. Lucknow: Print House.
- Welsh, A. & Batley, S. (2012). Practical Cataloguing: AACR, RDA and MARC21. London: Facet.

SYLLABAUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BC-103 PR
LIBRARY CLASSIFICATION PRACTICE-I

Course Objectives

In this course the students will be introduced to Dewey Decimal Classification (DDC) and C.A.Cutter's Three -figure Author Table, The students will be provided hands-on practice. After completing this course the students will be able to derive call number in Libraries and Information Centers using DDC and C.A.Cutter's Three -figure Author Table.

Classification of Documents (Using DDC 23rd edition)

Practical Classification of Simple, Compound and Complex Subjects involving use and application of Three Summaries and Tables 1-6.

Unit I

Classification of documents with Simple Subjects

Use of Summaries

Unit II

Classification of Documents using Table 2 & Table 3

Use of Relative Index

Unit III

Classification of Table 3 A, 3 B & 3 C

Unit IV

Classification of Document using Table 4 & 5

Unit V

Classification of Document using Table 6

Assignment of Book Number

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Structure of the Question paper

Question Paper will be divided into two sections.

Section I

This section will contain 10 Titles. Class number and Book Number are to be derived for all the titles. The CA Cutter's Three-Figure Author table is to be used for Book Number. This section will be of 40 marks.

Sample of Titles

Biology of Chordates by B.N.Pandey and VartikaMathur

Library and Society by J.K.Khanna

Section II

This section will contain 15 Titles. 12 Titles are to be classified out of 15 and only class number should be provided. Digit by digit interpretation of each class number is required. This section will be of 60 marks.

Sample of Titles

Libraries in India

Translation of Hindi language document in French language.

SYLLABAUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BC-104 PR
LIBRARY CATALOGUING PRACTICE-I

Course Objectives

In this course, the students will be introduced to Anglo American Cataloguing Rules AACR 2R and Sears's List of Subject Headings, their basic features and rules. The students will be provided hands-on practice. After completing this course the students will be able to make catalogue entries of the different types of publications such as books, Journals, Conference Proceedings Motion Pictures, Video recording etc. by using AACR 2R and Sears's List of Subject Headings Sears's List of Subject Headings.

Cataloguing of Documents (Using AACR-2R)

The catalogue entries will be confined to Print and Non-Print media (Motion Pictures, Video recording and Microforms. Cataloguing is to be done by AACR-2R using Sear's List of Subject Heading.

Unit-I

One Author and Two Authors

Unit-II

Three Authors & More than Three Authors

Editorial Publications

Unit-III

Multi-Volume

Pseudonymous

Unit-IV

Periodical Publications

Corporate Body

Government Publications

Unit-V

Non-Print Publications

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Structure of the Question Paper

Question Paper will be divided into two sections. .

Section I

There will be 10 entries. All entries are to be transcribed. This section will be of 40 marks. Sample of the entries is given below.

VII,235p

Newyork: Academic Press,2017

Section II

Out of 5 Titles, 04 Titles are to be catalogued fully. This section will be of 70 marks. Sample of the entry is given below:

Title Page of the Book

Fundamental of Criminal Law
An Instructional Manual
Second edition
Keat Sang
Tiffany Gilvin
Janes Edward
MajorieDimit

Verso of the Title Page

© 1908, 1977, 1998 by Mac Million 1992 by Taylor Inc.
© 2011 by Blackwell Inc.
A Dinashaw Company
Ferencrof Village
Danvers, Massachusetts

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BC-105

INFORMATION TECHNOLOGY IN LIBRARY AND INFORMATION CENTRES

Course Objectives

The course objectives are to acquaint the students to the concept of information technology, its development; different components of information technology and their applications on library operations. This course will also inform the students regarding application of computers to library routines and the concept of library automation, various modules and sub-modules of a library automation software packages and their general features and functionalities, important Library Management Software packages available in the market and standards in library automation and resource sharing.

Unit-I

- Computer Technology: Generations, Classification, The Computer System, Computer Memory and Storage
- Operating System–Concept, Evolution, Types and Functions
- Computer Software–Concept & Categories
- Software Piracy–Concept &Types

Unit-II

- Programming Languages–Types
- Algorithm & Flowchart
- DBMS–Concept, Need, Components, Types, Models &Architecture
- Computer Network–Client/Server Network and Peer to Peer Network, Categories: LAN, MAN and WAN, Network Topologies and Network Devices

Unit-III

- Internet: Basics
- Web 2.0 and 3.0; Library 2.0: Concept, Characteristics and Components
- Application of Mobile Technology in Libraries: Library App, SMS Alert, Mobile Library Instruction, Mobile Library Websites, Mobile OPAC and Reference Enquiry
- Digital Library: Basics

Unit-IV

- Library Automation– Concept, Purpose and Evolution
- Library Automation: Evolution, Implementations and Areas (Acquisition, Cataloguing, Circulation Serial Control)

Unit-V

- Standards for Library Automation
- RFID, RSS FEED
- Retro Conversion: Concept, Issues and Solutions
- Barcoding: Concept and Applications

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Chauhan, K. & Mahapatra, R. K. (2013). Open Access e-resources in Library and Information Science. New Delhi: EssEss.
- Chowdhary, G G, & Chowdhary, Sudha. (2003). Introduction to Digital Libraries. London: Facet.
- Devrajan,G.(2014). Information Technology and Library Automotion. New Delhi: EssEss.
- Emergent learning.(2015).Introduction to Computers and Information Technology. (2nd Edition),London: Pearson.
- Goel,S.,Bansal,R. &Banerjee,S.(2018). A Text Book Of Information Technology. New Delhi: Goyal
- ITL Educational Solutions (2006). Introduction to Information Technology. Singapore. Pearson.
- Joiner, I. (2018).Emerging Library Technologies: it's Not Just for Geeks. Sawston: Chandos.
- Kaul, H. K. (1992). Library Networks: an Indian experience. New Delhi : Virgo
- Laal,C. (2009).GranthalayaevamAadhunikProdhyogiki.NewDehli: EssEss.
- Lal,C.(2009). GranthalayaavemSoochanaProdoyogiki. New Delhi: EssEss.
- Leggett,E.R.(2015). Integrating the Web into Everyday Library Services. Lanham: Rowman& Littlefield.
- McMenemy,D.&Poulter,A.(2005).Delivering Digital Services: a handbook for public libraries and learning centres. London: Facet.
- Mishra,P.K.&Naim,R. (2008).SoochnaProdhyogikievamPustkalaya. New Dehli: Rajat.
- Mishra,V.K.(2016). Basics of Library Automation KOHA Library Management Software and Data Migration: challenges with case studies.
- Phadke,D.N.(2018).Library Information Technology. Pune: Universal.
- Satyanarayana, N. R. (1995). A Manual of Computerization in Libraries. New Delhi: Viswa.
- Satyanarayana, N.R.&Khan,A.M.(2014). A Manual of Library Automation and Networking. (3rd.Ed.),New Delhi: EssEss.
- Sharma, P.S.K. (1996). Computer aurPustkalaya. New Dehli: GranthAkadmi.
- Sharma, R. (2005). Computer keMoolbhootSidhhant.. Allahabad: Sahitya Bhawan.
- Sharma, R. (2005). Internet aur Web Page Designing,Jaipur:Raj.
- Sharma,B.K.& Thakur, U.M. (2013).PustkalaySuchna Vigyan evamSuchnaPraudhogiki. Aagra: Y.K.
- Suseela,V.J.&Uma,V.(2017).Automation of Library Integrated Operations: a how to do manual. New Delhi: EssEss.
- Tredinnick, Luke.(2006). Digital Information Contexts: theoretical approaches to understanding digital information. Oxford: Chandos.
- Tripathi, S.M. (1998). PralekhanevamSuchnaSewayein au rNetworks.Aagra.Y.K.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BDSE-101a
ETHICS IN LIBRARIANSHIP

Course Objectives

Students will understand the concept of ethics and professional ethics. This course will be able to apprise the key ethical issues involved in professional life and various codes of ethics given by different library associations. The students will be able to develop skills to face the challenges of library profession in ethical manners.

Unit-I

- Librarianship as a profession
- Ethics: Concept, origin and History

Unit-II

- Professional Ethics: Concept, Objectives and Importance
- Professional Ethics for Librarianship
- Facets of LIS Code of Ethics
- Committee on Professional Ethics(COPE)

Unit-III

- American Library Association Code of Ethics
- IFLA Code of Ethics for Librarianship
- Code of Ethics for LIS Profession in India

Unit-IV

- Code of Ethics in Digital Era
- Issues such as Privacy, Authenticity /validity, Accuracy in digital era
- Authority in Implementation

Unit-V

- Teaching Ethics in LIS
- Methods
- Learning Resources
- Evaluation
- Recommended Books:

Note: Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Chopra, H. R. (1989) Librarianship: as a profession in India, Jodhpur: Jain Brothers.

- Coblans, H.(1974) Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited.
- Jayshree,Suresh.Human Values and Professional Ethics .Delhi: Chand.
- Margarita,P.P.(2018).Ethics Management in Libraries and Other Information Services.Sawston.Chandos.
- Mukherjee, A.K (1957). Librarianship: its philosophy and history. Bombay, Asia Publishing House.
- Ranganathan, S.R. (1997). Five Laws of Library Science. Bombay: Asia Publishing House.
- Subramanian,R.(2017)Professional Ethics. Oxford: Oxford University Press.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
First Semester
BDSE-101b
INTERNET FOR LIBRARY AND INFORMATION SERVICES

Course Objective

The course objectives are to describe the Internet and related aspects of it. Student will develop competency in the use of Internet use and its application for library and information services.

Unit-1

- Internet: Concept, Evolution & Components
- Internet Terminologies- Browser, WWW, Website, Webpage, URL, URI, HTTP, Hypertext, Protocol, Search engine
- Internet: Architecture
- Application of Internet on Library and Information Centers

Unit-II

- Working of Internet
- Internet Connection and Access methods
- Internet Addressing System – IP address and domain name system
- Internet, Intranet and Extranet

Unit-III

- Internet Resource Access Tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW
- Web Retrieval Tools – subject directories, search engines and Meta search engines
- Distributed Information System and Library: Web 2.0, Library 2.0, Linked data, Cloud computing, Semantic Web.

Unit-IV

- Internet Sources: an overview
- Internet Security: Threats and Measures

Unit-V

- Plagiarism and The Internet
- Indian Copyright Law on Internet
- Information Ethics

Note: Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Bradley,P.(2017)Expert Internet Searching.London:Facet.
- Bradley, P., &Aslib. (2000). World Wide Web: how to design and construct web pages. London: ASLIB.
- Bradley, P. (2007). How to use Web 2.0 in your library. London: Facet.
- Comer,D.E.(2018)The Internet Book.UK:Taylor& Francis.

- Tate, M.A. (2018) Web Wisdom: how to evaluate and create quality on the web. UK: Taylor & Francis

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BC-206

MANAGEMENT OF LIBRARY & INFORMATION CENTRES/INSTITUTIONS

Course Objectives

The course objectives are to acquaint the students with the concept of management and library management. After completing this course students would be able to understand various practices and processes followed in libraries and information centers and how to achieve excellence by applying management techniques and principles.

Unit-I

- Management: Principles, Functions and School of thoughts
- Scientific Management: Concept, Principles and Techniques
- TQM: Concept, Principles & Techniques; Six Sigma

Unit-II

- Human Resource Management: Basics
- Job-analysis, Job description, Job Specification & Job-evaluation
- Recruitment and Selection
- Motivation
- Training and Development
- Performance appraisal

Unit-III

- Library Finance
- Library Budget
- Annual Report
- Library Statistics

Unit-IV

- Library Organisational Structure (Formal & Informal; Process of structuring; Characteristics of Division)
- Library Staff Formula
- Library Committee
- Standards for Library Building and Furniture

Unit-V

- Book Selection Principles and Tools
- Acquisition of Documents: Books etc.
- Acquisition and Recording of Periodicals
- Technical Processing
- Circulation of Documents
- Maintenance includes Shelving, Stock Verification and Preservation and conservation)

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Ansari, M.M. (2005).Pustakalaya Sangathan evam Prabandh. Varanasi: Kala Prakashan.
- Crosby, P.B. (1979). Quality is free. New York: McGraw-Hill. Delhi: Metropolitan.
- Edward, E. G.(1982). Techniques for Librarians. NY: Academic.
- Evans, G.E. (Ed.) (1986). Management Information systems. New Delhi: Chand.
- Evans,G.E.&Alire, C.A.(2013).Management Basics for Information Professionals.(3rd Ed.).London: Facet
- Johnson,P.(2018).Fundamentals of Collection Development and Management.(4th Ed.).London: Facet.
- Katz, W.A.(1980). Collection Development Selection of Materials for Libraries.
- Krishna Kumar (1987). Library Administration and Management. Delhi: Vikas.
- Kumar, P.S.G. (2003). Management of Library and Information Centres. Delhi:B. R.
- Mahapatra,P.K.(2002).Human Resource Management in Libraries. New Delhi: EssEss
- Mahapatra, P. K.(1997). Library Management. Calcutta: World Press.
- Mittal, R.L. (1984).Library Administration: theory and practice. (4th Ed.) NewYork: HRW.
- Paranjpe, V. (1997). Strategic Human Resource Management. New Delhi: Allied.
- Ranganathan, S.R. (1954). Library Administration. Bangalore: Sharada Ranganathan Endowment for Library Science.
- Siwatch, A. S. (2004). Library Management: Leadership Style Strategies and Organizational Climate. New Delhi. Shree.
- Stuert, R.D. and Moran, B.B. (2004). Library and Information Center Management. Colorado: Libraries Unlimited.
- Tripathi, S.M. (2012). Granthaaya Prabandh. Agra: Y.K.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BC-207

INFORMATION SOURCES AND SERVICES

Course Objectives

This course will provide students a detailed knowledge of Information sources and services content, media and publication status; describe the types of databases available for online Further, it explains the development of reference and information service; different types of condensation services like abstracts, digests and other value-added services; and comprehend the impact of ICT and web technology on the provision of these services. Through this course students will be able to handle reference and information queries of the users in Library and Information Centres.

Unit-I

- Sources of Information including Documentary and Non Documentary–An overview
Detailed study of the following sources:
- Encyclopedias– Encyclopedia Britannica, Encyclopedia of Library and Information Science
- Dictionaries– Oxford English Dictionary, Webster’s Dictionary of the English Language

Unit-II

Detailed study of following sources:

- Biographical sources–India’s Who’s Who, International Who’s Who
- Geographical Sources–The Columbia Gazetteer of the World Online, The Times Comprehensive Atlas of the world, Maps of India.com

Unit-III

Detailed study of following sources:

- Statistical Sources– Facts on File, World News Digest, Indiastat.com
- Bibliographies: Indian National Bibliography, British National Bibliography, Book in Print, Indian Book in Print, IBSS
- Ready Reference Sources–India: A reference annual, Manorama Year Book, World of Learning

Unit-IV

- Institutional and Human Resources: Invisible Colleges
- Electronic Information Resources: Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums/Groups

Unit-V

- Documentation: Concept and History
- Information Services and its different types– Reference, Referral, CAS including Current contents(Database),SDI and Document Delivery
- Community Information Services
- Collaborative Services: Social Networks, Social Tagging, Social Bookmarking

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended Books

- Ali,A.(2004). Reference Services and the Digital Sources of Information. New Delhi: EssEss.
- C, Laal. &K.Kumar. (2001). PralekhanevamSoochna Vigyan. New Dehli: EssEss.
- Cassell,K.A.&Hiremath,U. (2018). Reference and Information Services. an introduction (4thEd.).London: Facet.
- Chaturvedi, Devidutt. (1993). SandarbhbSevakeVividhAayam. Mumbai: Himalaya.
- Chauhan,K.&Mahapatra,R.K.(2013).Open Access e-resources in Library and Information Science. New Delhi: EssEss.
- Cox,A.(2005).Portals: people, processes and technology. London: Facet.
- Dhiman, A. K. & Y. Rani (2007). Resource Sharing and Library & Information Networks .New Delhi: EssEss.
- Grogan,D.(1984). Science & Technology: an introduction to literature. London: Clive Bingley.
- Guha,B.(1983). Documentation and Information: Services, Techniques and Systems. (2nd Ed.).Kolkatta: World Press.
- Jurewicz,L.&Cutler,T.(2009).High tech, high touch : library customer service through technology. New Delhi: EssEss.
- Katz, W.A. (2000). Introduction to Reference Work, London: Butterworths.
- Krishna Kumar (2003). Reference Service. (3rd Ed.).New Delhi: Vikas.
- Kulshersht, A. (1985). SandarbhbSewa Siddhant evamVyavahar. Allahabad: LokBharti.
- Lonsdale,M.(2003). Global Gateways: a guide to online knowledge networks. Camberville: ACER.
- Rao, I.K.R(2001). Electronic Sources of Information. Bangalore: DRTC.
- Saxena, L. S. (2001). PramukhSoochnaSiraut. Bhopal: BhanushriPustak .
- Sehgal, R.L. (1996). An Introduction to Library Networks. New Delhi: EssEss.
- Sharma, J.S & Grover, D.R (1998). Reference Service and Sources of Information. New Delhi: EssEss.
- Shukla,A.(2016).Rise of Social Media Blogs, Social Bookmarking And Micro Blogging. Gwalior: Shanti.
- Singh,G.(2013). Information Sources, Services and Systems. Delhi: PHI Learning.
- Singh,S.(2001). Hand Book of International Sources on Reference and Information. New Delhi: Crest.
- Suseela,V.J.&Uma,V. (2017). Data Management for Libraries: understanding DBMS, RDBMS, IR technologies and tools. New Delhi: EssEss.
- Tatnall,A.(2005).Web Portals : the new gateways to internet information and services. Hershey: Idea Group.
- Tripathi, S.M. (2013). SandarbhevamSuchnaSevake Naveen Ayaam. Aagra: Y.K.
- Verma, R. (1983). Pralekhhan.Patna:Bihar Hindi Granth Akadmi.

- White, C.M. (1973). Sources of Information in the Social Sciences: a guide to the literature. (2nd Ed.). Chicago: ALA.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BC-208 PR
LIBRARY CLASSIFICATION PRACTICE-II

Course Objectives

After accomplishing this course the students will know the origin and working of the Colon Classification scheme including Book Number Formula as given by Dr.S.R.Ranaganathan. This course will help the students to learn basic operations involved in number building and classifying the documents according to this scheme.

Classification of Documents (Using CC 6th reprint edition)

Deriving class number and book number of simple, compound and complex subject by using Colon Classification scheme.

Unit I

Main Classes, Facet Formula & Devices

Unit II

Language Isolates, Time Isolates, Space Isolates

Unit III

Common Isolates

Unit IV

Phase Relation

Unit V

Ranganathan's Book Number

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Structure of the Question paper

Question Paper will be divided into two sections.

Section I

This section will contain 10 Titles. Class number and Book Number are to be derived for all the titles. Section will be of 40 Marks.

Sample

National Institute of Rural Development (Hyderabad, 1958)
Research in Chemical Science

Section II

12 Titles are to be classified out of 15 and only class number should be provided. Digit by digit interpretation of each title is required. This section will be of 60 Marks.

Sample

Circulation of books in university libraries in south India
Rice growing states in British India

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BC-209 PR

LIBRARY CATALOGUING PRACTICE-II

Course Objectives

This course will help the student to understand the feature of Classified Cataloguing Code, types of entries made and different parts of entries of Classified Catalogue Code and various sections of entries. They will also be aware with chain procedure. It will also cover the main elements in the MARC 21 bibliographic format; understand how MARC encodes bibliographic content; learn strategies for "reading" a MARC 21 record, and prepare MARC records.

Cataloguing of Documents

The catalogue entries will be confined to Print and Non-Print media (Motion Pictures, Video recording and Microforms. Cataloguing is to be done by Classified Catalogue Code (CCC)(5th Ed.) using Chain Procedure for Subject heading and by using MARC Code.

Unit-I : Introduction to CCC, One, Two & Three Authors

Unit-II : More than Three Authors, Pseudonym Author & Periodical Publications

Unit-III : Multi Volumes, Corporate Bodies, Government Publications & Non-Print publications

Unit-IV : MARC code for Print Publications

Unit-V : MARC code for Non-print publications

Note. Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.)

Structure of the Question Paper

Question Paper will be in two Groups and four sections.

Group One (CCC, 5th Ed.)

Section I

This Section will have 05 entries. All entries are to be transcribed. This section will be of 20 marks. Sample of the entries is given below:

VII, 235p

Newyork: Academic Press, 2017

Section II

Out of 3 Titles, 02 Titles are to be catalogued fully. This section will be of 30 marks. Sample of the entry is given below:

Title Page of the Book (Sample)

HISTORY OF BRITISH EMPIRE
(In 5 Volumes)
A ANDERSON, WILHEIM DELHY
R A WINCHEL
Edited by
NEYIL SHUTE NORWAY
(Sixth Revised edition)
LONDON

Verso of the Title Page (Sample)

V56 N34.1, N34.4-N 34.5
The document is entered at 2222-2224. It is popularly known as 'International library of British history, Number 51.
This library has only Vol. I, IV and V. Vol. I was published in 1934. It contains 211 pages. Vol. I and Vol. III were published in 1935. Vol. IV and Vol. V were published in 1936.
Vol. I and Vol. III were published in 1935 Vol. IV and V were published in 1936

Group Two (MARC Code)

Section III

There will be 05 entries. All entries are to be transcribed. This section will be of 20 marks. Sample of the entry is given below:

1995, 2000, 2013
The Scarecrow Press

NB 933. F44

Section IV

Out of 03, Titles 02 titles are to be catalogued fully. This section will be of 30 marks. Sample of the entry is given below:

Title page of the book (Sample)

LOOKING FOOD IN PRINT
Fourth edition

Roger C. Parker, B.A, March
Patrick Berry, B.H.Sc. M.Anim.

Verso of the title page (Sample)

Coriolis Group Book.
Lincoln House, Hill of Nature, Harward
242 Wifer Avenue, New York 0174-201
First published 1980
Second published 1985
Third edition 1995

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BC-210 PR

INFORMATION TECHNOLOGY IN LIBRARIES AND INFORMATION CENTRES (PRACTICE)

Course Objectives

This course provides hands-on training to the applications of Information Technology in the organization. It includes automation in libraries (in various housekeeping operations), word processing software (Microsoft Office package) and library software like Koha, WINISIS, etc. Through this course the student develops skills and very basic understanding of application of information technology in library environment.

Unit-I : Operating Systems (DOS, Windows)

Unit-II : MS-Office

Unit-III : Library Software: WINISIS and KOHA

Unit-IV : Searching Internet and OPAC & Web- OPAC

Unit-V : Content shall be added at the beginning of the semester

Notes:

- This paper will spread in both the semesters and practical with viva-voce examination will be held in second semester.
- Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE
Semester System
Second Semester
BGE-201
LIBRARY AND INFORMATION USE SKILLS

Course Objectives

As Library and Information use skills is a course focusing on both the concepts and skills needed to use Library and Information resources for research, presentation and other assignments, the purpose of the course is to provide students with a basic understanding of the library structure, methods, tools and the skills. Course will also focus on developing the competency in formulating the search statement and using scholarly publication for research, presentations, and other class assignments. Ethical and Legal issues of using information is also one of the component of the course to aware the students about it.

Unit-I

- Role of University Library in Teaching and Research
- University Library Structure, Sections, Resources and Services

Unit-II

- Understanding Knowledge Organization in Libraries and its Methods and Tools
- Difference between searching the Web and searching library Web-based databases.

Unit-III

- Scholarly Publication: an overview
- Popular Databases: an overview
- Search Strategy: Concept
- Database search Terminology
- Developing search Strategy

Unit-IV

- Citing the sources: Concept
- Citation Style Manuals
- Paraphrasing
- Plagiarism

Unit-V

- Ethical/Legal Issues of information use.
- Copyright, Privacy and Censorship
- Difference between information covered by Creative Commons, in the public domain and information protected under copyright law.
- Principles of fair use

Notes.

- The course consists of presentations, discussion in-class as needed, labs and exercises and assignments.
- Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.
- Course contains diverse aspects and focus of the teaching will be to provide current knowledge on the subjects given in the course therefore reading materials will be recommended by the faculty at the time of discussing the topics in the class.

SYLLABUS
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
Semester System
Second Semester
BSEC-201
COMMUNICATION FOR CAREER BUILDING

Course Objectives

The objective of this course is to help the students to develop basic communication skills for career building. Students will learn to prepare applications, resume & power point presentation. They will also learn how to prepare and face job interview. Communication is very important in libraries as in other organizations because it allows libraries to be productive and operate effectively for users. Library professionals can experience an increase in morale, productivity and commitment if they are able to communicate in the communication chain. Course helps students to develop on-job skills like correspondence with Government/Authorities, prepare office orders, enquiries and replies.

Unit-I

- Preparing for a Career
- Identification of Job

Unit-II

- Written Communication I:
- Writing an application for Job
- Preparing a Resume/CV, Covering Letter & PPT for Job

Unit-III

- Oral Communication:
- Preparing for Job Interview
- Participating in Group Discussion

Unit-IV

- Written communication II: Organisational Communication
- Preparing Letter, Notices, E-mail, Agenda, Minutes & Press Release

Unit-V

- Interpersonal & Leadership Skills
- Managing Time and Stress

Note: Each student will maintain Practical Record/prepare Assignments and submit the same as per the instruction provided by the concerned faculty.

Recommended books

- Dalton, T. (2019) *The Joy of Missing Out: Live More by Doing Less*. Nashville: Thomas Nelson.
- Gerardus, B. (2019). *Stress management A Complete Guide*. 5 Star cooks.
- Krogerus, M. & Tschappeler, R. (2018) *The Communication Book*. USA: Penguin.
- Owen, K. & Watson, M. (Eds.) (2015) *Building Your Portfolio: The CILIP Guide*. London: Facet
- Pantry, S. & Peter, G. (2003) *Career Success*. London: Facet.

