PROGRAMME GUIDE

BACHELOR OF LIBRARY & INFORMATION SCIENCE

SESSION 2018 _19

- **Scheme of Examination**
- **Detailed Syllabus**

DR.C.V.RAMAN UNIVERSITY

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DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.LIB.)

Duration - 12 Months (1 Years)   Eligibility – Graduation in any discipline.

SCHEME OF EXAMINATION

Course Code	Nature of the Course	Name of the Course	Credit				Total Marks	Theory		Practical Marks		Assignment	
			L	P	T	Total		Max	Min	Max	Min	Max	Min
First Semester													
3010112601	Core	Library and Society	3	-	1	4	100	70	23	-	-	30	15
3010112602	Core	Library Management	3	-	1	4	100	70	23	-	-	30	15
3010112603	Core	Library Classification Theory	3	-	1	4	100	70	23	-	-	30	15
3010112604	Core	Documentation and Information Science	3	-	1	4	100	70	23	-	-	30	15
3010122601	Skill based training	Library Classification Practice	-	4	-	4	100	-	-	100	50	-	-
			12	4	4	20	500	280	92	100	50	120	60
Second Semester													
3010212601	Core	Reference and Information Sources	3	-	1	4	100	70	23	-	-	30	15
3010212602	Core	Information Services	3	-	1	4	100	70	23	-	-	30	15
3010212603	Core	Library Cataloguing Theory	3	-	1	4	100	70	23	-	-	30	15
3010212604	Core	Information Technology Application	3	-	1	4	100	70	23	-	-	30	15
3010222601	Skill based training	Library Cataloguing Practice	-	4	-	4	100	-	-	100	50	-	-
			12	4	4	20	500	280	92	100	50	120	60

Evaluation Scheme

- Minimum marks required to pass in each theory paper in a semester shall be 33% .
- Minimum marks required to pass in a semester shall be 50% in each Practical/Assignments/Fieldwork Project /Dissertation.

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SEMESTER- 1st | Subject Code: 3010112601
Course: B. Lib. I. Sc. | Max. Marks: 70
SUBJECT: LIBRARY AND SOCIETY | MIN. MARKS: 23

Objective : The objective of teaching this paper is to make the students aware about the basic concept and types of library and the interrelation between the Library & the Society.

Unit 01

* Ancient and Modern Libraries.
* Philosophy of Librarianship.
* Librarianship as a profession.
* Role of the Library in formal and Informal Education.
* Role of the Library in improvement of reading habits.
* Five Laws of Library Science and Implications in Library & Information Center.

Unit 02

* Types of Libraries: Normal, Public, Academic and special.
* Development of Libraries with special reference to India.
* Libraries movement in U. K. and USA.
* Library Legislation need and purpose and advantages.
* Library Legislation in Indian States.
* Detailed Study of Chhattisgarh Public Library Act.

Unit 03

* Intellectual Property Rights (IPR).
* Delivery of Book Act, Press and Registration Act, copyright Act. Censorship.
* Professional Associations and their role in the Development of Libraries.
* National Level Promoters – RRRLF, ILA etc.
* International Level Promoters – UNESCO, FID, IFLA etc.

Unit 04

* Library Cooperation, Resource Sharing : Concepts, need, purpose.
* Area of resource sharing Impact of IT on Resource Sharing,
* User studies, user Education, Library Extension services,
* Community information Centres and services.

Unit 05

* National & International Organizations.
* Professional Associations: IFLA, ALA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS.
* Objectives, function and Activities.
* Organizations : NISCAIR – Objectives, Programmes and activities.

Reference Books :

1) Sharma P. Pustakalya Aur Samaaj, University Publication, Jaipur
2) Dr. Saxena L. S. Pustakalya Aur Samaj, M.P. Hindi Granthalaya Academy Bhopal.
3) Dr. Pandey & Sharma S.K. Pustakalya Aur Samaj, Prantha Academy NewDelhi.
4) Prof. Joshi J. P., Pustakalya Aur Samaj, Ravat Publication- New Delhi.
5) Dr. Kaushik Dinesh Ku., Pustakalya Aur Samaj, Kalpana Publication.
6) Champavat G. S., Pustakalaya, Suchana Aur Samaj,

Outcome : After studying this paper students are able to know about the basic concepts and the interrelation between the library & the society and after that they can rander their services for the development of the society.

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SEMESTER- 1st   **Subject Code: 3010112602**
Course: B. Lib. I. Sc.   **Max. Marks: 70**
SUBJECT: **LIBRARY MANAGEMENT**   **MIN. MARKS: 23**

Objective : The Objective of teaching this paper is to know make the students aware about the management system of the library and the library management procedure.

Unit 01
* Concept definition, History and Scope of Management.
* Management School of Thought.
* Principles Management .
* Elements of Management Process : POSDCORB.
* Functions and Principles of Scientific Management .
* Applications in Libraries and Information Centres.

Unit 02
* Building and Planning of Library (Concept, Definition, Need, Purpose Types
  Policies & Procedures.
* Human Resource Management Organizational Structure.
* Library Rules and Regulations.
* Staff Recruitment, Selection and Training, Staff Formula.
* Staff Manual.

Unit 03
* Financial Management – Concept, Definition, Need and purpose.
* Budget and Budgeting Techniques and Methods – PPBS, Zero base
  budgeting, Budgeting Control.
* Cost Effectiveness and Cost Benefit Analysis.
* Library Finance and its Sources.

Unit 04
* Library Committee : Need Purpose, Types and Functions.
* Acquisition and Processing of Reading Methods.
* Technical Processing and its Tools.
* Circulation – Methods, Routine Records, Serials Control.
* Shelveing – Maintenance and Preservation of Library Materials.

Unit 05
* Job Analysis, Job Description, Job Evaluation and Motivation.

* MBO and MBE.

* Stock Verification, Management Information System (IS) Total Quality
  Management (TQM).

Reference Books :

1) Vyas S. D. Pustakalaya Prabandhan, Punchsheel , Prakashan, Jaipur.

2) Dr. Tripathi S. M. Library Management – Y. K. Publication, Agra.

3) Dr. Pandey & Sharma S. K. Pustakalya Aur Samaj, Prantha Academy, New Delhi.

4) Sharma B. K. Library Management - Y. K. Publishers, Agra.

5) Sharma B. K. Library Management - Y. K. Publication, Agra.

6) Nupur Jhanjhi, Library Organizational Structure, Arya Publications, New Delhi.

Outcome : After reading this paper any student can be in a position to manage the library system confidently and students can develop managerial skills in them.

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SEMESTER : 1ˢᵗ   **Subject Code : 3010112603**
Course   : B. Lib. I. Sc.   **Max. Marks: 70**
SUBJECT   : Library Classification Theory   **Min. Marks: 23**

Objective : The Objective of this paper is to teach the students about the attributes of classification about the various classification schemes and how to classify the books according to the different classification schemes.

Unit 01
* Classification – Definition, need and purpose.
* Library Classification – Meaning, need, purpose and functions.
* Knowledge Classification Vs Book Classification.
* Theory and Development of Library Classification.
* Species of Schemes of Library Classification – Enumerated & Faceted : Their
  Features, Merits and Demerits.

Unit 02
* Universe of Knowledge: Structure and Attributes.
* Different Types of Subjects and their modes of formation.
* Knowledge Classification and its Canons.
* Hospitality in array and Chain.
* Facet, Analysis.
* Five Fundamental Categories & their Postulate.
* Principles for facet sequence.

Unit 03
* Types of Isolates: Common, Special.
* Devices used in Classification (Chronological, Geographical, Subject, Alphabetical,
  Enumeration, Superimposition and Phase Devices).
* Systems and Specials.

Unit 04
* Notation: Definitions, Need and Functions.
* Types and canons of notations.
* Mnemonics: Types and Canons.
* Indicator Digits.
* Zone analysis and Sector Notation.
* Systems of Book Number.

Unit 05
* Design and development of a scheme of Library Classification.
* Study of Selected Schemes of Classification – DDC, CC and DDC.
* Current Trends in Library Classification.
* Role of DRTC, CRG and FID.
* BSO : Salient Features.

Reference Books :

1) Dr. Tripathi S.M. Fundamental of Library Classification, Y. K. Publication, Agra.
2) Dr. Saxena L.S. UDC : Theory & Practice Bhanupriya Pustak Prakashan Sansthan.
3) Sharma B. K. Knowledge Organisation and Information Retrieval Theory Y. K.
    Publication Agra.

4) Tripathi S.M., Library Classification, Y. K. Publication, Agra.
5) Sharma B. K., Knowledge Organisation and Information Retrieval Theory, Y. K.
    Publishers, Agra.

Outcome : After studying this paper of Library Classification theory, students will be in a position to classify the whole subjects of knowledge and allot their related classification numbers to the related books.

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SEMESTER : 1st   Subject Code : 3010112604
Course   : B. Lib. I. Sc.   Max. Marks : 70
SUBJECT   : Documentation & Information Science   Min. Marks : 23

Objective : The Objective of teaching this paper to the students is to make them aware of how to provide the information to the readers in a very short time.

Unit 01
* Documentation: Meaning and Definitions its aim, Scope and development.
* Documentation: work and their scope.
* Documentation: Services and their scope.
* Documentation: Lists their kinds and preparation.

Unit 02
* Information: Meaning, definition, objectives, Needs, Types and Models.
* Information: Science: Its definition, Aims and scope.
* Information: Seeking behavior: Meaning, Needs, Processes and their Kinds.
* Information: Generation and Diffusion.

Unit 03
* Abstracting: Definition, Objectives, Characteristics and Scope.
* Canons of Abstracting.
* Methods and Stages of Abstracting.
* Characteristics and Qualities of Good Abstracting.
* Types of Abstracting.
* Study of Chemical abstracts, Biological Abstracts, Physical abstracts, Mathematical reviews, Psychological abstracts, Sociological abstracts, Library and Information Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit 04
* **Indexing**: Meaning, Definition, Functions and Types of Indexing.
* Pre-co-ordinate Indexing, Chain Indexing, PRECTS, POPSI.
* Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.
* Uniterm Indexing & Citation Indexing.
* KWIC & KOWC.

Unit 05
* Documentation Centers: Meaning, Definition, Need, Objectives and Functions.
* Documentation Centers and Systems VINITI, UNISIST, AGRIS, INIS, MEDLARS and NISSAT.

Reference Books :
1) Sharma B. K. Knowledge Organisation and Information Retrieval, Y. K. Publishers, Agra.
2) Sharma B. K., Foundation of Information Science & Information Management. Y. K. Publishers, Agra.
3) Upadhyay J. L., Documentation and Information Science, University Publication, New Delhi.
4) Sharma Prahlad, Library Information Service, University Publication, Jaipur. Publishers, Agra.
5) Sharma Prahlad, Internet Aur Pustakalaya, Jyoti Publication, Jaipur.

Outcome : After studying this paper students can be in a position to provide the readers their registered information without wasting their time.

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SEMESTER : 1ˢᵗ   **Subject Code : 3010122601**
Course   : B. Lib. I. Sc.   **Max. Marks : 100**
SUBJECT: Library Classification Practice   **Min. Marks : 50**

Objective : The Objective of teaching this paper is to prepare the students for classifying the books with the help of the classification schemes.

Unit 01
* Colon Classification (6th Edition): Introduction, Structure and Organisation.
* Steps in Classification.
* Classification of Documents with Basic Subjects.
* Classification of Documents with Compound Subjects.

Unit 02
* Dewey Decimal Classification (19ᵗʰ Edition) : Introduction, Structure and
  Organization.
* Steps in Classification.
* Classification of Documents using Table 1 & 2.
* Use of Relative Index.

Unit 03
* Colon Classification (6th Edition): Use of Common Isolates, Phase Relations and
  devices.
* Classification of Documents with Compound Subjects.
* Classification of Documents with Complex Subjects.

Unit 04
* Dewey Decimal Classification (19ᵗʰ Edition) : Classification of Documents using Tables
  1 to 7.

Unit 05
* Classification of Documents using both Colon Classification and Dewey Decimal
  Classification Scheme.

Reference Books :

1) Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra.

2) Dewey M., Dewey Decimal Classification D.D.C. 19ᵗʰ Edition Vol. I, II, III.

3) Ranganathan S. R. Colon Classification 6ᵗʰ Edition, ESS ESS Publication, New
   Delhi.

4) Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House,
   Jaipur.

Outcome: After studying this paper students develops skill of classifying the books of any subject with the help of recognized classification schemes.

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SEMESTER- II   **Subject Code: 3010212601**
Course : B. Lib. I. Sc.   **Max. Marks: 70**
 SUBJECT : Reference and Information Sources   **Min. Marks: 23**

Objective : The objective of teaching this paper is to give the students the perfect knowledge about the different types sources of information.

Unit 01
* Introduction to Reference Sources.
* References: Meaning and Scope Difference.
* Organization and Management of Reference department.
* Types of Reference Sources.
* Criteria for Evaluation of Reference Sources.
* The Reference Process.

Unit 02
* Categories of Reference Sources.
  Part – I   * Dictionaries
                    * Encyclopedia
                    * Ready Reference services.
                    * Year Book.
  Part – II   * Geographical Sources.
                    * Biographical Sources.
                    * Reference Sources of Current Events.
                    * Statistical Information Services.

Unit 03
* Information Sources :- Concept meaning, need, Scope, types of Information Sources.
* Documentary Sources of Information.
* Internet as a Service of Information.
* Non Documentary Information Sources.

Unit 04
* Study of Bibliographical tools.
* Bibliographies Need and types.
* Bibliographical Control.
* National Bibliography (BNB & INB).
* Trade Bibliography.
* Subject Bibliography.

Unit 05
* Current Information Services.
* ALMANAC Hand Book.
* Directory Universities Hand book world of Learning.
* Internet and e-Information Sources.

Reference Books :
1)   Sharma Dr. Arvind Kumar ; E-information, sources & Services, ESS ESS   Publication, New Delhi.
2)   Kaushik Dr. Purnima, Sandarbh Serva and Sandarbh Strota Raj Publication, Jaipur.
3)   Sharma B. K., Information Sources, User's System, Services and Technology, Y.   K. Publishers, Agra.
4)   Jhanji Nupur, Reference and Information Access in Library, Arya Publication.
5)   Vyas S. D., Reference Service, Punchshil Publication, Jaipur.
6)   Verma Dr. L. N., Library & Information Science, University Publication, Jaipur.

Outcome: After studying this paper any student can become a good reference Librarian and ready reference service to the Library users.

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SEMESTER- II   **Subject Code: 3010212602**
Course: B. Lib. I. Sc.   **Max. Marks: 70**
SUBJECT : Information Services   **Min. Marks: 23**

Objective : The objective of teaching this paper is to give knowledge of different Information services, types and agencies to the students so that in near future they can easily help the users by informing them about all these services.

Unit 01
* Information Services: Meaning, concept need and trends.
* Information Services and Techniques.
* A overview user of Information Services.
* Evaluation of alerting services.

Unit 02
* Types of Information Services.
* CAS and SDI.
* Indexing and Abstracting Services.
* ILL and document delivery Services.
* Translation and Reprographic Services.
* Reference Referral and Bibliographic services.

Unit 03
* National and International Agencies of Information Services.
* UNESCO, FDI, IFLA, NISSAT, INSDOC DESIDOC, NASS DO SENDOC.
* Organization of Information Service.

Unit 04
* e-Information Services.
* E-mail, E-book, E-journals.
* WWW, E-Database OPAC.
* OCLC, CD-Rom and Multimedia etc..
* Online Services.

Unit 05
* Networking :- Meaning, Need, Concept, Purpose and Feature.
* LAN, MAN, WAN.
* National and International Library Networking Meaning Objective Need and
  Development.
* Level of Library Network.
* National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.
* International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET,
  VINITI.

Reference Books :
1)   Sharma Dr. Arvind Kumar ; E-information, sources & Services, ESS ESS   Publication, New Delhi.
2)   Kaushik Dr. Purnima, Sandarbh Serva and Sandarbh Strota Raj Publication, Jaipur.
3)   Sharma B. K., Information Sources, User's System, Services and Technology, Y.   K. Publishers, Agra.
4)   Jhanji Nupur, Reference and Information Access in Library, Arya Publication.
5)   Vyas S. D., Reference Service, Punchshil Publication, Jaipur.
6)   Verma Dr. L. N., Library & Information Science, University Publication, Jaipur.

Outcome : After studying this paper student can learn about different Information Services, and agencies and by knowing about all these concepts students can become a competent reference Librarian and serve the society.

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SEMESTER – II　　　　　　　　　　　　　　　　**Subject Code : 3010212603**
Course: B. Lib. I. Sc.　　　　　　　　　　　　　**Max. Marks : 70**
SUBJECT: Library Cataloguing Theory　　　　　**Min. Marks : 23**

Objective : The objective of teaching this paper to the students is to make them aware about the Library Catalogue, its history, types and recent trends in Library Cataloguing.

Unit 01
* Library Cataloguing: Definition, Meaning, Purpose and Functions.
* Type of Library Catalogue.
* Physical Form of Catalogue.
* Inner Form of Catalogue.
* History of Catalogue.
* Structure of Catalogue Card (CCC and AACR II).
* Uses of the Library Catalogue.

Unit 02
* Kinds of Entries.
* Data Elements in different types of Entries.
* Filing of Entries Classified and Alphabetic.
* Centralized Cataloguing.
* Advanced Cataloguing.
* Simplified Cataloguing.

Unit 03
* Catalogue Entry.
* CCF and MARC.
* CCC (Classified Catalogue Code).
* AACR-II (Anglo American Cataloguing Rules –II).
* Pre-Natal Catalogue.

Unit 04
* Subject Cataloguing – Concept & Purpose.
* List of subject Heading.
* Sears List of Subject Heading.
* Personal Authors.
* Western Names and Indic Name.

Unit 05
* Recent Trends in Library Cataloguing.
* Corporate Authorship: Government.
* Pseudonyms and Anonyms work and Uniform Titles.
* Conferences and Periodical Publications.
* Societies, Institutions, Associations etc..
* Collaborator and Joint personal Authors.
* Uses of the Library Catalogue.

Reference Books :
1)　　　Gautam J. N. And Niranjan Singh :- Advanced Cataloguing Practices (CCC & AACR-2); Y.K. Publication Agra.
2)　　　Tripathi S. M. and Shavkin N. S. : Fundamental of Cataloguing Theory) Y.K. Publication Agra.
3)　　　Sharma Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.
4)　　　Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi.
5)　　　Singh Ajit: Physical form of Library Catalogue (Theory) Arya Publication, New Delhi.
6)　　　Verma Dr. A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)

Outcome : After studying this paper students will be able to cataloguing all types of documents and it will be very easy to locate the document in the huge library system, they can save the precious time of the reader.

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SEMESTER – II   **Subject Code: 3010212604**
Course : B. Lib. I. Sc.   **Max. Marks: 70**
SUBJECT : Information Technology Application   **Min. Marks: 23**

Objective : The objective of teaching this paper is to apply the computer applications in the in house functions of the Library and to make the students aware about the Library automation and digital Library concept.

Unit 01
* Information Technology Basic- Meaning, Scope, Purpose Need, Concept and Feature.
* Introduction to Computer – Functional part of Computer.
* Hardware and Software, Operating System.
* Telecommunication: Basic.
* Communication – Meaning, Needs, Purpose, Media of Information Communication,
  Forms of Communication.

Unit 02
* Computer and Library – Definitions, Meaning History of Computer.
* Part of Computer, use of Computer.
* Input and output Devices.
* Impact of Internet on Libraries.
* Generation of Computer.

Unit 03
* Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.
* Library Housekeeping operations.
* Computerised Information Services.
* Management of Computerised Library.
* Library Software packages.

Unit 04
* Programming Language : Types Characteristics and their application
* Flow Charting.
* Boolean logic and Operators.
* Operation System – MS Windows, Unix, MS DOS.
* Network Protocols – TCP/IP, Net-BUI, IPX.
* CD-Rom and CDS- ISIS.

Unit 05
* Library Websites.
* Needs and Importance of Internet.
* E-Mail-Protocols, web browsers, web Serves, Search Engine.
* Internet and OCLC.
* Computer Application in Libraries.
* Library Network in India.
* Digital Libraries – Definition, Meaning, Purpose, Need, Characteristics and attributes.

Reference Books :
1)   Singh Dr. Shankar, Information Communication Technology and Library; ESS ESS Publication, New Delhi.
2)   Sharma Prahlad, Internet and Library, Jyoti Publication, Jaipur.
3)   Singh Dr. Shankar, Information Communication Technology : Internet and   Information Society, ESS ESS Publication, New Delhi.
4)   Sharma Dr. Arvind Kumar: E-Information Sources & Services, ESS ESS Publication,   New Delhi.
5)   Sharma B. K., Information Sources, User's System Services and Technology; Y. K. Publication Agra.
6)   Ahmad Shamim, Computer in Library Management, A.P.H. Publishing Corporation,   New Delhi.

Outcome : After studying this paper student can be able to know about the recent trends in the Library System for example, Library Information, Digital Library and Library network and make society aware about all these concepts.

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SEMESTER- II   **Subject Code: 3010222601**
Course: B. Lib. I. Sc.   **Max. Marks : 70**
SUBJECTS : Library Cataloguing Practice   **Min. Marks : 23**

Objective : The objective of teaching this paper is to the students is to make them aware about the practical aspect of making the Catalogue Cards of the books available in the library.

Unit 01
* Introduction of Book : Parts of Book.
* AACR-2 Anglo American Cataloguing Rules-2.
* Structure of Main Entry.
* Structure of Added Entry.
* Personal Authors: Single and Joint personal Authors.

Unit 02
* AACR-2 Subject Heading: Introduction.
* Editorial Directions.
* Authors and Collaborators.
* Corporate body.
* Serials, Audio-visual materials (Audio-Video, Disks, Microforms etc.
* Choice among different Names: Pseudonymous, Anonymous works.

Unit 03
* CCC Classified Catalogue Code – Introduction.
* Structure of Main Entry.
* Structure of Added Entry.
* Tracing : CREs, CIEs, BIEs, CRIEs.
* Personal Authors : Single and Joint personal Authors.

Unit 04
* CCC (Classified Catalogue Code) : Corporate Body.
* Series.
* Multivolume publications.
* Periodicals.
* Choice Among different Names : Pseudonymous, Anonymous works.

Unit 05
* Comparative study of AACR-2 and CCC.

Reference Books :

1)   Gautam J. N. And Niranjan Singh :- Advanced Cataloguing Practices (CCC & AACR-2); Y.K. Publication Agra.
2)   Tripathi S. M. and Shavkin N. S. : Fundamental of Cataloguing Theory – Y. K. Publication, Agra.
3)   Shama Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.
4)   Kumar Dr. Ajay, Library Cataloguing Theory, University Publication, New Delhi.
5)   Singh Ajit: Physical form of Library Catalogue (Theory), Arya Publication, New Delhi.
6)   Verma Dr. A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)

Outcome : After studying this paper students will confidently prepare the catalogue card for any type of documents present in the library and indirectly save the time of the reader in locating the required document from the library.