Study & Evaluation Scheme

of

Bachelor of Library & Information Science (B. L. & I. Sc.)

[w.e.f Session 2020-21]

आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश

IFTM University, Moradabad, Uttar Pradesh

NAAC ACCREDITED

IFTM UNIVERSITY, MORADABAD

N.H.-24, Lodhipur Rajput, Delhi Road, Moradabad, Uttar Pradesh-244102
E-mail Id : info@iftmuniversity.ac.in
Website: www.iftmuniversity.ac.in

N.H.-24, Lodhipur Rajput, Delhi Road, Moradabad, Uttar Pradesh-244102
E-mail Id : info@iftmuniversity.ac.in
Website: www.iftmuniversity.ac.in

Study & Evaluation Scheme
of
Bachelor of Library & Information Science (B. L. & I. Sc.)
[w.e.f Session 2020-21]

Summary

Programme:	**Bachelor of Library & Information Science (B. L. & I. Sc.)**
Course Level:	UG Degree
Duration:	One Year (**Two semesters**) Full Time
Medium of Instruction:	Hindi / English
Minimum Required Attendance:	75%

Programme Outcomes:

The POs of Bachelor's degree in Library and Information Science are to:

1. Train the students in modern library administration and prepare them for careers in Academic, Public, School, Corporate, Museum and Special or Research Libraries.
2. Impart education and training for generating budding library professionals.
3. Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude.
4. Equip students with competent skills essential for carrying out various housekeeping operations of library and Information Centers using ICT.
5. Develop LIS students as competent professionals in the field by imparting employability skills based on effective communication, critical thinking, and ethical literacy.
6. Enable to become lifelong learners for their personal growth and development.

Evaluation of theory Papers:

Internal	External	Total
30	70	100

Internal Evaluation of theory:

Class Test I	Class Test II	Class Test III	Assignment(s)	Others activities (including attendance)	Total
Best two out of the three					
10	10	10	5	5	30

Duration of Examination:

Internal	External	Practical
1 hrs	3 hrs	-

Evaluation of Practical Papers

Internal	External	Total
30	70	100

Internal Evaluation of Practical:

Class Test I	Class Test II	Class Test III	Assignment(s)	Others activities (including attendance)	Total
Best two out of the three					
10	10	10	5	5	30

Study and Evaluation Scheme
Programme: Bachelor of Library & Information Science (B. L. & I. Sc)

S.N.	Course Code	Name of Course	Period			Credit	Evaluation Scheme		
			L	T	P		Internal	External	Total

SEMESTER -I

S.N.	Course Code	Name of Course	L	T	P	Credit	Internal	External	Total
1	BLS101	Fundamentals of Library and Information Science	4	--	--	4	30	70	100
2	BLS-102	Library Classification (Theory)	4	--	--	4	30	70	100
3	BLS -103	Library Cataloguing (Theory)	4	--	--	4	30	70	100
4	BLS-104	Library Classification (Practical) By DDC	4	--	--	4	30	70	100
5	BLS-105	Library Cataloguing (Practical)	4	--	--	4	30	70	100
6	BLS-106	Management of Library & Information Centers	4	--	--	4	30	70	100
Total						**24**	**180**	**420**	**600**

SEMESTER –II

S.N.	Course Code	Name of Course	L	T	P	Credit	Internal	External	Total
1	BLS 201	Information Processing and Retrieval	4	--	--	4	30	70	100
2	BLS202	IT Applications in Libraries (Theory)	4	--	--	4	30	70	100
3	BLS 203	Information Sources and Services	4	--	--	4	30	70	100
4	BLS 204	Library Classification (Practice) By CC & UDC	4	--	--	4	30	70	100
5	BLS 205	Library Cataloguing (Practice) By CCC	4	--	--	4	30	70	100
6	BLS 206	Information Technology (Practice)	4	--	--	4	30	70	100
	BLS 207	Internship Programme A. Report on Internship Programme B. Viva-Voce					50	50	100
Total							**230**	**470**	**700**
		First Semester Total				24	180	420	600
		Second Semester Total				24	230	470	700
		Grand Total				48	410	890	1300

Credit: 4

Course Code: BLS101; Fundamentals of Library and Information Science

Course objective:

The objective of this course is to develop an understanding about the foundations of Library & Information Science and importance of different types of libraries in modern society.

UNIT-I

Library: Concept, Definition, Objectives, Importance and Functions

Librarianship as a profession, Professional Ethics

Five Laws of Library Science and their implications

Development of Libraries with special reference to India: an overview

UNIT-II

Library Legislation: Need and Essential Features

Library Acts in India

Salient Features and Functions of different types of Libraries:

- Academic Libraries
- Public Libraries
- National Libraries
- Special Libraries

Resource Sharing in Libraries

UNIT-III

Library Committees and Policies in India Since Independence

Recommendation of National Knowledge Commission (NKC) with regard to Libraries

Role of UGC in the Development of College & University Libraries in India

Role of UNESCO and RRRLF in the development of Libraries

Library Associations: ILA, IASLIC, CILIP, ALA, IFLA, ASLIB

Information Literacy: Concept, Objectives and Methods

Course Outcomes:

After studying this course, the students shall be able to:

1. Comprehend the concept, objectives and development of libraries and its importance to the society.
2. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
3. Understand the importance of library legislation and features of library acts.
4. Familiarize with the role of various National and International Library Associations and Organizations

Suggested Readings:

1. Isaac, K. A. (2004). Library legislation in India: a critical and comparative study of state library acts. New Delhi: Ess Ess Publication.

2. Kaul, H. K. (1992). Library Networks: an Indian experience. New Delhi: Virgo.

3. Khanna, J. K. (1984). Fundamentals of library Organisation. New Delhi : Ess Ess Publication.

4. Khanna, J. K. (1994). Library and Society. Kurukshetra : Research Publications.

5. Krishan Kumar (1987). Library Organisation. New Delhi : Vikas Publishing.

6. Lal, C, ed. (2008). Information Literacy in the Digital Age. New Delhi: Ess Ess Publication.

7. Ranganathan, S. R. (1953). Library legislation: handbook to Madras library act. Madras: Madras Library Association.

8. Ranganathan, S. R. (1988). Five laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science.

9. Sadhu, S. N. & Saraf, B. N. (1967). Library legislation in India: a historical and comparative study. New Delhi: Sagar Publication.

10. Sharma, Pandey S. K. (1987). Libraries and Society. New Delhi: Ess Ess Publication.

11. Venkatappaiah, V. (1990). Indian Library Legislation: Union Library Bills and Acts.

12. Venkatappaiah, V. (1994). Model Library Legislation: Model Public library act and rules made therein for the constituent state and union territories. New Delhi: Concept Publishing Company.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Bachelor of Library & Information Science (B. L. & I. Sc) Programme

Credit: 4

Course Code: BLS102; Library Classification (Theory)

Course Objective:

The objective of this course is to develop an understanding of the concepts, theories and importance of library classification and its use in the organization of knowledge in libraries.

UNIT-I

Library Classification: Definition, Need, Purpose and importance

Terminology of Library Classification

General Theory of Library Classification

Species of the Schemes for Library Classification

Major Schemes of Library Classification: DDC, CC, UDC.

UNIT-II

Normative Principles of Library Classification

Work of classification in three planes: Canons and their applications in different schemes of Classification

Mnemonics: Definition, types, Canons and their applications in Standard Schemes

Notation: Types and Qualities · Hospitality in Notational System: Canons and devices

UNIT-III

Facet Sequence: Concept and Principles

Postulation Steps in practical Classification

Book Number and collection Number · Recent Trends in Library Classification

Course Outcomes:

After studying this course, the students shall be able to:

1. Understand the meaning, purpose, functions, theories and canons of library classification.
2. Analyze the characteristics, merits and demerits of different species of library classification schemes.
3. Highlight salient features of major classification schemes.
4. Elucidate various facets of notation and call number.
5. Review current trends in library classification.

Suggested Readings:

1. Bavakutty, M. (1981).Canons of library classification. Trivandrum: Kerala library Association.

2. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press.

3.   Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing House.

4. Langridge, D. W. (1976). Classification and Indexing in the Humanities. London: Butterworth.

5. Langridge, Derek (1973). Approach to Classification: for Students of librarianship. London: Clive Bingley.

6. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall.

7. Ohdedar, A. K. & Sengupta, B. (1977). Library Classification. Calcutta: The World Press.

8. Parkhi, R.S. (1972). Library Classification: evolution of a dynamic theory. Delhi: Vikas Publishing House.

9.   Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library   Classification.

10. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing.

11. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Course Code: BLS103; Library Cataloguing (Theory)

Course Objective:

The objective of this course is to equip the students with the theoretical aspects of cataloguing theory for developing an understanding about the concept of library cataloguing, development of catalogue codes and recent trends in cataloguing.

UNIT-I

Library Catalogue: Definition, Need, Objective and Functions

Normative Principles of Cataloguing

Cataloguing and Classification: Symbiotic relationship.

Forms of Library Catalogue

Types and functions of Cataloguing: Dictionary, Classified

Library Catalogue Codes- CCC (Classified Catalogue Code) and AACR-II: Historical Development

UNIT-II

Subject Cataloguing: Concept, Principles. Chain procedure, List of Subject Headings

Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing

Union Catalogue: Need, Rules for Compilation.

NUCSSI, DELNET, INDCAT, WORLDCAT

UNIT-III

Indic names: Problems and Rendering

Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, corporate authors and Pseudonymous work

Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files

Filing: Rules and Alphabetization

Course Outcomes:

After studying this course, the students shall be able to:

1. Understand the concept and objectives of library catalogue.
2. Know about the normative principles of cataloguing.
3. Comprehend various forms (inner and outer) of library catalogue.

4.   Review the features and development of different cataloguing codes.
5.   Understand various approaches of deriving subject headings.
6.   Understand the concept of co-operative and centralized cataloguing.
7.   Examine the current trends in library cataloguing.
8.   Understand the complexities in rendering of entries and alphabetization

Suggested Reading:

1.   Dhiman, Anil Kumar (2004). Cataloguing of Non Book Materials. New Delhi: Ess Ess.

2.   Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.

3.   Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House.

4.   Hunter, Eric J., ed. (1973). Examples illustrating Anglo- American Cataloguing Rules. London: Library Association.

5.   Job, M.M.(1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.

6.   Jolley, L. (1964). Principles of cataloguing. London: Crosby Lockwood.

7.   Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

8.   Mann, Margaret (1959). Introduction to cataloguing and classification of books. Katharine L. Sharp.

9.   Maxwell, Robert L.(2009). Maxwell's handbook for AACR2: explaining and illustrating the Anglo-American Cataloguing Rules through the 2003 update. New Delhi: Indiana Publishing house.

10. Needham, C. D.(1964). Organizing Knowledge in Libraries: an introduction to Classification and Cataloguing. London: Grafton and company.

11. Norris, Dorothy M. (1952). Primer of cataloguing. London: Association of Assistant Librarians.

12. Piggott, Mary (1988). Topography of Cataloguing: Showing the Most imp. Landmarks, Communications. London: Library Association.

13. Quigg, P. J. (1966). Theory of Cataloguing: An Examination Guidebook. Bombay: Asia Publishing.

14. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.

15. Sharma, C. K. & Agrawal, Rachna (1983). Modern Trends in Cataloguing. Agra: The Library Publications.

16. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.

17. Sharp, Henry A.(1950). Cataloguing: A Textbook for use in libraries. Bombay: Allied Publishers.

18. Shera, Jesse H. & Egan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.

19. Sinha, Kamla (2009). Digital Information Preservation and online Cataloguing. Delhi: Vista International Publishing House.

20. Taylor, Arlene G. (2004). Wynar's Introduction to Cataloging and Classification Westport: Libraries Unlimited.

21. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow : Print House.

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Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Course Code: BLS104; Library Classification (Practice)

Course Objective:

The objective of this Course is to equip the students with the practical knowledge of Library Classification for organization of knowledge in libraries using Dewey Decimal Classification (DDC) schemes for simple and complex titles.

Dewey decimal classification Edition 19th

Practical Classification of simple and complex titles involving use and application of following tables and techniques:

    Three Summaries

    Standard Sub-Divisions (Table-I)

    Area Table (Table-2)

    Sub-Divisions of Individual Literatures (Table – 3)

    Sub-Divisions of Individual Languages (Table – 4)

    Racial, Ethnic and national Sub-Divisions (Table – 5)

    Languages (Table – 6)

    - Add to instructions:

    … 'Add from tables

    … 'Add from schedules'

    … 'Add from both tables and schedules'

    ------Manual

    ------Relative Index

NOTE: - TEN titles are to be classified by Dewey Decimal Classification 19th Edition and **TWO** class numbers will be given for digit by digit interpretation.

Course Outcomes:

After studying the course, students shall be able to:

    1. Classify and construct the class numbers for complex titles using DDC scheme.

2. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.
3. Use of different schedules, manual and relative index of Classification Schemes.

Suggested Reading:

1. Dewey, Melvil (2003). Dewey Decimal classification and Relative Index [22nd].Ohio: OCLC.

2. Hussain, Shabhat (1995). Theory of Classification. New Delhi: Tata McGraw Hill.

3. Mitchell, Joan S. ed. (2011). Dewey Decimal Classification and Relative Index [23rd] Ohio: OCLC.

4. Satija, M.P. (2004). Exercises in the 22nd edition of the Dewey Decimal Classification. New Delhi: Ess Ess Publication.

5. Satija, M. P. & Comaromi, John P. (1987). Introduction to the practice of Dewey Decimal Classification. New Delhi: Sterling Publisher.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Course Code: BLS105; Library Cataloguing (Practice)

Course Objective:

The objective of this course is to equip students with the practical aspects of descriptive cataloguing of printed monograph using AACR-2and to derive subject headings using Sear's List of Subject Headings.

Descriptive Cataloguing of Printed Monographs using AACR-2 and Sear's List of

Subject Heading for:

 Personal Author(s)

 Corporate Authors

 Multi Volume

 Composite works

 Non Book Materials (Maps and Computer Files)

 Simple Personal Name entries in Hindi.

- The practical class record will be maintained by each student.
- The Practical examination will be conducted through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper

Section -A: Shall have **FOUR** titles of English language documents to be catalogued by AACR-II

Section –B: Shall have **TWO** titles dealing with personal name heading in Hindi. The examinees will be required to catalogue only **ONE** title in Hindi language according to AACR-II

Course Outcomes:

After studying the course, students shall be able to:

1. Use of AACR-2 cataloguing code for cataloguing printed documents of a library.
2. Prepare catalogue entries for corporate authors, multi-volume and composite works in a library.
3. Prepare different types of entries in order to fulfill various approaches of users.
4. Practically identify and describe various bibliographic elements of the documents.
5. Derive subject headings using Sear's List of Subject Headings for subject approach of users.

Suggested Reading:

1. AACR 2.

2. American Library Association & Others (1978). Anglo-American Cataloguing Rules. London: The Library Association.

3. American Library Association & Library of Congress (1967). Anglo-American cataloguing rules. Chicago: American Library Association.

4. Aswal, R. S. (2005). AACR2R with MARC21: cataloging practice for 21st century. New Delhi: Ess Ess Publication.

5. Bakewell, K. G. B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.

6. Fritz, Deborah A.(2009). Cataloging with AACR2 & MARC21 for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials. New Delhi : Pentagon Press.

7. Hunter, Eric J. (1989). Introduction to AACR-2 (Anglo-American CataloguingRules). London: Clive Bingley.

8. Krishan Kumar (1987). Introduction to AACR-2 (Anglo-American Cataloguing Rules). NewDelhi: Vikas Publishing.

9. Maxwell, Robert L. (2009). Maxwell's handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing Rules through the 2003 update. New Delhi : Indiana Publishing House.

10. Miller, Joseph ed. (2010). Sears List of Subject Heading. New York: H.W. Wilson Company.

11. Ranganathan, S. R. & Bhattacharyya, G. (1990). Cataloguing practice. Banglore: Sarda Ranganatha Endowment for Library Science.

12. Sears List of Subject headings. London: Library Association.

13. Winkler, Paul W., ed. & Gorman, Michael, ed (1978). Anglo- American Cataloguing Rules. London: Library Association.

14. Verma, A. K. (1986). AACR-2: Entries and Procedure. Delhi: Vishwa-Kala Prakashan.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Paper Code: BLS106; Management of Library and Information Centers

Course Objective:

The objective of the course is to equip students with an understanding of the concept and principles of library management and its application in the organization and management of building, operations, services and human resource of the library.

UNIT-I

Management: Definition, scope, Functions and Principles

Human Resource Management: Delegation, job analysis and description.

Job evaluation, Staff formula, Recruitment procedures, Motivation, Training and Development, Performance Appraisal

Organizational Structure: Centralized and Decentralized

UNIT-II

Collection Development: Policies and Procedures, Book selection tools

Functions and Management

- Acquisition section
- Technical section
- Circulation section
- Periodicals section
- Maintenance section

Stock Verification- Policies and Procedures, weeding out

UNIT-III

System analysis, Design of Library system and TQM

Library standards

Library Statistics

Budgeting: Techniques and Methods

Annual Report: Compilation, Contents and Style

Course Outcomes:

After studying the course, students shall be able to:

1. Understand the concept and scope of library management.
2. Elaborate principles and functions of library management.

3. Efficiently carry out various operations of Library and Information Centers.
4. Comprehend the concept of financial management and human resource management.
5. Designing of library and information system/ MIS.
6. Maintain the library statistics and prepare annual report .

Suggested Readings:

1. Bavakutty, M. & Abdul Majeed, K.C.(2005). Methods for Measuring Quality of Libraries. New Delhi: Ess Ess Publication.

2. Dhiman, Anil K. & Yashoda Rani (2005). Learn Library Management. New Delhi: Ess Ess Publication.

3. Dhiman, Anil Kumar & Yashoda Rani (2004). Library Management: a manual for effective Management. New Delhi: Ess Ess.

4. Dutta, D. N. (1978). Manual of library management. Calcutta: The World Press.

5. Evans, G. Edward (1976). Management techniques for librarians. New York: Academic Press.

6. Holroyd, Gileon ed.(1977). Studies in library management. London: Clive Blingley.

7. Krishan Kumar (1987). Library administration and management. New Delhi: Vikas Publishing.

8. Mittal, R. L. (2005). Library Administration: theory and practice. New Delhi: Metropolitan Book.

9. Pandey, Raghunath & Pillai, M.N.V.(2011). Library Management: new concepts and practices. New Delhi: Jnanada Prakashan.

10. Setty, K. Umapathy(1976). Problems in library management. New Delhi: Vikas Publishing.

11. Subbarao, V. Sashikala (1999). Library Management through Automation and Networking. Bombay: Allied Publishers.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Second Semester

IFTM University, Moradabad
Bachelor of Library & Information Science (B. L. & I. Sc) Programme

Credit: 4

Course Code: BLS201; Information Processing and Retrieval

Course Objective:

The aim of this course is to comprehend the concept and purpose of documentation work and services in libraries, the use of indexing languages and abstracts in the processing of information and its retrieval.

UNIT – I

Documentation: Definition, Need, Purpose

Documentation Work, Service, CAS and SDI

Index and Indexing: Scope and Importance

Types of indexes

Keyword indexing

UNIT - II

Pre and Post Co-ordinate Indexing

Citation Indexing

Indexing Languages: Types and Characteristics

Vocabulary Control and IR Thesaurus

Indexing Services: National and International

UNIT – III

Abstracting: Types and Guidelines

Abstracting Services: National and International

Search Strategies, Feedback and Refining

Information Users: Categories

User Studies: Methods, Techniques and Evaluation

Course Outcomes:

After studying the course, the students shall be able to:

1. Understand the concept and process of documentation and its services in libraries.

2. Understand the types and characteristics of indexing languages including the vocabulary control and information retrieval thesaurus.
3. Understand the concept and types of indexing and abstracting services at the National and International Level.
4. Understand the various categories of users and different methods of providing user studies in libraries.

Suggested Readings:

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.

2. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.

3. Guha, B. (1983). Documentation and Information: Services, Techniques and Systems. Calcutta: World Press.

4. Kemp, D.A. (1979). Current Awareness Services. Clive Bingly: London.

5. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.

6. Parashar, R. G. Index and Indexing System, New Delhi, Medallian Press.

7. Rajan, T. N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.

8. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.

9. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.

10. Sharma, C.K. (1988). Documentation Information Science and Automation in Libraries. Agra: Y.K. Publishers.

11. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Bachelor of Library & Information Science (B. L. & I. Sc) Programme

Credit: 4

Course Code: BLS202; IT Applications in Libraries (Theory)

Course Objective:

The aim of this course is to understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.

UNIT-I

Library Automation: Planning and Implementation

Automation of in- house Operations: Acquisition, Cataloguing, Circulation, Serials Control

OPAC & Web OPAC, Report generation

Retro Conversion: Issues and Solutions

Barcoding: Concept and Applications

UNIT-II

Library Automation Softwares

General Features of WINISIS, SOUL, Alice for Windows, KOHA

Digital Library: Definition, Purpose, Scope

Data Warehousing, Data Mining

Meta Data Concept and Types □□Web 2.0 and Web 3.0

UNIT-III

Networks and Networking: Types, Topologies, Examples

National Knowledge Networks (NKN), OCLC, ERNET, INFLIBNET, DELNET

Internet Security: Concept, Issues and Solutions

Cyber Laws with Special reference to India

Course Outcomes:

After studying the course, students shall be able to:

1. Understand the planning and implementation of automation in various library housekeeping operations and services.

2. Understand and assess the feasibility of various library automation software and their functionalities.
3. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data.
4. Understand the computer networks and their types, topologies, protocols and Standards.
5. Understand the concept of internet security, its solutions and cyber laws prevalent in India.

Suggested Readings:

1. Chhabra, S.S. (1994). Periodical Literature on Library Automation. Chandigarh: Abhishek Publishing House.

2. Chowdhury, C.G. and Chowdhary (2007). Organizing Information from the shelf to the web. London: Facet Publishing.

3. Jackson, P. (2010), Web 2.0 knowledge technologies and the enterprise. Smarter, Lighter and Cheaper. Oxford: Chandos.

4. Javidi, B. (2005) Optical and Digital Techniques for Information Security, New York: Springer.

5. Leon, A. and Leon, M. (2004). Introduction to Information Systems. Chennai: Vijay Nicole.

6. Meron, S. (2003). Protection of Intellectual Property in Cyber Space. Delhi: Author Press.

7. Nair, R.R. (2002). Internet for Information Services. New Delhi: Ess Ess Publications.

8. Pace, A.K. (2009). The Ultimate Digital Library: Where the New Information Players meet. New Delhi: Indiana Publishing House.

9. Purser, S. (2004). A Practical guide to managing Information Security. Boston:m Artech House.

10. Sahoo, K.C. (2004) Information Management with IT application. Ludhiana: Medallion Press.

11. Sehgal, R.L. (1998). Handbook of Library software packages. New Delhi: Ess Ess Publications.

12. Suraj, V.K. (2005) Multimedia Information Collection in Digital Libraries. Delhi: Isha Books.

13. Willer, M. and Dunsire, G. (2013). Bibliographic information Organization in the Semantic Web. Oxford: Chandos Publishing.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Course Code: BLS203; Information Sources and Services

Course Objective:

The objectives of this course are to develop and understand the concept, nature and distinguishing features of various categories of information sources and services and to understand the criteria of major reference sources available in libraries.

UNIT-I

Reference and Information Sources and Services: Concept, Definition and Trends

Reference Interview and Search Techniques

Documentary and Non Documentary Sources types

Information Sources: Criteria for Evaluation

Definition, Purpose, Scope of the Following Types of Reference Sources (with evaluation of at least two representative sources in each category)

Background sources

Current sources

UNIT-II

Definition, Purpose, Scope of the following types of Reference Sources (with evaluation of at least two representative sources in each category)

Bibliographical Sources

Language sources

Biographical sources

Educational sources

Geographical sources

UNIT-III

Objective types of questions based on the above mentioned information sources will be set.

Course Outcomes:

After studying the course, students shall be able to:

1. Understand the concept of reference and information sources and services provided in libraries.
2. Understand criteria of evaluation of different sources of information.

3. Understand the reference interview and various techniques of searching information.
4. Understand the latest trends in Reference & Information Sources and Services.

Suggested Readings:

1. Cassell, K.A. and Hiremath, U. (2013). Reference and Information Services: An Introduction. New Delhi: DBS Imprints.

2. Cheney, F.N. (1971). Fundamental Reference Sources. Chicago: ALA

3. Dhiman, A.K. and Rani, Y. (2005). Information and Reference Sources and Services. New Delhi: Ess Ess Publications.

4. Foskett, D.J. (1967). Information Service in Libraries. London: Crosby Loakwood.

5. Katz, W.A. (1982). Introduction to reference work (Vol.1): Basic Information Sources. New York. Mc Graw Hill.

6. Katz, W.A. (1982). Introduction to reference work (Vol.2): reference Services & Reference Processes. New York: Mc Graw Hill.

7. Kohl, D.F. (1942). Reference Services and Library Instruction: A Handbook for Library Management.

8. Ranganathan, S.R. (1940). Reference Service, Bangalore: Sarada Ranganathan Endowment for Library Science.

9. Shores, L. (1954). Basic Reference Sources: An Introduction to materials & Methods. Chicago: ALA.

10. Singh, S. (1986). Reference Service in Academic Libraries in India. New Delhi: Ess Ess Publications.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Bachelor of Library & Information Science (B. L. & I. Sc) Programme

Credit: 4

Course Code: BLS204; Library Classification (Practice) by CC & UDC

Course Objective:

The objective of this course is to equip the students with the practical knowledge of Library Classification for organization of knowledge in libraries using Colon Classification and Universal Decimal Classification (UDC) schemes for simple and complex titles.

Section –'A'

Practical classification of simple and complex titles by Colon classification (6th revised and Enlarged Ed.) with the help of the prescribed rules and the following tables and techniques:

    Main Classes

    Common Isolates: Anteriorising and Posteriorising

    Time isolates

    Space isolates

    Language isolates

    Phase, Intra-facet and Intra-array relations

    Schedules of special isolates

    Devices: Subject, Geographical, chronological, Super-imposition and Alphabetical

    Parallel Schedule Device

Note: Five Titles are to be classified by CC (6th Ed.) and **ONE** class number will be given for digit by digit interpretation.

Section- 'B' Universal Decimal Classification (Abridged Edition) 2003

        Practical classification of titles involving the use of -

        - Main Tables

        - Common and special Auxiliaries

        Structure of the Question paper:

        The Question Paper will be divided into two parts as follows:-

Note: Five Titles are to be classified by UDC (3rd Abridged Ed.) and ONE class number will be given for digit by digit interpretation.

Course Outcomes:

After studying the course, students shall be able to:

1. Classify and construct the class numbers for titles using Colon Classification Scheme.
2. Synthesize class numbers by using common isolates and 'different devices of CC scheme.
3. Classify and construct the class numbers for complex titles using UDC scheme.
4. Synthesize class numbers by using the tables and 'add to instructions' of UDC scheme.
5. Use different schedules, manual and relative index of Classification Schemes.

Suggested Readings:

1. British standard institution, (2006). UDC: Universal Decimal Classification. London: British Standard Institution.

2. Raju, A.A.N. (2001). Colon Classification Theory and Practice: a Self Institutional Manual. New Delhi: Ess Ess Publication.

3. Ranganathan, S.R. (1960). Colon Classification. Bombay: Asia Publishing.

4. Satija, M.P. (1989). Colon Classification: a Practical Introduction. New Delhi: Ess Ess Publication.

5. Satija, M.P. (1995). Manual of Practical Classification. New Delhi: Sterling Publisher.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Bachelor of Library & Information Science (B. L. & I. Sc) Programme

Credit: 4

Course Code: BLS205; Library Cataloguing (Practice) by CCC

Course Objective:
The objective of this course is to equip students with the practical aspects of descriptive and classified cataloguing of printed monographs using CCC and to derive subject headings through Chain Procedure.

Descriptive Cataloguing of Printed Monographs using CCC and Chain Indexing for Subject Cataloguing of

- Personal Author(s)
- Corporate Authors
- Multi Volume
- Composite works

The practical class record of the items catalogued and entries made will be maintained by each student.

The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper: - Shall have **FOUR** titles of English language documents to be catalogued by CCC.

Course Outcomes:

After studying the course, students shall be able to:

1. Use the CCC cataloguing codes for cataloguing of printed documents in a library.
2. Preparation of catalogue for single personal author, joint personal author and pseudonymous works.
3. Preparation of catalogue for simple personal name entries in Hindi by AACR-2.
4. Prepare different types of entries in order to fulfill various search approaches of users.
5. Practically identify and describe various bibliographic elements of the documents.
6. Derive subject headings using Chain Procedure method for subject entries.

Suggested Readings:

1. Bakewell, K.G.B. (1974). A manual of cataloguing practice. Oxford: Pergamon Press.

2. Krishan Kumar (1983). Introduction to cataloguing practice. New Delhi: Vikas.

3. Noorul Hasan Khan, Nath, K. and Sardana, J.L. (1984). Cataloguing Practice. New Delhi: Gitanjali Publishing.

4. Ranganathan, S.R and Bhattacharya, G. (1990). Cataloguing Practice. Bangalore: Sarda Ranganathan Endowment for library science.

5. Sengupta, B. (1974). Cataloguing: Its theory and practice. Calcutta: World Press.

6. Sharma, C.D. (1973). Classified catalogue code: in theory and practice. Delhi: Metropolitan book.

7. Viswanathan, C.G. (1983). Cataloguing: theory and practice. Lucknow: Print house.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/

Credit: 4

Course Code: BLS206; Information Technology (Practice)

Course Objective:

The objective of the course is to provide hands-on training on standard modules of popular library automation software packages viz Libsys, Alice for Windows, SOUL and WNISIS.

Practical classes will be arranged to train the students on the following areas:

1. HTML

2. Data base computation: SOUL & Alice for Windows, TLSS

3. Online Searching of Databases

Course Outcomes:

After studying the course, students shall be able to:

1. Familiarize with housekeeping operations using library management software packages.
2. Create database for different categories of documents.
3. Generate barcode labels and membership cards.
4. Search online databases.

Website Sources:

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/

3. http://library-soup.blogspot.com/