

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Ch. Charan Singh University, Meerut

SYLLABUS

OF

BLISc. Course

Effective from

Session 2016-2017

BACHELOR OF LIBRARY & INFORMATION SCIENCE**(B. Lib. & I.Sc.)****(One Year Degree Course)****2016-2017****COURSE CONTENTS**

Paper No.	Paper Code	Paper Title	Sessional marks	Exam marks	Total
I	B.Lib. 101	Foundations of Library & Information Science	20	80	100
II	B.Lib. 102	Management of Libraries & Information Centers/Institutions	20	80	100
III	B.Lib. 103	Knowledge Organization and Information Retrieval (Theory)	20	80	100
IV	B.Lib. 104	Knowledge Organization Practice I	20	80	100
V	B.Lib. 105	Knowledge Organization Practice II	20	80	100
VI	B.Lib. 106	Information Sources	20	80	100
VII	B.Lib. 107	Information Users, Systems and Services	20	80	100
VIII	B.Lib. 108	Library & Information Technology : Theory	20	80	100
IX	B.Lib. 109	Library and Information Technology : Practice	20	80	100
		Grand Total	180	720	900

Paper-I (B.Lib. 101)

FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Unit-I Essentials of Library and Information Science

- Librarianship as a profession
- Library ethics
- User education
- Extension service
- Library building

Unit-II Conceptual framework and history of libraries

- Social foundation of libraries
- History of libraries
- Development of libraries in India, U.S.A and Britain
- Five laws of library science
- Types of libraries

Unit-III Laws relating to libraries and information centers

- Library legislation-need and essential features
- Library acts in India
- Press and Registration Act and delivery of books (Public Library) Act
- Copyright Act
- Delivery of Books Act
- Intellectual Property Right

Unit-IV Professional associations

- Role and contribution of national organizations such as UGC, ILA, IASLIC, RRRLF in the growth and development of libraries in India
- Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

Recommended Books

1. Jafferson, G : Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan : Resource sharing in libraries. New York : Dekker, 1974.
3. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
4. Pandey, SK Sharma : Libraries and Society. New Delhi : Ess Ess, 1992.
5. Ranganathan, SR : The Five Laws of Library Science. Bangalore : Sarda Ranganathan Endowment for Library Science, 1988.

PAPER-II (B.Lib. 102)

MANAGEMENT OF LIBRARY & INFORMATION CENTRES/INSTITUTIONS

Unit-I Essentials of management

- Concept, history and functions of management
- Concept and principles of scientific management
- Concept, elements and standards of TQM

Unit-II Library Management-general aspects

- HRM
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal
- Stock Verification

Unit-III Library Management –specific aspects

- Library authority and library committee
- Staffing
- Different sections of libraries and their working
- Annual report
- Care & preservation of library resources (printed and digital)

Unit-IV Financial management in libraries

- Budget
- Resources Mobilization including outsourcing
- Cost effectiveness & cost benefit analysis
- Financial control

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

Recommended Books

1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.
2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.
3. Brown, James Duff : Manual of Library Economy. London : Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess Ess, 2003
5. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.

PAPER-III (B.Lib. 103)

KNOWLEDGE ORGANIZATION & INFORMATION RETRIEVAL (Theory)

Unit-I Knowledge organization-I

- Knowledge organisation and subject organisation
- Concept and theory of library classification
- Need and Purpose of Classification
- Species of library classification
- Normative principles of library classification
- Standard schemes of library classification and their features
- Latest trends in library classification

Unit-II Knowledge organization-II

- Concept and history of library cataloguing
- Purpose, structure, types and physical forms of library catalogue including OPAC
- Standard codes of library cataloguing
- Normative principles of library cataloguing
- Centralized and cooperative cataloguing, simplified and selective Cataloguing, Union Catalogue
- CCF and MARC
- Subject heading lists and Thesaurus

Unit-III Information retrieval-I

- Concept of Index and Indexing
- Pre-coordinate indexing-Chain, PRECIS, POPSI,
- Post-coordinate indexing -UNITERM
- Keyword Indexing
- Concept of Abstract and Abstracting
- Purpose and types of Abstract

Unit-IV Information retrieval-II

- Concept of Electronic information retrieval
- Concept, history and services of Internet
- Retrieval techniques for Internet

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

Recommended Books

1. Hussain, Shabhat : Library Classification, facets and analysis. 2nd rev. ed. New Delhi : B. R. Publishing Corp., 2004.
2. Krishan Kumar : Theory of Classification. 4th rev ed. Delhi : Vikas Publishing House, 1988.
3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.
4. Ranganathan, SR : Prolegomena to Library Classification. Assisted by M.A. Gopinath. 3rd reprint ed. Bangalore : SRELS, 1989.
5. Satija, MP : Colon Classification 7th Edition, some perspective. New Delhi : Sterling, 1993.
6. Bavakutty, M : Canons of Library Classification. Trivendrum : Library Association, 1981.
7. Foskett, AC : Subject approach to information. 5th ed. London : Library Association, 1996.
8. Sen Gupta, B : Cataloguing, its theory and practice. 3rd rev. ed. Calcutta : World Press, 1974.
9. Sharma, Pandey SK : Cataloguing Theory. New Delhi, Ess Ess, 1986.
10. Vishwanathan, CG : Cataloguing, theory and practice. 6th rev. ed. New Delhi : Ess Ess, 2002.
11. Wynar, Bohdan S : Introduction to Cataloguing and Classification. 6th ed. New York : Libraries Unlimited, 1982.
12. Needham, CD : Organising Knowledge in Libraries. 2nd rev ed. London : Andre Deutsch, 1971.

PAPER-IV (B.Lib. 104)

KNOWLEDGE ORGANIZATION: PRACTICE-I

Unit-I Classification of documents (using DDC)

Classification of documents with the latest edition of Dewey Decimal Classification with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

Unit-II Cataloguing of documents (using AACR)

Cataloguing of books and periodicals in accordance with the latest edition of AACR and Sears List of Subject Headings

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1. Test 2. Assignments, 3. Class attendance.

Recommended Books

1. Dewey, Melvil : Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
3. Ranganathan, SR : Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Sear's List of Subject Headings. Ed by B. M. Westby. 11th ed (or latest edition). New York, HW Wilson, 1977.
5. Boll, John J. Introduction to cataloguing. Vol. I. New York, McGraw Hill, 1970.

PAPER-V (B.Lib. 105)

KNOWLEDGE ORGANIZATION: PRACTICE-II

Unit-I Classification of documents (using CC)

Classification of documents by 6th edition of CC with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

Unit-II Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

1. Ranganathan, SR : Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
2. Ranganathan, SR : prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
3. Satija, MP : Colon Classification : a practical introduction. Delhi, Ess Ess, 1989.
4. Ranganathan, SR : Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
5. Satija, MP : Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.
6. Ranganathan, SR : Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.

PAPER-VI (B.Lib. 106)

INFORMATION SOURCES

Unit-I Information sources-I

- Concept of information sources
- Primary sources of information -journal, conference volume, patents, research reports, thesis and their electronic form
- Five Laws and Reference Sources

Unit-II Information sources-II

- Secondary sources of information-Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Directory, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

Unit-III Information sources-III

- Tertiary source of information-Bibliography of bibliographies and guide to literature and their electronic form

Unit-IV Information sources-IV

- Human resource
- Information centers
- Institutional information sources
- Mass media
- Database

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

Recommended Books

1. Bradford, SC : Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC : Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B : Documentation and Information : services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW : Information Retrieval Systems : Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.

PAPER-VII (B.Lib. 107)

INFORMATION USERS, SYSTEMS AND SERVICES

Unit-I Information users

- Information users and their information needs
- Concept, scope, content and methodology of user studies
- Critical review of some large scale user studies
- Specific techniques of user studies– Scenario analysis, Interaction analysis,
- Evaluation of user survey

Unit-II Information system

- Characteristics and scope of information systems
- International information systems (like VINITI, AGRIS, INIS, and OCLC),
- National information systems (like NISSAT, NISCAIR, NASSDOC and ENVIS)

Unit-III Reference and information Service

- Concept, purpose and types of reference service,
- Organization of reference section,
- Trends of reference service in digital age.
- Concept, history, need and types of documentation
- Concept, need, trend and information services
- Types of information service: CAS, SDI, Abstracting, Indexing, Reprography, Translation, Literature search, Document delivery services;

Unit-IV Information products

- Concept and purpose of information products
- Types of information products: Bibliography, House Journals, Newsletters, Trade and Product bulletin, State of the art, Trend report

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1. Test 2. Assignment 3. Class attendance.

Recommended Books

1. Foskett, OJ : Information Service in Libraries. 2nd ed. Connecticut, Archon Books, 1967.
2. Katz, William A : Introduction to Reference Work. New York, McGraw Hill, 1987.
3. Krishan Kumar : Reference Service. 5th rev ed. New Delhi, Vikas, 1982.
4. Ranganathan, SR : Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961.
5. Mukherjee, AK : Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975.
6. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.

PAPER-VIII (B.Lib. 108)

LIBRARY AND INFORMATION TECHNOLOGY (Theory)

Unit-I Information technology-I

- Concept of information technology
- Types of information technology
- Computer technology-History, classification and generation of computers, computer hardware and software, operating systems-MS-DOS, Linux, UNIX and WINDOWS,
- Programming Languages, Algorithm & Flow Charting

Unit-II Information technology-II

- Communication technology-general aspects
- Reprographic technology-general aspects
- Micrographic technologies-general aspects

Unit-III Library automation

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library softwares including open source softwares, Library networks, new development in library automation such as use of RFID etc.

Unit-IV Essentials of library and information technology

- Social networking and Library blogs
- Repositories
- Digital libraries
- Library 2.0
- World wide web

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

Recommended Books

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV : Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Patil, DB : dBase III Plus in Libraries and Information Centres : theory and practice. New Delhi : Ashish Pub.,1991.

PAPER-IX

LIBRARY AND INFORMATION TECHNOLOGY (Practice)

Unit-I Use of Operating System & MS-Office

Unit-II Database Creation in CDS/ISIS & Database search and Retrieval

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students has to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Recommended Books

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerzation : theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV : Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Patil, DB : dBase III Plus in Libraries and Information Centres : theory and practice. New Delhi : Ashish Pub.,1991.
8. Shiva Sukula : Information Technology :Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
9. Shiva Sukula : Electronic Resource Management : What, why and how, New Delhi, Ess Ess Publications, 2010