

**Bachelor of Library and Information**  
**Science**

**SYLLABUS**

**2022-2023**

**GOVT. V Y T PG AUTONOMOUS COLLEGE**  
**DURG**  
**CHHATTISGARH**

LIBRARY AND INFORMATION SCIENCE DEPARTMENT  
**Bachelor of Library and Information Sciences**  
**CBCS BASED PROGRAMME**  
 Approved syllabus for B. LIB. I. Sc. by the members of Board of Studies  
 Session 2022-23  
**Syllabus and Marking Scheme for First Semester**

Course Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continues Evaluation	Semester End Examination	Total Marks
C1	<b>Core Course(CC)</b> Foundation Of Library and Information Science	3:1:0	20	80	100
C2	Library Classification (Theory)	3:1:0	20	80	100
C3	Library Cataloguing and Bibliography	3:1:0	20	80	100
C4	Documentation and Information Services	3:1:0	20	80	100
C5	Library Classification(Practical)	0:1:3	20	80	100
GE1 GE2	<b>Generic Elective(GE)*</b> Digital Library Basics and Uses Collection Development	0:1:1	10	40	50
AEC1	Ability Enhancement Course{AEC} Library Automation ( Practical )	0:1:1	10	40	50
	<b>TOTAL</b>	<b>24</b>	<b>120</b>	<b>480</b>	<b>600</b>

**Syllabus and Marking Scheme for Second Semester**  
 Session 2022-23

Course Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continues Evaluation	Semester End Examination	Total Marks
C6	<b>Core Course(CC)</b> Library Organization and Management	3:1:0	20	80	100
C7	Reference Service and Sources	3:1:0	20	80	100
C8	Library cataloguing (Practical)	0:1:3	20	80	100
C9	Computer Applications In Libraries (Practical)	0:1:3	20	80	100
AEC2	Ability Enhancement Course(AEC) Communication Skill	0:1:1	10	40	50
SEC1	Skill Enhancement Course(SEC) Information Sources & Services (Practical)	0:1:1	10	40	50
DSE1 DSE2 DSE3	Discipline Specific Elective(DSE)* School Library & Media Center Public Library Service Special Library and Information Service	3:1:0			
	Project Work(In lieu of DSE)	4	20	80	100
	<b>TOTAL</b>	<b>24</b>	<b>120</b>	<b>480</b>	<b>600</b>

Note: \* Any One

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

Note : *Practical and Viva-Voce will conducted by internal examiners*

**First Semester**  
**Core Course – C1**  
**Foundations of Library and Information Science**  
**TM 100 (Internal Assessment 20 + Theory 80) (Credit-04)**

**Objectives:**

To get the foundational knowledge about the library and libraries system, as a profession and as a discipline.

**Learning Outcomes:**

**After studying this paper, students shall be able to:**

1. Comprehend the concept of information and the discipline of Library and Information Science.
2. Understand the development of libraries.
3. Classify libraries on the basis of their purpose and functions.
4. Know the role of libraries in the development of various aspects of society.
5. Comprehend the basic philosophy of Library and Information Science.
6. Understand laws related to libraries and information.
7. Understand librarianship as a profession.
8. Assess the role of national and international library associations and organizations.
9. Highlight role of various library promoters at the national and international level.

**Unit 1: Library and Information Science Introduction**

- Library & Information Centre : Definition, Objectives and Role in Society
- Great Libraries of the India & world, Great Library thinkers and scholar
- Dr. Ranganathan's contribution in Library and Information Science
- History of Library and Information Science.

**Unit 2: Libraries- Types and Roles**

- Historical Development of Libraries with special reference to India.
- Types of Libraries : Objectives , distinguishing Features and Functions.
- Information Centers : Objectives and Functions.
- Five Laws of Library Science.
- Commission – committees Reports in library development with special reference to India.

**Unit 3: Laws Related to Libraries and Information**

- Library Legislation: Need and essential Features, Special Mention to India.
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act.
- Copyright act and legal aspects of Copyright, plagiarism and piracy
- Role of Raja Rammoham Ray Library Foundation, National reference Library of India.

**Unit 4: Library services and facilities for user**

- Type of users in different type of libraries.
- Services of different type of libraries .
- Resource enhancement in libraries through Resource sharing.
- Public Relations and Extension Activities.

### **Reading list:**

- 1 RANGANATHAN (S R), Ed. Book service for all. 1969. Asia; Bombay.
- 2 RANGANATHAN (S R). A librarian looks back: an autobiography.1992. Asia; Bombay
- 3 RANGANATHAN (S R). Five laws of library science. 1991. Asia; Bombay.
- 4 RANGANATHAN (S R). Preface to library science. 1948. University of Delhi; Delhi.
- 5 SHARMA (Pandey S K). Library and Society.1992 .2nd rev. &enl. Ed . Ess Ess; New Delhi. \
- 6 SHERA (J H) Sociological foundation of Librarianship. 1970. Asia; Bombay.
- 7 THOMPSON (Carl) et al. Adult education activities for public libraries. 1950. UNESCO; Paris.
- 8 UNESCO.National libraries: there problem and prospects. 1960. UNESCO;Paris.
- 9 VENKATAPPAIAH (V). Library legislation in India.2v. 1990.
- 10 BAWDEN(David) and ROBINSON(Lyn). Introduction to Information Science. July 2012
- 11 BUNCH (Allan). The basics of information work. 1984. Clive Bingley; London.
- 12 CHOWDHURY(G G), BURTON(Paul F), MCMENEMY(David) and POULTER(A).  
Librarianship An introduction Dec 2007
- 13 GARDNER (Frank M). Public library legislation: a comparative study. 1971. UNESCO; Paris.
- 14 GEORGE (K M),Ed. Indian libraries: trends and perspectives. 1985. Orient Longmans; Calcutta.
- 15 GUHA( B). Documentation and information: services, techniques and systems.1983. 2nd rev. ed.
- 16 GUPTA( B M),,Ed.,. Handbook of libraries, Archives and information centre in India. V 1-13.  
1991;New Delhi
- 17 HAY WOOD T: Info-Rich Info-poor: Access and exchange in the global information  
society.1995. Page 20 of 30
- 18 INDIA. MINISTRY OF EDUCATION. Report of the Advisory Committee for Libraries. 1959.  
Manager of publications; Delhi.
- 19 KAULA (P N). National library of India: a critical study. 1971.
- 20 KENT A, ed. : Encyclopaedia of library and information science.VI-62.
- 21 KHANNA (J K). Library and society. 1987. Research publications; Kurukshetra.
- 22 MACHLUP( F). Knowledge; its creation, distribution and economic significance. VI, 1980; V2,  
1982; V3. 1984.
- 23 MAHAPATRA (P K). Library and information science: an introduction. 1989. World Press;  
Calcutta.

## Core Course – C2

### LIBRARY CLASSIFICATION (THEORY) TM 100(Internal Assessment 20 + Theory80) (Credit-04)

#### Objectives:

To get the theoretical knowledge about various classification schemes and to get knowledge, how to arranged reading materials in the Libraries.

#### Learning Outcomes:

After studying this paper, students shall be able to:

1. Explain the nature and attributes of universe of knowledge.
2. Express the meaning, purpose, functions, theories and canons of library classification.
3. Elucidate various facets of notation and call number.
4. Discuss the characteristics, merits and demerits of different species of library classification schemes.
5. Highlight salient features of major classification schemes.
6. Review current trends in library classification

#### UNIT-I

- Library classification: Its definition, aims & function
- Species of classification schemes- Enumerative & analytical pattern: their features, merits & demerits
- Basic subject & their kinds
- Comparative study of colon classification & Decimal classification

#### UNIT-II

- Knowledge classification & its canons
- Hospitality in array & chain
- Facet analysis
- Five fundamental categories & their postulates
- Principles for facet sequence
- Types of isolates: common, special and devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

#### UNIT-III

- Notation: definition, need & functions
- Types, qualities of notation
- Canons of notation
- Mnemonics: its types & canons
- Indicator digits

#### UNIT-IV

- Book classification: purpose & meaning
- Canons for book classification
- System of book number
- Knowledge classification vs book classification
- Steps in practical classification

#### References

1. Pustkalye Vargikran ,Pralhad Sharma, University Jaypur

2. Pustkalye Vargikran Ke Sidhant , J.S.Champawat Raj Publishing House, Jaypur
3. Granthalay Vargikran Avam Suchikran Ke Sidhant, S.P.Sood, G.D.Bhargav, R.B.S.A. Publisher
4. Granthalay Vargikran Ke Mul Tatv, S.M.Tripathi, N.S.Saukin, Y.K.Publishers
5. Granthalay Vargikran Tatha Vyavahar, Ajit Singh, Arya Publications

**Core Course – C3**  
**Library Cataloguing and Bibliography**  
**TM 100(Internal Assessment 20 + Theory80) (Credit-04)**

**Objectives:**

To get the idea about various cataloguing schemes and to get knowledge how cataloguing scheme helps to retrieve information from the library.

**Learning Outcomes:**

**After studying this paper, students shall be able to:**

1. Understand the concept of library catalogue
2. Comprehend various inner and outer forms of library catalogue
3. Understand the main and added entries of library catalogue
4. Understand various approaches of deriving subject headings
5. Know about the normative principles of cataloguing
6. Understand the concept of co-operative and centralized cataloguing
7. Explain the current trends in library cataloguing

Know the standards for bibliographic interchange and communication.

**UNIT-I**

- Library Catalogue: Objectives , purpose and functions
- Different between bibliography, Catalogue and documentation list
- Canons and normative principles of cataloguing
- Physical and inner forms of library catalogue
- Selective and simplified cataloguing
- Descriptive cataloguing including ISBD
- Entries-their types and functions
- Filling of entries

**UNIT-II**

- Cooperative and centralized cataloguing
- Cataloguing in publication and MARC
- Comparative study of CCC and AACR-2
- Organization and management of cataloguing department
- Subject cataloguing – meaning , purpose and objectives
- Subject Headings –Need and basic principles
- Derivation of subject headings- LCSH, Sears list of subject headings
- Chain procedures

**UNIT-III**

- Bibliography – definitions , aims, need ,functions and types

- Subject bibliography
- National bibliography-need, scope and coverage
- Study of INB and BNB
- Trade bibliography
- Universal bibliography

#### UNIT-IV

- Bibliography control
- Bibliography and documentation activities in U.S.A. and U.K.
- Bibliographical organizations in India and their services.

#### References

1. Granthalaye Suchikaran, Sayam Sundar Agrwal, Hindi Granth Akadami
2. Suchikaran Ke Sidhanth , Girja Kumar , Krishan Kumar, Vikas Publication
3. Physical Forms of Library Catalogue, Ajit Singh, Arya Publications, Delhi
4. Library Cataloguing, Dr.M.K.Shrivastava, Prahlad Sharma, Hemlata Sharma, University Publication, Jaipur

**Core Course – C4**  
**DOCUMENTATION AND INFORMATION SERVICE**  
**TM 100 (Internal Assessment 20+ Theory 8s0) (Credit-04)**

#### UNIT-I

- Documentation : meaning and definition , its aim, scope and development
- Documentation work and their scope
- Documentation services and their scope
- Documentation lists-their kinds and preparation
- Reprographic and translation service

#### UNIT-II

- Information science –its definition , aims and scope
- Change concept of information science
- Information users-their needs and information seeking behavior
- Nature of information needs
- Information services : CAS,SDI

#### UNIT-III

- Abstracting-definition , aims and scope
- Canons of abstracting
- Characteristics and qualities of good abstracts

- Methods and stages 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-IV

- Indexing-definition and functions
- Pre-coordinate indexing, chain indexing, PRECIS,POPSI
- Post coordinate indexing-Term entry system , peek-a-boo-system,edgenotched
- Punch card system, Citation indexing, Key word indexing and types
- Documentation centers and systems-FID,VINITI, INSDOC,DESIDOC,NASSDOC,UNISIST AND NISSAT

#### References

- 1.Documentation And Information Services, Systems & Techniques, J.K.Khanna, Y.K.Publishers, Agra
- 2.Documentation and Information Science, S.P.Sudh, D.Jotwani
- 3.Library Information Service and Systems, Pankaj Kumar Singh, Discovery Publishing House, Delhi
- 4.Library and Information Science, Dr.L.N.Verma, Prahlad Sharma, University Publication Jaipur

#### Core Course – C5

#### LIBRARY CLASSIFICATION (PRACTICAL) TM 100(Internal Assessment 20+ Theory 80) (Credit 4)

#### **Objectives :**

To get the practical knowledge about various Classification schemes and to get knowledge how to use of classification scheme in the Libraries.

#### **Learning Outcomes:**

**After studying this paper, students shall be able to:**

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme
4. Ranganathan, S. R. &Gopinath, M. A. (1989).*Colon classification. 7<sup>th</sup>ed.*Vol. 1, schedules for classification. Bangalore, SaradaRanganathan Endowment for Library Science.
5. Schedules

Classification of books and periodicals by DDC (19<sup>th</sup> /ed.) and colon classification (6 th ed. Reprint). (Note- The candidate should mention the edition of DDC used)

#### *References*

1. Colon Classification, S.R.Ranganathan, S.S.Publication
2. Divbindu Vargikran Ek Saral Adhyan, U.C.Sharma, N.S.Saukin, R.K.Bhat, Alka Saksena, Y.K.Publication, Agra



3. Prayogatmak Deway Dasmlav Vargikran (22 Sanskaran), Jay Prakash Panday, Kushal Publication, Varanasi
4. Deway Desimal Classification 23: A Practical Approach, Dr Ajay Pratap singh, Mayank Yuraj, Today and Tomarrow Publication

**Generic Elective – GE1**  
**Digital Library Basics and Uses**  
**TM 100 (Internal Assessment 10+ Theory (40) (Credit 2)**

**Objectives :**

- To develop skills for handling information sources.
- To provide practical exposure to different information sources.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

1. Understand and work on experience with IT products and services.
2. Get knowledge to work with digital library software and management tool Dspace etc.
3. Gain Overall knowledge of Digital Library and the parts of its operations using different types of software
4. Gain knowledge of both system software and application software related to Digital Library and management.

**Unit 1 : Digital Libraries**

Digital Libraries : Concept and definition

Historical development of Digital Libraries

Copyright and license issues.

**Unit 2: Digitization Process**

Software, hardware and best practices

Scanners and scanner types

OCR and OCR software.

**Unit 3: ICT Application for DLs**

Open source software

Dspace, GSDL : Features and comparative study of Dspace, Eprints and Fedora

Open Standards and File formats, harvesting metadata.

**Unit 4: Digital Library Architecture**

Grid architecture. Open URL integration.

Digital Preservation : Persistent identifiers : DOI and CNRI Handles

Multilingual digital repositories and Cross-language information retrieval

**Readings list:**

1. Arms, W. Y. (2005). Digital libraries. New Delhi: Ane Books.
2. Bose, Kausik. (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Ess,
3. Chowdury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing,
4. Cohn, John M., Kelsey, Ann L., and Fiels, Ketih Micheal. (1998). Planning for Library Automation: A Practical Handbook. London: Library Association.
5. Papy, F. (2013). Digital Libraries. Somerset: Wiley.
6. Pedley, Paul. (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib.
7. Xavier, C. (2000). World Wide Web Design with HTML, New Delhi: TMH.

## Generic Elective – GE2

### Collection Development

#### TM 100(Internal Assessment 10+ Theory (40) (Credit 2)

**Objectives :** To know the importance and policies of collection development in library .

#### **Learning Outcomes:**

**After studying this paper, students shall be able to:**

1. Understand the various types of collection in library
2. Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes and policies related to collection development

#### **Unit 1: Basics of Collection Development**

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management
- ,-Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

#### **Unit 2: Document Selections and Acquisition Procedure**

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

#### **Unit 3: Collection Evaluations and Weeding**

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

#### **Unit 4: Preservation, Its Impact on Collection Development**

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development
- Cyber security for library e-collection

#### **Reading List :**

1. Academic Libraries: Role in the National Development, by Dorothy Issac, A.A.N. Raju and L.S. Ramaiah (Ed) (1993). Madras: T.R. Publications. (Section 2 : Collection Development).
2. Advisory Committee for Libraries. (Chairman : K.P. Sinha) (1960). Report. Rev. ed. Manager of Publications p. 63 (Govt. of India); 1961, Delhi, India.
3. American Library Association (1956). Public Library Service: A Guide to Evaluation with Minimum Standard. Chicago, ALA. American Library Association. (1977). Resources and Technical Services Division. Guidelines for the Formulation of Collection Development Policies. In Library Resources & Technical Services, Volume 21. pp. 40-47.
4. Gelfand, M.A. (1974). University Libraries for Developing Countries. Delhi: The University Book.
5. Hingwe, K.S. (1982). Management of University Libraries in India: Principles and Practices. Calcutta: The World Press.

6. India. University Grants Commission (1965). Library Committee (Chairman: S.R. Ranganathan) University and College Libraries: Report. New Delhi: UGC.
7. Indian Library Association. 13th All India Library Conference, Jaipur, January 28- 31, 1985. Building Library Collections and National Policy for Library and Information Services. Seminar Papers. Ed. by P.B. Mangla, Delhi: Indian Library Association.
8. Krishan Kumar (1985). Library Manual, New Delhi: Vikas Publishing House.
9. Mittal, R.L. (1993). Library Administration: Theory and Practice. Ed.5. New Delhi: Metropolitan Book.
10. Ranganathan, S.R. (1989). Library Book Selection. Ed.2. Bangalore: Sarada Ranganathan Endowment for Library Science.

### **Ability Enhancement Course{AEC}**

#### **Library Automation TM 100(Internal Assessment 10+ Theory (40) (Credit 2)**

##### **Unit-1 Introduction to Library Automation**

- Introduction to Library Automation
- Historical perspective of Library Automation
- Need and purpose- Approaches to Library Automation

##### **Unit- 2 Management of Library Automation**

- Management of Library Automation
- Planning – Forms and Standard – retrospective conversion
- Implementation and Evaluation of Library Automation

##### **Unit-3 House Keeping Operation**

- House Keeping Operation : Automation of Acquisition
- Automation of serials control-
- Automation of Cataloguing
- Automation of Circulation

##### **Unit- 4 Computerization Information Service**

- Computerization Information Service
- Computerized Alerting service –
- Computerized Bibliographic service- Documents Delivery service- reference service-

##### **References**

- 1- Cooper, M.D. (1996). *Design of Library automation systems: File structures, data structures and tools*. New York: John Wiley.
- 2- Dhiman, A.K.(2003). *Basics of Information Technology for Librarians and Information Scientists*. Ess Ess Publication.
- 3- Haravu, L.J. (2004). *Library automation: design, principles and practice*. Delhi: Allied Hayss, Robert M. (2001). *Models for Library Management, Decision-Making and Planning*. New York: Academic Press
- 4- Jeanne, F.M. (2006). *A librarian's guide to the Internet: A guide to searching and evaluating Information*. Oxford: Chandos Publishing.