Scheme of B. Lib. Inf. Sc.

Their will be Following papers Divided in part A & B. The part A will be studied in First Semester & Part B in second Semester . All papers are compulsory .The marks & Credit allotted to the papers are shown in the table given below.

SNo.	Paper	Duration	Ext. Ex.	Int.Ex.	Credit
	1st Semester :A				
1	Foundation of Library & Information Science	3	80	20	4+0
2	Knowledge Organization ,Information Processing & Retrieval (Theory)	3	80	20	4+0
3	Knowledge Organization ,Information Processing & Retrieval: Classification Practice	3	80	20	4+0
4	Knowledge Organization ,Information Processing & Retrieval: Cataloguing Practice	3	80	20	4+0
	Total		320	80	16
	2nd Semester :B				
5	Information Technology :Basic(Theory)	3	80	20	4+0
6	**Information Technology :Basic (Practice)	3	80	20	0+4
7	Management of Library & Information Centers /Institutions	3	80	20	4+0
8	Information Source ,Products and	3	80	20	4+0

	Services				
9	VSR 2 Semester		80	20	2
10	**Comprehensive Viva voice		100		2
	Total		500	100	20
	Total (A+B)		820	180	36

Comprehensive Viva voice 2 credit 100 marks (In the final Semester)

Total Credit of the course progamme : 36

** Examination will be conducted by external and Internal Examiners duly   appointed by Vishwavidyalaya.

VSR:

Value & Social responsibility VSR is a compulsory part of the programs. The VSR program consists of such practical activities which inculcate human values and develop sense of social responsibility and social consciousness among the students.

Bachelor of Library and Information Science

Paper 1st

Paper: Foundation of Library and Information Science

Max.Marks.100   External Marks: 80   Internal Marks: 20

UNIT 1st Library as a social Institution

- Social and historical foundations of library
- Different types of libraries –their distinguishing features and functions
- Role of Library in formal and informal education

Normative principles of Library and Information Science

- Five laws of Library Science
- Implication of Five Laws in library and Information Activities

UNIT 2nd

- **Library Development**
- Development of libraries with special reference to India
- Resource Sharing and library Networking
- **Promoters of Library and Information Services**
- National level Promoters –RRRLF,ILA ,IASLIC ,ITALIS
  - International level Promoters –UNESCO,FID,IFLA

UNIT 3rd Laws Relating to Libraries and Information

  - Library legislation -need and essential features
- Library legislation in India
- Press and Registration Act and Delivery of books (Public Libraries) Act
- Copyright Act

UNIT 4th Library and Information Profession

- Attribution of profession
- Librarianship as a Profession
- Professional ethics

- Professional associations and their role
- National and International Library Associations- FID, IFLA, UNESCO
- Professional Education and Research

UNIT 5th Public Relations and Extension Activities

- Definition
- Facets and Programs
- Publicity and extension ,outreach Activities
- Library Path Finders (Guides)
- Consultancy.

Paper :2

Paper : Knowledge Organization , Information Processing & Retrieval (Theory)

Max.Marks.100 External Marks :80 Internal Marks : 30

UNIT 1stUniverse of Knowledge

- Structure and attributes
- Modes of formation of Subjects
- Different types of Subjects
- Universe of Subjects as mapped in different Schemes of classification

UNIT 2nd Bibliography Description

- Catalogue –purpose, structure and types, physical forms including OPAC ,filing rules
- Normative Principles of Cataloguing
- Overview of principles and practice in document description
- Current trends in standardization ,description and exchange
- Standard codes of cataloguing, CCC &AACR-2

UNIT 3rd Methods of Knowledge Organization

- General theory of Library Classification
- Normative principles of classification and their application
- species of Library Classification

UNIT 4th

- Standard schemes of Classifications and their features :CC ,DDC
- Design and development of schemes of Library Classification
- Trends in Library Classification

UNIT 5th Subject Cataloguing

- Principles of Subject Cataloguing
- Subject heading lists and their features

PAPER: THIRD

PAPER: Knowledge organisation , Information Processing & Retrieval (Part-1 Classification Practice)

Max.Marks.100 External Marks: 80 Internal Marks: 20

Objective: To classify and catalogue different types of documents applying standard codes of cataloguing and classification system.

To introduce physically describe a document according to different codes of cataloguing and classification

UNIT 1st

Classification of Documents (C C.6 th ed. ,DDC19th ed.)

UNIT 1

- Classification of documents representing ,simple subject, compund subject , fundamental Categories , facet Sequence , notation ,round ,Levels ,Environment Division , Language Isolates , Space Isolates , Time Isolates , Common Isolates

UNIT 2

- Classification of documents representing Ten main classes, hundred Divisions , Thousand Divisions, Sub Sections, Tables, Standard Subdivisions.

UNIT 3

- Areas, sub Divisions of Individual Literature, sub Divisions of Individual languages, Racial Ethnic ,National Groups, Languages , Persons .

UNIT 4th

- Classification of documents representing compound subject
- Classification of documents representing complex subject.

UNIT 5th

Assignment of Book Number

Colon book Numbering System

Paper :Fourth

PAPER: Knowledge organization , Information Processing & Retrieval

:Cataloguing Practice

Max.Marks.100 External Marks : 80 Internal Marks : 20

UNIT 1 Cataloguing of Documents Classified catalogue code (CCC)

Works of Single authorship

Works of Mixed Responsibilities

Collaborative Publications

Pseudonymus work.

Unit 2 nd Anglo American Cataloguing Rules-II(AACR -2)

Works of Single authorship

Works of Mixed Responsibilities

Collaborative Publications

Pseudonymous work.

UNIT 3rd Classified catalogue code

Works Corporate Authorship

Government

Institutions

Conferences

UNIT 4 Anglo American Cataloguing Rules-II

Works Corporate Authorship

Government

Institutions

Conferences

Unit 5 th Multivolume Works

Simple and mixed Authorship

Paper   : Fifth

Paper: INFORMATION TECHNOLOGY: BASIC

Max.Marks.100 External Marks: 80 Internal Marks : 20

UNIT 1st CONCEPT AND TERMINOLOGY OF COMPUTER:

Evaluation of a computer and computer generation

Categories of Computer

Computer Processing CPU

Input Devices

out Put Devices

Software Basic System software ,Application Software

UNIT 2nd Library and Information Networks

Definition ,Characteristics

Activities and services of Library Networks ,Types of Networks

Library Network INFLIBNET ,DELNET,CALIBNET

International OCLC, JANET ,RLIN

UNIT 3rd   LIBRARY AUTOMATION

Brief History ,Features, Need and Goals

Problems and issues of Library automation

Management of Computerized Library

Management of Information

Unit: 4th Features of Library Software Packages

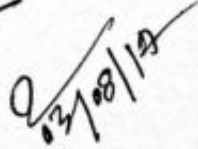WINSIS , LIBSYS , SOUL etc.

evaluation library Automation Software .

UNIT5th New Trends in Libraries

Open Source software's

RFID Technology

Trends of Library automation

SOUL Requirement and Application

Paper: Sixth

INFORMATION TECHNOLOGY: BASIC (Practice)

Max.Marks. 100 External Marks : 80 Internal Marks : 20

UNIT 1st   use of Operating Systems

MS Word

MS Excel

MS Power Point

UNIT 2nd Creating Presentation with Power Point,

Creating Graphics with MS EXCEL ,

Editing and Formatting word Documents

UNIT 3rd Database Creation Using SOUL Soft Ware

Modules

Acquisition

Circulation

OPAC

Serial

Administration

UNIT 4th Database Search and Retrieval

Available on MGCGV web and J- Gate

Unit 5th Web searching INTERNET Searching

E-mail Management

PAPER: Seventh

Paper : Management of Library and Information centers/

Max.Marks.100 External Marks :80 Internal Marks : 20

UNIT 1st MANAGEMENT

- Concept; Definition and scope
- Management styles and Approaches
- Management School of thought
- Functions and principles of scientific Management

UNIT 2nd HUMAN RESOURCE MANAGEMENT

- Organizational Structure Delegation .Communication and Participation
- Job description and analysis ; Job evaluation
- Inter –Personal Relation
- Recruitment procedure , motivation ; Group dynamics ,Training and development
- Disciplines and Grievances , Performance Appraisal

UNIT 3rd FINANCIAL MANAGEMENT

- Resource Management ,Budgeting techniques and Methods –PPBS, ZERO Based Budgeting
- Budgeting Control, Cost effectiveness and Cost Benefit analysis
- Outsourcing
- REPORTING :
- Types of reporting ,Annual Report – compilation ,Contents and Style
- Library statistics

UNIT 4th Library House Keeping Operations

Different section of library & Information centers and their functions

- Collection development and management policies , procedures
- Book ordering (Acquisition)
- Technical Processing
- Serial Control ,Circulation control ,.Maintenance
- Stock Verification –policies and procedures

- Evaluation and weeding
- Archiving –Conservation –Preservation
- Restoration including print ,non print, and electronic materials

UNIT 5th Planning

- Concepts ,Definition ,Need and Purpose ; Types
- Policies and Procedures ,MBO
- Building and space management in Libraries and information centers
- Planning and related infrastructure , Library Furniture Library standard

Paper: Eight

Paper: INFORMATION SOURCE PRODUCTS AND SERVICES

M.Marks.100 External Marks :80 Internal Marks : 20

UNIT 1st REFERENCE AND INFORMATION SOURCES

- Documentary sources of information ; print , non print including electronic
- Nature ,Characteristics , utility and evaluation of different types of information sources
- Non documentary information sources
- Categories : Primary , Secondary and Tertiary Information Sources
- Internet as a source of information

UNIT 2nd REFERENCEAND INFORMATION SERVICE

- Concept ,Definition , need types and trends
- Reference Interview and search Techniques
- Information Services : Concepts ,Divination ,Need And Trends
- Need ,Techniques and Evaluation of alerting services (CAS & SDI)
- Bibliographic, Referral, Document Delivery online services and Translation Services reprographic services.

• UNIT 3rd INFORMATION USERS AND THEIR INFORMATION NEEDS

- Categories of Information Users
- Information Needs : Divination and Models

- Information Seeking Behavior
- User Studies : Methods ,Techniques and evaluation

UNIT 4th INFORMATION SERVICES AND PRODUCTS

- Information Products
- Year book
- Almanac
- Encyclopedia
- Indexes
- Abstract
- Union Data bases Dictionaries ,Directories ,Hand Book , Guides
- **UNIT 5th Geographica ,Biographical, and statistical Information Sources**
- Geographical Sources
- Biographical Sources
- Statistical Sources
- Criteria for Evaluation of Information Sources .
- Compilation of current awareness List, Bibliography, Contents List, Press Clippings.
- Study of National , international and commercial information system and , their services and products NISSAT ,NISCARE, ICAR ,ICSSR , MEDLOR IFLA,UNESCO,FID

List of Information Sources for the purpose of Evaluation is Appendix

Bibliographies

INB, BNB, Comulative BOOK Index, Books Inprint (Bowker) Indian Books Inprint ,
whiteker Books Inprint Ulrich International Periodicals Directory

DICTIONARIES

Websters third International English Dictionary

Oxford New English Dictionary

Gazetteers

Gazetteer of India

Biographical Dictionary

International Who's who

Encyclopedia

Encyclopedia Britannica

Encyclopedia of Library and Information Science

Mc-graw hill Encyclopedia of Science and Technology

Directories and Year Book

Statesman Year Book Directory of Scientific Research Institution in India ,University Hand

Book , India : Reference Annual ,Directory of NGOs

Index

Guide to Indian Periodicals Literature

Paper ; Nine VSR

As prescribed by the Faculty /University