NATIONAL EDUCATION POLICY-2020

Common Minimum Syllabus for all

Uttarakhand State Universities and Colleges

PROPOSED STRUCTURE OF

<u>Bachelor of Library and Information Science</u>

<u>(B.Lib.&I.Sc.)</u>

SYLLABUS

2024

Curriculum Design Committee, Uttarakhand

Sr.No.	Name & Designation	
1.	Prof. N.K. Joshi Vice-Chancellor, Kumaun University Nainital	Chairman
2.	Prof. O.P.S. Negi Vice-Chancellor, Uttarakhand Open University	Member
3.	Prof. P. P. Dhyani Vice-Chancellor, Sri Dev Suman Uttarakhand University	Member
4.	Prof. N.S. Bhandari Vice-Chancellor, Soban Singh Jeena University Almora	Member
5.	Prof. Surekha Dangwal Vice-Chancellor, Doon University, Dehradun	Member
6.	Prof. M.S.M. Rawat Advisor, RashtriyaUchchatar Shiksha Abhiyan, Uttarakhand	Member
7.	Prof. K. D. Purohit Advisor, RashtriyaUchchatar Shiksha Abhiyan, Uttarakhand	Member

Expert Committee

S.N.	Name	Designation	Department	Affiliation
1.	Prof Manoj Joshi	Professor	Library andInformation Science	Kurukshetra University, Haryana
2.	Prof Nirmal Kumar Swain	Professor	Library and Information Science	Maharshi Dayanand University, Rohtak
3.	Dr. Sunil Goria	University Librarian	Library and Information Science	Baba Bhim Rao Ambedkar Central University, Lucknow
4.	Prof. Yougal Joshi	Co-ordinator/ Information Scientist	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
5.	Dr. Farzana Azim	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
6.	Mr. Hem Chandra	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
7.	Mrs. Deepa Rana	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital

Syllabus Preparation Committee

S.N.	Name	Designation	Department	Affiliation
1.	Prof. Yougal Joshi	Co-Ordinator/ Information Scientist	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
2.	Dr. Farzana Azim	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
3.	Mr. Hem Chandra	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
4.	Mrs. Deepa Rana	Assistant Professor (Ad.)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
5.	Miss. Sony Singh	Guest Faculty	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital
6.	Manoj Kumar	Research Scholar(NET JRF)	Library & Information Science D.S.B. Campus,	Kumaun University, Nainital

Syllabus for

Bachelor of Library and Information Science

as Per the National Education Policy, 2020

1. **PROGRAMME TITLE: Bachelor of Library and Information Science** under theFaculty of Social Science.

2. **YEAR OF IMPLEMENTATION**: Revised syllabus will be implemented from June 2022 - onwards.

3. **PROGRAMME OBJECTIVES:**
   1. To educate the students to respond to the changing information needs of society.
   2. To give the students an understanding of the basic principles and theories of Libraryand Information Science.
   3. To develop proficiencies and abilities of students essential for management ofLibraries and Information Systems.
   4. To enable the students to understand the role of Libraries and Information Centers insocio-economic development of the society.
   5. To acquaint the students with Information and Communication Technology and itsapplications in Libraries and Information Centers.

4. **PROGRAMME OUTCOMES:**
   LIS Students:
   1. Will learn the skills of organizing information and recorded knowledge.
   2. Will be able to provide traditional and modern Information and Reference servicesfor users.
   3. Will become competent for job opportunities in LIS and related field.

5. PROGRAMME SPECIFIC OUTCOMES:

LIS Students:

1. Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planningand management of Libraries and Information Centres (LICs) and effective leadershipin the LIS field.

2. Possess the skills to respect, engage and collaborate with a diverse community inorder to advocate for and construct inclusive, meaningful, and participatory libraryservices, programmes and resources.

3. Can perform and access research-based practices through the application ofinformationliteracy, inquiry, and research methods including data discovery, analyticsand qualitative measures.

6. NUMBER OF ADMISSIONS: Forty (40)

7. DURATION

- The programme shall be a full-time regular programme.
- The duration of programme shall be of one year of two Semesters.

8. PATTERN:

Pattern of Examination will be Semester with 80+20 (100 marks) with ChoiceBased Credit System (NEP-2020).

9. ATTENDANCE:

Minimum attendance for each semester is 75% of the total number of Theory,Tutorial, Practical, Seminar, and Group Discussion periods.

10. FEE STRUCTURE: (as applicable to regular programme)

Fees will be applicable as per University Rules/ Norms.

11. ELIGIBILITY FOR THE PROGRAMME:

To be eligible for admission to the B. Lib. and I. Sc. programme, a candidate must havecompleted **level 7 (Bachelor degree of three years or Six semesters)**

ofundergraduate programme of this university or any other HEIs registered onAcademic Bank of Credit Portal.

12. ADMISSION PROCESS:

- The admissions will be on the basis of merit or entrance examination and reservationpolicy of the Govt. of Uttarakhand.
- An application in the prescribed form along with necessary testimonials foradmission to the B. Lib. and I. Sc. programme must be accompanied with prescribedfees.
- The last date of application for the admission for B. Lib. and I. Sc. Programmeshall be notified by the University in the newspapers and on the University Website.
- No. T.A. and D.A. will be paid to the candidates called for Interview.

13. MEDIUM OF INSTRACTION:

- Medium of instruction shall be in English and Medium of Examination shall be inEnglish or Marathi.

14. GENERAL:

1. Students of this University must submit their Transference Certificate (from theCollege/University last attended) before ……………………….
2. Students from other Universities should apply for Eligibility Certificate on or before…………………their admission to this University.
3. Seats are reserved for students belonging to Schedule Castes, Scheduled Tribes etc.as per the Resolutions passed by the State Government from time-to-time.
4. No application form for admission to an examination will be accepted unless alldues are cleared by the student.

A candidate shall be admitted to the examination for B. Lib. and I. Sc. programme if:

i)   He/ She has necessary attendance in each semester.
ii)   He/ She has satisfactorily completed the prescribed programme of practical work,Seminars, Tutorials and assignments.

- A candidate who fails and reappears for the Examination as Ex-Students shall beentitled to have the marks previously assigned to him/her by the Head of theDepartment of Library and information Science for the record of practical work.These marks will be

carried forward in respect with his/her subsequent performanceof the examination. In case, however, the candidate joins the programme again as aregular student, He/she shall have to do the record of Practical work afresh.

- **Internship:** The students shall work in one Library for twenty-one (21) working days under thesupervision of concern Library Authority. The library Authority has to give hands on training to eachsection of the library.

- Students have supposed to complete the internship immediately after the end ofSemester I and before the commencement of Semester II.

- Students have to maintain and submit the internship report dully signed by theconcern librarian.

- **Mechanism of Credit Systems:**

Credit is a kind of weightage given to the contact hours to teach the prescribedsyllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours.The paper wise instructional days with a norm of 4 contact hours per week per paper willbe of 120 days. That is 60 days or 60 contact hours per paper shall be completed duringeach semester session. By converting these contact hours into credit at the rate of 15contact hours for each subject, there will be 4 credits allotted to each paper and 2 creditsallotted to Skill Enhancement Courses.

- **The details of the Semester I and II Examinations shall be as under:**

Baskets of Electives:

Sr. No.	Course Name	Semester	Credits
1.	Social Sciences Librarianship		
2.	Science and Technology Librarianship		
3.	Commerce & ManagementLibrarianship		
4.	Law Librarianship		
5.	Medical Librarianship		

6.	Soft Skills for LIS Professionals		
7.	Modern Research Support Tools		

*Credit Structure of the Programme-(Table as per given below).

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

<table>
<tr><th colspan="7"><u>First Semester</u></th></tr>
<tr>
<th>Course Code</th>
<th>Cours e Title</th>
<th>Major /Minor</th>
<th>Credits</th>
<th>IA</th>
<th>ESE</th>
<th>Total Marks</th>
</tr>
<tr>
<td>BLIS101</td>
<td>Library and Information Society</td>
<td>Minor</td>
<td>4</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLIS 102</td>
<td>Information Sources (Theory and Practical)</td>
<td>Major</td>
<td>6</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLIS 103</td>
<td>a) Users, Information Systems and Services
b) Types of Libraries</td>
<td>*Elective</td>
<td>4</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLIS 104</td>
<td>Library Classification (Theory and Practical)</td>
<td>Major</td>
<td>6</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLISC 105</td>
<td>Library Tour (Project) & Viva- Voce</td>
<td>Major</td>
<td>2</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr><th colspan="7"><u>Second Semester</u></th></tr>
<tr>
<td>BLISC201</td>
<td>Management of Libraries and Information Centers</td>
<td>Minor</td>
<td>4</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLISC202</td>
<td>Information Literacy</td>
<td>Major</td>
<td>4</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLISC203</td>
<td>Library Cataloguing (Theory & Practical)</td>
<td>Major</td>
<td>6</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLISC204</td>
<td>ICT Application in LIS (Theory & Practical)</td>
<td>Minor</td>
<td>6</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>BLISC205</td>
<td>Library Training &Viva-Voce</td>
<td>Major</td>
<td>2</td>
<td>30</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td colspan="3" align="center">TOTAL CREDITS</td>
<td>44</td>
<td colspan="2">Total Marks</td>
<td>1000</td>
</tr>
</table>

IA: Internal Assessment, ESE: External Semester Examination

Bachelor of Library and Information Science (B.Lib. &I.Sc.)
(Semester- I)

Course Code	BLIS 101
Course Title	**LIBRARY & INFORMATION SOCIETY**
Type of Paper	Minor
Credit	4
Teaching Hours	48

Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts.

UNIT – I:-Concept of Library in Society

- Social and historical foundations of library.

- Development of libraries with special reference to India.

- Different types of libraries - their distinguishing features and functions.

UNIT – II: Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities.

UNIT – III: Laws relating to Libraries and Information Centers

- Library Legislation in India: Need and essential features.

- Copyright Act and Delivery of Books (Public Libraries) Act.

- Librarianship as a Profession

- Professional ethics

UNIT – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing

-Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO

- Definition: Facets and programmers of PR and Extension Services

- Resource Sharing and Library Networking

Books Recommended

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study, Paris, UNESCO, 1971.
2. HARRISON (Colin) and BEENHAM (Rosernary). The Basic of Librarianship. London. Clive Bengley, 1987.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries, Delhi, Manager of Publications, 1959.
4. JEFFERSON (G). Libraries and Society, London, James Clarks and Co., 1969.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society, Kurukshetra; Research Publication, 1987.
7. SAINI (O P). Pustakālaya aura samāja. (Hindi medium)

Course Code	BLIS 102 (Theory -40%, Internal- 30%, Pratical-30%)
Course Title	INFORMATION SOURCES (THEORY & PRACTICAL)
Type of Paper	Core
Credit	6
Teaching Hours	72

Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the Bibliographical and other sources of searching information. Understand the latest trends in Reference & Information Sources and Services.

UNIT – I: Reference and Information Sources

- Sources of Information: Documentary and Non-Documentary; Print and Non-print
- Categories: Primary, Secondary and Tertiary Information Sources
- Human and Institutional: Nature, types, Characteristics and utility
- Electronic Resources: Characteristics and Types

UNIT – II: Types and Evaluation of Reference Sources

- Reference Sources and their Types
- Criteria for evaluation of Reference Sources: Print and Electronic
- Study of- Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources

UNIT – III: Bibliographical and other Sources

- Reference Sources for Current Events and Ready Reference Sources.
- Bibliographical Sources: Functions and Types; and Branches.
- Study of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources

UNIT –IV: PRACTICAL

- **Study and Evaluation of following Information Sources:**
- **Bibliographical Sources:** Indian National Bibliography, Indian Books-in-Print.

- **Indexing and Abstracting:** Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.

- **Encyclopedias:** New Encyclopedia Britannica, Encyclopedia Americana, Encyclopedia of Library and Information Science, International Encyclopedia of Social Sciences, McGraw Hill Encyclopedia of Science and Technology.

- **Dictionaries:** Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Roget's International Thesaurus.

- **Geographical Sources:** Gazetteer of India, World Geographical Encyclopedia, Times Atlas of the World, Fodor's India.

- **Biographical Sources:** India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.

- **Reference Sources for Current Events:** Asian News Digest, Kessing's Record of World Events.

- **Year Books:** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.

- **Directories:** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.

- **Statistical Sources:** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.

- **Handbooks:** Limca Book of Records, Guinness Book of World Records.

- **Almanacs:** Whitaker's Almanac.

Books Recommended

1. Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.
2. Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Books, 1967.
3. Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
4. Katz, William A. Introduction to Reference Work. New York, McGraw-Hill.1987.
5. Khan (T. M)   Information and Communication
6. Kumar (Krishan) Reference Services. New Delhi, Vikas
7. Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press, 1975.
8. Ranganathan (SR) Reference Service ed. 2. Bombay, Asia. 1961.
9. Satyanarayan, (R). Information and its Facets
10. Sheehy, Eugene P., ed. Guide to Reference Books. 10th ed. Chicago: A.L.A., 1986.

Course Code	BLIS 103 (A)
Course Title	USERS, INFORMATION SYSTEMS AND SERVICES
Type of Paper	Elective
Credit	4
Teaching Hours	48

Course Outcome: After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the concept of information users and information seeking behavior models. Understand the various information systems and their services CAS and SDI including ENVIS, INFLIBNET, DELNET, INIS, AGRIS and OCLC.

UNIT – I: Information Users and their Information Needs

- Categories of Information Users
- Information Needs: Definition and Characteristics.
- Information Seeking Behavior: Models
- User Studies: Methods and Techniques.
- Information Literacy and User Education: Concepts and Methods.

UNIT – II: Information Services and Products-I

- Information Services: Evolution, Types and Trends.
- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.

UNIT – III: Information Services and Products-II

- Reference Process: Reference Question; Reference Interview; Search Strategy
- Reference Service- Need and Purpose, Types

UNIT – IV: Information Systems and their Services

- Overview of National, International and Commercial Information Systems and Networks.
- Introduction to Services and Products of: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC

Books Recommended

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.

3. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta.
4. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
6. KRISHAN KUMAR. Reference Service.Revised ed.3.1987.Vikas, New Delhi.
7. LALOO (BikkaTariang).Information Needs, Information seeking behavior and users.2002.Ess Ess, New Delhi.
8. PRASAD (HN). Information needs and users.Rev.ed.2. 1991. BR Publications, New Delhi.
9. TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K., Agra.
10. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
11. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: SaidhantikavomKriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

Course Code	BLIS 103 (B)
Course Title	Academic Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

Course Outcome: After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Academic Library.

Unit I: Academic Libraries and their Development
- Objectives and Functions
- History and Development of Academic Libraries in India
- History and Development of Academic Libraries in Abroad
- UGC and its Role in the Development of College and University Libraries

Unit II: Collection Development and Management
- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources and Databases

Unit III: Library Organization and Services
- Organizational Structure of Academic Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services
- Resource Sharing and Networking

Unit IV: Financial and Human Resource Management
- Determination of Finance, Sources of Finance
- Types of Budgets
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Academic Library in India

Books Recommended

1. BAKER (David), Ed. Resource management in academic libraries (1997) Library Associations, London.
2. BROPHY (Peter): The academic library (2000) Library Association, London.
3. BUDD (J M): The academic library: the context, its purpose and its operation (1988) Libraries Unlimited, London.
4. CHAPMAN (Liz): Managing acquisitions in library and information Services (2001) Library Association, London.

5. DOWLER (L): Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research (1998) The MIT Press, London.
6. JORDON (Peter): The academic library and its users (1998) Gower Publishing Limited, London.
7. LINE (Maurice B), Ed. Academic library management (1990) Library Association, London.
8. RANGANATHAN (S R): School and college libraries (1942) Madras Library Association, Madras.
9. WEBB (Sylvia P): Personal development in information work (Ed2.1991) Aslib, London.
10. WHITE (Carl M): Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

Course Code	BLIS 104 (Theory -40%, Internal- 30%, Pratical-30%)
Course Title	LIBRARY CLASSIFICATION (Theory and Practical)
Type of Paper	Core
Credit	6
Teaching Hours	72

Course Outcome- After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and Mnemonics in Library Classification.

UNIT – I: Library Classification Theory

- Library Classification: Definition, Need and Purpose.
- Modes of Formation of Subjects.
- Notation: Need, Type and Quality.
- Call Number: Class Number, Book Number and Collection Number

Unit-II: Theory of Colon Classification
- Postulation Approach: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Analysis.
- Overview of Colon Classification

UNIT – III: Library Classification Schemes and Current Developments

- Brief history of library classification schemes.
- Standard Schemes of Library Classification: Introduction, features and applications of DDC and UDC.
- Current Trends: Developments in DDC and UDC. Web Dewey, OCLC Classify and other sources of readymade class numbers, Folksonomies.

UNIT –IV: Practical

- **Colon Classification (6th Rev. ed.)**

- Classification of Documents
- Representing Simple Subject.
- Having Common Isolates.
- Representing Compound Subject.

- Dewey Decimal Classification (Simple and compound DDC 22ed.)

Books Recommended
1. DHYANI (Pushpa). Theory of Library Classification, 2000.VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.

3. RANGANATHAN (S R) Prolegomena to library classification. 3 rd. ed. 1967.SardaRanganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.

Course Code	BLIS 105
Course Title	**Library Tour (Project) & Viva- Voce**
Type of Paper	Core
Credit	2
Teaching Hours	24

Course Outcome-Students will acquire knowledge of the varied physical structures and functions of libraries after completing the course, which will enable them, apply these facilities in their future professions.

Tour Components: As part of their course work, students are required to take tours of several libraries and submit a report on the collections and services etc. provided by the libraries.

- Tour Report – 40 marks
- Viva-Voce – 30 marks

Course Code	BLIS201
Course Title	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES
Type of Paper	Minor
Credit	4
Teaching Hours	48

Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centers and book selection procurement process. Comprehend the concept of financial management and human resource management. Designing of library and information system / MIS. Maintain the library statistics and prepare annual report.

UNIT – I: Library Environment

      - Organization, Management and Administration: A Conceptual Framework.

      - Relationship of the library with its parent organization.

      - Library Organisational Structure, Ranganathan's Staff Formula

      - Library Committee: Types, functions and powers.

UNIT – II: Library Finance and Budgeting

      - Sources of Finance.

      - Methods of Estimating Library Finance.

      - Budget Preparation for different types of Libraries.

      - General Administration: Annual Report, Library Statistics, Library Rules.

UNIT – III: Sections of the Library

      - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.

      - Technical Processing Section.

      - Periodicals Section.

      - Circulation Section.

      - Reference Section

UNIT – IV: Maintenance, Building and Space Management

      - Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.

      - Basic elements in designing library building.

      - Furniture and Equipment's.

Books Recommended

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R.L). Library Administration: Theory and Practice. 5[th]ed. New Delhi, Metropolitan, 1983.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. Calcutta; World Press, 1972.
4. PANWAR (B.S.) and VYAS (S D). Library Management; Delhi; R.R. Publishing Corporation, 1986.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay; Asia, 1967.
6. SINGH (M). Library and Information Management: Theory and Practice Delhi; IBT, 1983.
7. SINGH (R S P). Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.
8. STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.
9. WILSON (A). The Planning approach to Library Management.
10. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

Course Code	BLIS 202
Course Title	INFORMATION LITERACY (THEORY)
Type of Paper	Core
Credit	4
Teaching Hours	48

Course Outcome After studying the paper, students shall be able to understand the Growth and development of information literacy and their models.

UNIT-I: Growth and Development of Information Literacy

- Information Literacy: Concept, Definition, Need and Importance
- Types of Information Literacy – Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Historical perspective of Information Literacy
- Information Literacy and Lifelong Learning

UNIT- II: Information Literacy and International Organizations

- Models of Information Literacy: SCONUL
- Partners of Information Literacy: UNESCO, IFLA
- Information Literacy Standards & Guidelines: ALA, ACRL

UNIT - III: Information Literacy and Libraries
- Role of Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries
- Information Literacy and LIS Education

UNIT- IV: Current trends in Information Literacy

- Information Literacy: Initiatives and Forums in India
- Information Literacy: Competencies
- Information Literacy Implementation: Challenges

Books Recommended
1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine).The Seven Faces of Information Literacy. 1997. Adelaide, Auslib Press.

7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC) and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.

Course Code	BLIS 203(Theory - 40%, Internal- 30%, Practical- 30%)
Course Title	LIBRARY CATALOGUING (THEORY& PRACTICAL)
Type of Paper	Core
Credit	6
Teaching Hours	72

Course Outcome After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

UNIT – I: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue
- Physical forms: Conventional and Non-conventional
- Bibliography, Union Catalogue, Reference List, etc.

UNIT – II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II.
  ALA Rules for filing Entries.

UNIT – III: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF.

UNIT –IV: PRACTICAL

Conventional Documents

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Books Recommended

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.
2. FOSKETT (A C). Subject approach to information. 5th Ed. 1990. Bingley, London.
3. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of cataloguing theory (Hindi Medium). 1998. Y.K. Agra.
5. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
6. SEARS (ME). Sears List of Subject Headings. Latest edition.

Course Code	BLIS 204
Course Title	ICT APPLICATIONS IN LIS (THEORY& PRACTICAL)
Type of Paper	Core
Credit	6
Teaching Hours	72

Course Outcome The aim of this course is to understand the overview of Information communication Technology in libraries with the concept of library automation, planning and implementation. To understand the programming language and concept of the various system software / OS.

UNIT – I: Overview of Information Communication Technology

-Overview of Computer Technology, Communication Technology, Reprography & Micrograph and Printing and Publishing Technology

UNIT –II: Introduction to Computers and Computer Architecture

- The Evolution of Computers.
- Characteristics of Computers.
-Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer.
- Digital vs. Analog Computers.

Computer Architecture:

- Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

UNIT – III: Software Concept
System Software/Operating System (OS)

– Definition of OS.
- Principal functions of the OS.
- Various Operating Systems: Single and Multiuser.
- Basic Features of Windows XP.

UNIT- IV: Programming Languages: Concepts and Tools.
Application Software Packages.
Word Processor Software: MS-WORD:

- Creating a Document.
- Editing a Document.
- Formatting a Document.
- Maintaining Mailing List.

UNIT-V: PRACTICAL

- **Operating System: Introduction to WINDOWS XP**

  - Important Features of Windows

  - Desktop, My Computer, Control Panel, Windows Explorer

  - Accessories Applets.

- **MS Office**

  - *MS WORD*: Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.

  - *MS POWER POINT*: Creating Presentation Slides, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.

  - *MS EXCEL:* Creating data sheets, Mathematical, Statistical Formula's and data sorting.

Books Recommended
1. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2. BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3. COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi.
4. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
5. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
6. WINISIS. Library & Information Division, Kerala Institute of Local Administration, India.Available.http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving %20 Guide.pdf
7. ROWLEY (J E). Basics of Information Technology.
8. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
9. RUTKOSKY. MS PowerPoint 2007. BPB Publications. New Delhi.
10. RUTKOSKY. MS Word 2007 (W/CD). BPB Publications. New Delhi.
11. JAIN (S). MS PowerPoint 2007- Made Simple. BPB Publications. New Delhi.
12. JAIN (S). MS Word 2007- Made Simple. BPB Publications. New Delhi.
13. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
14. TAXALI (R K). PC software for Windows made simple. Tata McGraw Hill.
15. UNESCO. CDS/ISIS for WINDOWS ver. 1.5: Reference Manual. Paris. 2004. 16.
16. WEIXEL. Learning Microsoft Office XP. BPB Publications. New Delhi

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Course Code	BLIS 205
Course Title	(Internship Programme) Library Training &Viva-Voce
Type of Paper	Core
Credit	2
Teaching Hours	24

Course Outcome: To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; andto train them in preparing the Internship Report in a prescribed format based on their practical training and learning.After completion of the course, students will be able to works in Library without any hesitation.

The Work for Paper shall start in the beginning of the second semester for which each student will submit his/ her Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.

Training Components: Acquisitions, Cataloguing, Classification, Circulation, Reference etc.

- Report on Internship Programme – 40 marks
- Viva-Voce – 30 marks