

DETAILED SYLLABUS FOR B.LIB.I.SC

FACULTY OF LIBRARY & INFORMATION SCIENCES

B.LIB

(FIRST SEMESTER)

Paper	Subject	Internal Marks	Examination		Total Marks
			Marks	Duration	
BLIB101	Library and Society	30	70	3 Hrs.	100
BLIB102	Library Management	30	70	3 Hrs.	100
BLIB103	Library Classification Theory	30	70	3 Hrs.	100
BLIB104	Documentation & Information Science	30	70	3 Hrs.	100
BLIB105	Library Classification Practice	30	70	3 Hrs.	100
Total		150	350	-	500

(SECOND SEMESTER)

Paper	Subject	Internal Marks	Examination		Total Marks
			Marks	Duration	
BLIB201	Reference and Information Sources	30	70	3 Hrs.	100
BLIB202	Information Services	30	70	3 Hrs.	100
BLIB203	Library Cataloguing Theory	30	70	3 Hrs.	100
BLIB204	Information Technology Application	30	70	3 Hrs.	100
BLIB205	Library Cataloguing Practice	30	70	3 Hrs.	100
Total		150	350	-	500

LIBRARY AND SOCIETY (BLIB 101)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Ancient and Modern Libraries.
- * Philosophy of Librarianship.
- * Librarianship as a profession.
- * Role of the Library in formal and Informal Education.
- * Role of the Library in improvement of reading habits.
- * Five Laws of Library Science and Implications in Library & Information Center.

Unit 02

- * Types of Libraries: National, Public, Academic and special.
- * Development of Libraries with special reference to India.
- * Libraries movement in U. K. and USA.
- * Library Legislation need and purpose and advantages.
- * Library Legislation in Indian States.
- * Detailed Study of Chhattisgarh Public Library Act.

Unit 03

- * Intellectual Property Rights (IPR).
- * Delivery of Book Act, Press and Registration Act, copyright Act. Censorship.
- * Professional Associations and their role in the Development of Libraries.
- * National Level Promoters – RRRLF, ILA etc.
- * International Level Promoters – UNESCO, FID, IFLA etc.

Unit 04

- * Library Cooperation, Resource Sharing : Concepts, need, purpose.
- * Area of resource sharing Impact of IT on Resource Sharing,
- * User studies, user Education, Library Extension services,
- * Community information Centres and services.

Unit 05

- * National & International Organizations.
- * Professional Associations: IFLA, ALA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS.
- * Objectives, function and Activities.
- * Organizations: NISCAIR – Objectives, Programmes and activities.

Reference Books :

- 1) Sharma P. Pustakalya Aur Samaaj, University Publication, Jaipur
- 2) Dr. Saxena L. S. Pustakalya Aur Samaj, M.P. Hindi Granthalaya Academy Bhopal.
- 3) Dr. Pandey & Sharma S.K. Pustakalya Aur Samaj, Prantha Academy NewDelhi.
- 4) Prof. Joshi J. P., Pustakalya Aur Samaj, Ravat Publication- New Delhi.
- 5) Dr. Kaushik Dinesh Ku., Pustakalya Aur Samaj, Kalpana Publication.
- 6) Champavat G. S., Pustakalaya, Suchana Aur Samaj,

LIBRARY MANAGEMENT (BLIB 102)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Concept definition, History and Scope of Management.
- * Management School of Thought.
- * Principles Management .
- * Elements of Management Process : POSDCORB.
- * Functions and Principles of Scientific Management .
- * Applications in Libraries and Information Centres.

Unit 02

- * Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.
- * Human Resource Management Organizational Structure.
- * Library Rules and Regulations.
- * Staff Recruitment, Selection and Training, Staff Formula.
- * Staff Manual.

Unit 03

- * Financial Management – Concept, Definition, Need and purpose.
- * Budget and Budgeting Techniques and Methods – PPBS, Zero base budgeting, Budgeting Control.
- * Cost Effectiveness and Cost Benefit Analysis.
- * Library Finance and its Sources.

Unit 04

- * Library Committee : Need Purpose, Types and Functions.
- * Acquisition and Processing of Reading Methods.
- * Technical Processing and its Tools.
- * Circulation – Methods, Routine Records, Serials Control.
- * Shelving – Maintenance and Preservation of Library Materials.

Unit 05

- * Job Analysis, Job Description, Job Evaluation and Motivation.
- * MBO and MBE.
- * Stock Verification, Management Information System (IS) Total Quality Management (TQM).

Reference Books :

- 1) Vyas S. D. Pustakalaya Prabandhan, Punchsheel , Prakashan, Jaipur.
- 2) Dr. Tripathi S. M. Library Management – Y. K. Publication, Agra.
- 3) Dr. Pandey & Sharma S. K. Pustakalya Aur Samaj, Prantha Academy, New Delhi.
- 4) Sharma B. K. Library Management - Y. K. Publishers, Agra.
- 5) Sharma B. K. Library Management - Y. K. Publication, Agra.
- 6) Nupur Jhanjhi, Library Organizational Structure, Arya Publications, New Delhi.

LIBRARY CLASSIFICATION THEORY (BLIB 103)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Classification – Definition, need and purpose.
- * Library Classification – Meaning, need, purpose and functions.
- * Knowledge Classification Vs Book Classification.
- * Theory and Development of Library Classification.
- * Species of Schemes of Library Classification – Enumerated & Faceted : Their Features, Merits and Demerits.

Unit 02

- * Universe of Knowledge: Structure and Attributes.
- * Different Types of Subjects and their modes of formation.
- * Knowledge Classification and its Canons.
- * Hospitality in array and Chain.
- * Facet, Analysis.
- * Five Fundamental Categories & their Postulate.
- * Principles for facet sequence.

Unit 03

- * Types of Isolates: Common, Special.
- * Devices used in Classification (Chronological, Geographical, Subject, Alphabetical, Enumeration, Superimposition and Phase Devices).
- * Systems and Specials.

Unit 04

- * Notation: Definitions, Need and Functions.
- * Types and canons of notations.
- * Mnemonics: Types and Canons.
- * Indicator Digits.
- * Zone analysis and Sector Notation.
- * Systems of Book Number.

Unit 05

- * Design and development of a scheme of Library Classification.
- * Study of Selected Schemes of Classification – DDC, CC and DDC.
- * Current Trends in Library Classification.
- * Role of DRTC, CRG and FID.
- * BSO : Salient Features.

Reference Books :

- 1) Dr. Tripathi S.M. Fundamental of Library Classification, Y. K. Publication, Agra.
- 2) Dr. Saxena L.S. UDC : Theory & Practice Bhanupriya Pustak Prakashan Sansthan.
- 3) Sharma B. K. Knowledge Organisation and Information Retrieval Theory Y. K. Publication Agra.
- 4) Tripathi S.M., Library Classification, Y. K. Publication, Agra.
- 5) Sharma B. K., Knowledge Organisation and Information Retrieval Theory, Y. K. Publishers, Agra.

FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Documentation: Meaning and Definitions its aim, Scope and development.
- * Documentation: work and their scope.
- * Documentation: Services and their scope.
- * Documentation: Lists their kinds and preparation.

Unit 02

- * Information: Meaning, definition, objectives, Needs, Types and Models.
- * Information: Science: Its definition, Aims and scope.
- * Information: Seeking behavior: Meaning, Needs, Processes and their Kinds.
- * Information: Generation and Diffusion.

Unit 03

- * Abstracting: Definition, Objectives, Characteristics and Scope.
- * Canons of Abstracting.
- * Methods and Stages of Abstracting.
- * Characteristics and Qualities of Good Abstracting.
- * Types 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 04

- * **Indexing:** Meaning, Definition, Functions and Types of Indexing.
- * Pre-co-ordinate Indexing, Chain Indexing, PRECTS, POPSI.
- * Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.
- * Uniterm Indexing & Citation Indexing.
- * KWIC & KOWC.

Unit 05

- * Documentation Centers: Meaning, Definition, Need, Objectives and Functions.
- * Documentation Centers and Systems VINITI, UNISIST, AGRIS, INIS, MEDLARS and NISSAT.

Reference Books :

- 1) Sharma B. K. Knowledge Organisation and Information Retrieval, Y. K. Publishers, Agra.
- 2) Sharma B. K., Foundation of Information Science & Information Management. Y. K. Publishers, Agra.
- 3) Upadhyay J. L., Documentation and Information Science, University Publication, New Delhi.
- 4) Sharma Prahlad, Library Information Service, University Publication, Jaipur. Publishers, Agra.
- 5) Sharma Prahlad, Internet Aur Pustakalaya, Jyoti Publication, Jaipur.

LIBRARY CLASSIFICATION PRACTICE (BLIB 105)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Classification of titles/documents by Colon Classification (6th Rev. Ed.) and DDC (23rd Edition).

Unit 01

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- * Colon Classification (6th Edition): Introduction, Structure and Organisation.
- * Steps in Classification.
- * Classification of Documents with Basic Subjects.
- * Classification of Documents with Compound Subjects.
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Unit 02

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- * Dewey Decimal Classification (19th Edition) : Introduction, Structure and Organisation.
- * Steps in Classification.
- * Classification of Documents using Table 1 & 2.
- * Use of Relative Index.
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Unit 03

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- * Colon Classification (6th Edition): Use of Common Isolates, Phase Relations and devices.
- * Classification of Documents with Compound Subjects.
- * Classification of Documents with Complex Subjects.
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Unit 04

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- * Dewey Decimal Classification (19th Edition) : Classification of Documents using Tables 1 to 7.
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Unit 05

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- * Classification of Documents using both Colon Classification and Dewey Decimal Classification Scheme.
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Reference Books :

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- 1) Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra.
- 2) Dewey M., Dewey Decimal Classification D.D.C. 19th Edition Vol. I, II, III.
- 3) Ranganathan S. R. Colon Classification 6th Edition, ESS ESS Publication, New Delhi.
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- 4) Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House, Jaipur.
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(SECOND SEMESTER)

REFERENCE & INFORMATION SOURCES (BLIB 201)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Introduction to Reference Sources.
- * References: Meaning and Scope Difference.
- * Organization and Management of Reference department.
- * Types of Reference Sources.
- * Criteria for Evaluation of Reference Sources.
- * The Reference Process.

Unit 02

- * Categories of Reference Sources.
 - Part – I
 - * Dictionaries
 - * Encyclopedia
 - * Ready Reference services.
 - * Year Book.
 - Part – II
 - * Geographical Sources.
 - * Biographical Sources.
 - * Reference Sources of Current Events.
 - * Statistical Information Services.

Unit 03

- * Information Sources :- Concept meaning, need, Scope, types of Information Sources.
- * Documentary Sources of Information.
- * Internet as a Service of Information.
- * Non Documentary Information Sources.

Unit 04

- * Study of Bibliographical tools.
- * Bibliographies Need and types.
- * Bibliographical Control.
- * National Bibliography (BNB & INB).
- * Trade Bibliography.
- * Subject Bibliography.

Unit 05

- * Current Information Services.
- * ALMANAC Hand Book.
- * Directory Universities Hand book world of Learning.
- * Internet and e-Information Sources.

Reference Books :

- 1) Sharma Dr. Arvind Kumar ; E-information, sources & Services, ESS ESS Publication, New Delhi.
- 2) Kaushik Dr. Purnima, Sandarbh Serva and Sandarbh Stotra Raj Publication, Jaipur.
- 3) Sharma B. K., Information Sources, User's System, Services and Technology, Y. K. Publishers, Agra.
- 4) Jhanji Nupur, Reference and Information Access in Library, Arya Publication.
- 5) Vyas S. D., Reference Service, Punchshil Publication, Jaipur.
- 6) Verma Dr. L. N., Library & Information Science, University Publication, Jaipur.

INFORMATION SERVICES (BLIB 202)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Information Services: Meaning, concept need and trends.
- * Information Services and Techniques.
- * A overview user of Information Services.
- * Evaluation of alerting services.

Unit 02

- * Types of Information Services.
- * CAS and SDI.
- * Indexing and Abstracting Services.
- * ILL and document delivery Services.
- * Translation and Reprographic Services.
- * Reference Referral and Bibliographic services.

Unit 03

- * National and International Agencies of Information Services.
- * UNESCO, FDI, IFLA, NISSAT, INSDOC DESIDOC, NASS DO SENDOC.
- * Organization of Information Service.

Unit 04

- * e-Information Services.
- * E-mail, E-book, E-journals.
- * WWW, E-Database OPAC.
- * OCLC, CD-Rom and Multimedia etc..
- * Online Services.

Unit 05

- * Networking :- Meaning, Need, Concept, Purpose and Feature.
- * LAN, MAN, WAN.
- * National and International Library Networking Meaning Objective Need and Development.
- * Level of Library Network.
- * National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.
- * International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.

Reference Books :

- 1) Sharma Dr. Arvind Kumar ; E-information, sources & Services, ESS ESS Publication, New Delhi.
- 2) Kaushik Dr. Purnima, Sandarbh Serva and Sandarbh Stotra Raj Publication, Jaipur.
- 3) Sharma B. K., Information Sources, User's System, Services and Technology, Y. K. Publishers, Agra.
- 4) Jhanji Nupur, Reference and Information Access in Library, Arya Publication.
- 5) Vyas S. D., Reference Service, Punchshil Publication, Jaipur.
- 6) Verma Dr. L. N., Library & Information Science, University Publication, Jaipur.

LIBRARY CATALOGUING THEORY (BLIB 203)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Unit 01

- * Library Cataloguing: Definition, Meaning, Purpose and Functions.
- * Type of Library Catalogue.
- * Physical Form of Catalogue.
- * Inner Form of Catalogue.
- * History of Catalogue.
- * Structure of Catalogue Card (CCC and AACR II).
- * Uses of the Library Catalogue.

Unit 02

- * Kinds of Entries.
- * Data Elements in different types of Entries.
- * Filing of Entries Classified and Alphabetic.
- * Centralized Cataloguing.
- * Advanced Cataloguing.
- * Simplified Cataloguing.

Unit 03

- * Catalogue Entry.
- * CCF and MARC.
- * CCC (Classified Catalogue Code).
- * AACR-II (Anglo American Cataloguing Rules –II).
- * Pre-Natal Catalogue.

Unit 04

- * Subject Cataloguing – Concept & Purpose.
- * List of subject Heading.
- * Sears List of Subject Heading.
- * Personal Authors.
- * Western Names and Indic Name.

Unit 05

- * Recent Trends in Library Cataloguing.
- * Corporate Authorship: Government.
- * Pseudonyms and Anonyms work and Uniform Titles.
- * Conferences and Periodical Publications.
- * Societies, Institutions, Associations etc..
- * Collaborator and Joint personal Authors.
- * Uses of the Library Catalogue.

Reference Books :

- 1) Gautam J. N. And Niranjana Singh :- Advanced Cataloguing Practices (CCC & AACR-2); Y.K. Publication Agra.
- 2) Tripathi S. M. and Shavkin N. S. : Fundamental of Cataloguing Theory) Y.K. Publication Agra.
- 3) Sharma Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.
- 4) Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi.
- 5) Singh Ajit: Physical form of Library Catalogue (Theory) Arya Publication, New Delhi.
- 6) Verma Dr. A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)

Unit 01

- * Information Technology Basic- Meaning, Scope, Purpose Need, Concept and Feature.
- * Introduction to Computer – Functional part of Computer.
- * Hardware and Software, Operating System.
- * Telecommunication: Basic.
- * Communication – Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit 02

- * Computer and Library – Definitions, Meaning History of Computer.
- * Part of Computer, use of Computer.
- * Input and output Devices.
- * Impact of Internet on Libraries.
- * Generation of Computer.

Unit 03

- * Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.
- * Library Housekeeping operations.
- * Computerised Information Services.
- * Management of Computerised Library.
- * Library Software packages.

Unit 04

- * Programming Language : Types Characteristics and their application
- * Flow Charting.
- * Boolean logic and Operators.
- * Operation System – MS Windows, Unix, MS DOS.
- * Network Protocols – TCP/IP, Net-BUI, IPX.
- * CD-Rom and CDS- ISIS.

Unit 05

- * Library Websites.
- * Needs and Importance of Internet.
- * E-Mail-Protocols, web browsers, web Serves, Search Engine.
- * Internet and OCLC.
- * Computer Application in Libraries.
- * Library Network in India.
- * Digital Libraries – Definition, Meaning, Purpose, Need, Characteristics and attributes.

Reference Books :

- 1) Singh Dr. Shankar, Information Communication Technology and Library; ESS ESS Publication, New Delhi.
- 2) Sharma Prahlad, Internet and Library, Jyoti Publication, Jaipur.
- 3) Singh Dr. Shankar, Information Communication Technology : Internet and Information Society, ESS ESS Publication, New Delhi.
- 4) Sharma Dr. Arvind Kumar: E-Information Sources & Services, ESS ESS Publication, New Delhi.
- 5) Sharma B. K., Information Sources, User's System Services and Technology; Y. K. Publication Agra.
- 6) Ahmad Shamim, Computer in Library Management, A.P.H. Publishing Corporation, New Delhi.

LIBRARY CATALOGUING PRACTICE (BLIB 205)
FM 100(Theory 70 + Internal Assessment 30)

Theory Min. Marks: 28

Cataloguing of documents according to AACR-II and CCC

Unit 01

- * Introduction of Book : Parts of Book.
- * AACR-2 Anglo American Cataloguing Rules-2.
- * Structure of Main Entry.
- * Structure of Added Entry.
- * Personal Authors : Single and Joint personal Authors.

Unit 02

- * AACR-2 Subject Heading : Introduction.
- * Editorial Directions.
- * Authors and Collaborators.
- * Corporate body.
- * Serials, Audio-visual materials (Audio-Video, Disks, Microforms etc.
- * Choice among different Names : Pseudonymous, Anonymous works.

Unit 03

- * CCC Classified Catalogue Code – Introduction.
- * Structure of Main Entry.
- * Structure of Added Entry.
- * Tracing : CREs, CIEs, BIEs, CRIEs.
- * Personal Authors : Single and Joint personal Authors.

Unit 04

- * CCC (Classified Catalogue Code) : Corporate Body.
- * Series.
- * Multivolume publications.
- * Periodicals.
- * Choice Among different Names : Pseudonymous, Anonymous works.

Unit 05

- * Comparative study of AACR-2 and CCC.

Reference Books :

- 1) Gautam J. N. And Niranjana Singh :- Advanced Cataloguing Practices (CCC & AACR-2); Y.K. Publication Agra.
- 2) Tripathi S. M. and Shavkin N. S. : Fundamental of Cataloguing Theory – Y. K. Publication, Agra.
- 3) Shama Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.
- 4) Kumar Dr. Ajay, Library Cataloguing Theory, University Publication, New Delhi.
- 5) Singh Ajit: Physical form of Library Catalogue (Theory), Arya Publication, New Delhi.
- 6) Verma, A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)