

Maharishi University of Management & Technology, Bilaspur (Chhattisgarh)



FACULTY OF SOCIAL SCIENCES

Syllabus

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

2021

Syllabus

w.e.f. Session 2021

B.Lib. I.Sc. SEMESTER – I

Course	Title	Credits	Total Marks
BLIB101	Foundation of Library and Information science	4	100
BLIB102	Knowledge Organization - Classification (Theory)	4	100
BLIB103	Knowledge Organization – Cataloguing (Theory)	4	100
BLIB104	Computer Basic for Libraries(Theory)	4	100
BLIB105	Knowledge Organization Classification and Cataloguing (Practice)	4	100
Total		20	500

B.Lib. I.Sc. SEMESTER – II

BLIB106	Library Management	4	100
BLIB107	Information Sources & Services	4	100
BLIB108	Collection Development	4	100
BLIB109A*	School Librarianship	4	100
BLIB109B*	Public Librarianship		
BLIB109C*	Special Librarianship		
BLIB1010	Computer Basics for Libraries (Practice)	4	100
Total		20	500

Compulsory Non Credit Course: Maharishi Vedic Science (including Bhavateet Dhyam Shivir).

***Note-Elective any one.**

Scheme of Examinations:

Internal assessment/ Assignment: 30 marks. External evaluation: 70 marks.

In External Theory Papers, students would be required to attempt SEVEN questions (out of Ten) of 10 marks each.

BLIB101

Foundation of Library and Information Science

Unit-I Library as a Social Institution

- Social and Historical foundation of Library
- Different Types of Libraries-their distinguishing Feature and Functions.
- National Libraries: features and activities, National Library of India, UK, and USA
- Role of Library in Formal and Informal Education

Unit – II Normative Principals and Laws Relating to Libraries and Information.

- Five Laws of Library Science and their Implication
- Library Legislations-need and essential features.
- Library Legislation in India.
- Feature of Chhattisgarh Public Library act (2008)
- Press and Registration act and Delivery of Books (Public Library) act.
- Copyright act

Unit-III Library Development

- Development of Libraries with special reference to India.
- Organization and Institutions involved in the development of Library and Information Services.
- Commission-Committees Reports in Library Development with special reference to India

Unit- IV Resource Sharing, Library Networks and Extension Activities

- Resource Sharing: Concepts and Methods.
- Library and Information Networks and Consortia's.-concept need and purpose
- National and International Library and Information Networks and Consortia's
- Publicity and Extension Services

Unit- V Library and Information Profession

- Librarianship as a Profession.
- Professional Ethics
- Professional associations and their role.
- Professional, National and International associations

Knowledge Organization - Classification (Theory)

Unit-I Universe 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-II Theory of Library Classification

- Definition: Need, Purpose and Functions of Library Classification.
- General Theory of Library Classification
- Mapping of Subjects in different schemes of Classification (DDC, UDC, CC)

Unit- III Postulates and Approach to Classification

- Postulation and their usefulness in classification-concept of fundamental categories;
- Facet analysis, facet sequence;
- Phase Relations-different types;
- Common isolates.

Unit -IV Notational System

- Notation-need, functions, and types;
- Hospitality in array &Chain;
- Devices;
- Call number and its structure.

Unit- V Study of selected scheme of classification

- General V/S Special Classification;
- Dewey Decimal classification;
- Universal decimal classification;
- Colon classification

BLIB103

Knowledge Organization - Cataloguing (Theory)

Unit- I Bibliographical Description

- Catalogue –purpose, structure and types, physical forms including OPAC rules.
- Normative Principles of Cataloguing
- Overview of principles and practice in document description.
- Standard cods of cataloguing.

Unit- II Format of catalogue entry

- Kinds of entries
- Data elements in different types of entries
- Filing of entries-classification and Alphabetization.
- Centralized and Co-operative Cataloguing, Union Catalogue

Unit-III Choice and Rendering of Headings, Subject Headings

- Personal Names– Western & Indian, Corporate Authors, Pseudonyms, Anonymous
- Works, Uniform Titles
- Salient Features of CCC & AACR-II: Comparative Analysis
- Subject Heading Lists: LCSH and SLSH

Unit-IV Subject Indexing

- Subject Cataloguing-Purpose problems.
- Chain procedure; Sears List, LC, PRECIS, POPSI.

Unit-IV Subject Indexing

- Cataloguing of Non-book Materials
- OPAC, WEBOPAC

BLIB104

Computer Basics for Libraries (Theory)

Unit- I Fundamentals of Computers

- Computer -Definition, Need, Scope and Objectives
- Historical Development of Computers, Generation of computers, classification of Computers.
- Computer Devices: Input and output
- Computer-Impact on Libraries and Society

Unit- II Computer Architecture

- Computer Hardware
- Computer Software: Type and Use
- Languages: Machine Level Language, Assembly Level Language, and High Level Language
- Storage Devices: Permanent Drive, Flash Drive, Cache, USB, and DVD
- Features of Indian Library Automation Software packages

Unit- III Communication Technology: Tools & Techniques

- Telecommunication Technology: Media, Mode and components
- Networking Media, Optical Fiber, Ethernet, Wireless Device, Bluetooth, Hubs, Router and modem
- Types of Network: LAN, WAN.
- Network Topologies: Bus, Star, Ring, etc.
- Multiplexing & Modulation: Concept & Types

Unit-IV Information Systems and Networks

- Library and Information Networks: DELNET, INFLIBNET, CALIBNET etc.
- CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium
- Internet: Web Browser, Web Tools, Search Engines, Web2.0, Web3.0, Web Directories,
- Subject Gateways, library Portals, etc. Intranet and Extranet
- Effect and Side-effect of Internet, Internet Security

BLIB105

Knowledge Organization: Classification and Cataloguing (Practice)

Unit-I Classification of Documents (using latest available edition of DDC)

- Classification of documents representing simple subject
- Classification of document having common isolates
- Classification of documents representing compound subject
- Classification of documents representing complex Subject

Unite-II Assignment of Book Number

- (Using at Least One Standard Book Numbering System)

Unit- II Cataloguing of Documents (Using at least one standard cataloguing code.)

- cataloguing of simple documents
- Cataloguing of complex documents

Unit- III Subject Cataloguing

- Assigning Subject Headings using at least one: standard subject headings



BLIB106
Library Management

Unit-1 Fundamentals of Management

- Concept, definition and scope
- Principles and Elements of Management
- Function and Principles of Scientific Management
- Management school of Thoughts
- Total Quality Management (TQM)

Unit- II Resource Development

- Types of Information Resources, Selection Principles Including Communication Media
- Different Types of Selection Tools and Their Importance
- Human Resource Development: Concept and Contours/ Structures
- Personnel Planning

Unit- III: Maintenance of Library

- Acquisition Procedures: Books and Non-Book Material
- Acquisition of Periodicals and Serials
- Technical Processing
- Circulation Work
- Maintenance, Shelving, Stock Verification and Binding Etc.

Unit- IV Budgeting & Reporting

- Library Finance, Accounting: Concept & Types
- Library Budgets
- Annual Report
- Library Statistics

Unit- V Planning

- Concept, definition, need and purpose
- Library Committee: Function and Power
- Library rules and regulation
- Library building

BLIB107
Information Sources & Services (Theory)

Unit- I Concept of Reference and Information sources

- Sources of Information: Concept, Nature & Characteristics
- Documentary Source of Information: Category and Types
- Non Documentary Sources of Information, Digital Sources
- Evaluation of Reference and Information sources
- Reference Service: Concept, Definition and Types

UNIT- II: Sources of Information

- Evolution of Information Sources: Print & Non-print
- Primary Information Sources: General introduction, Characteristics & examples
- Secondary Information Sources: General Introduction Characteristics & examples
- Tertiary Information Sources: General Introduction Characteristics & examples

UNIT- III: Types of Information Services

- Information Services: Concept, Definition, Needs and Trends.
- Documentation Services: Abstracting and Indexing Services
- Alerting Services, CAS, SDI, Reprographic Service, Translation Service,
- Document Delivery and Referral Service

Unit- IV Information Systems and Services

- Global -UNISIST, UNESCO-PGI, AGRIS, MEDLARS, INIS, etc
- National-NISCARE (INSDOC), NASSDOC, DESIDOC, NISSAT, INFLIBNET, NICNET, ERNET, DELNET, CALIBNET, etc.

Unit- V Information Sources & Services on Web

- Web Resources: Concept and Use
- Types of Web Resources: E-journals, E-books, E-Theses,
- E-resources in Science and Technology, Social Science and Humanities
- Role of Reference Librarian and Information Officer in Electronic Environment

BLIB108
Collection Development

Unit- 1 Basics of Collection Development

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

Unit- 2 Types of Collection

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

Unit- 3 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- 4 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- 5 Preservation, Its Impact on Collection Development

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development

BLIB109 (Elective)
(A) School Librarianship

Unit – I School Library: An Overview

- School Library: Importance, Purpose and Functions
- Setting up and running a School Library
- Role of School Library in Education
- School Library as a Learning Centre

Unit – II Development of School Library

- Five Laws of Library Science: Implications in School Library
- Role of various Committees/Organization in Promoting School Libraries
- Library Automation: feature of e-Gyankosh
- Library Rules

Unit – III Collection Developments in School Library

- School Library: Types of Collections
- Collection Development Policy
- Local Library Committee: It's Role in Collection Development
- Stock Maintenance: Preservation, Verification and Weeding Policy

Unit – IV School Library Services

- Developing Reading Habits: Scanning, Skimming, Extensive and Intensive reading
- Newspaper Reading, Clipping and Collage
- Extension Activities in School Library
- Information Literacy

Unit – V Library Management

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation

BLIB109 (Elective)
(B) Public Librarianship

Unit-1 Public Library

- Public Library: Meaning Importance, Objective and Function;
- UNESCO Public Libraries Manifesto: 1972, 1994 and 2004;
- History and Development of Public Library in India and UK.

Unit- II Resource Development

- Financial Resources of Public Library;
- Collection Development Policies in Public Library;
- Human Resources: Nature, Size, Selection and Recruitment.

Unit- III: Management and Organization

- Organizational Structure of Public Library;
- Planning and Administration;
- Technical Processing;
- Element in the Design of Public Library Building.

Unit- IV Public Library Services

- Types of Public Library Services;
- Application of ICT in Public Library Services.

Unit- V Outreach Activities

- Extension and Public Activities of Public Library;
- Role of Public Libraries in Formal and Information Education.

BLIB109 (Elective)
(C) Special Librarianship

Unit-1 Special Library

- Special Library: Characteristics and Functions;
- History and Development of Special Library;
- Changing Landscape of Information and Transformation of Special Libraries;
- Changing Role of Library Professionals in the Emerging Information Scenario in Special Library.

Unit- II Resource Development

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies in Special Library;
- Preservation management and weeding out collections.
 - Circulation Management and Control.

Unit- III: Management and Organization

- Planning and internal organization of building;
- Planning and acquisition of equipment;
- Technical Processing;
- Management of Technical Services.

Unit- IV Public Library Services

- Types of Special Library Services;
- Application of ICT in Special Library Services.

Unit- V Outreach Activities

- Extension and Special Activities of Special Library
- Automation of special library operations and services.

BLIB1010
Computer Basic for Libraries (Practice)

Unit- I Operating Systems

- Commands of MS-DOS
- Windows: Installation and Backup
- UNIX/ Linux: Basic Commands

Unit- II Text Processing Software

- Handling Text Data: MSWORD
- Handling Numeric Data: MSEXCEL
- Preparation of Presentation through Power Point
- DTP Software

Unit-III DBMS Software

- WINISIS
- Database Management Software

Unit- IV Database Search and Retrieval

- Offline Database
- Online Database

Unit-V Online search

- Use of Internet
- How to Search on Web, Syntax and Semantic



REFERENCE BOOKS (B.Lib.I.Sc.)

- 1) Library Organisation By Krishan Kumar Vikas Publication, New Delhi
- 2) History & Development of Libraries in India by R K Bhatt, Mittal Publication , New Delhi
- 3) Theory of classification by Krishan Kumar, Vikas Publication , New Delhi.
- 4) Prolegomena to library classification .by S R Ranganathan Ed.6. Sarada Ranganathan Endowment for Library Science, Bangalore.
- 5) Colon classification By RANGANATHAN (S R). Ed.6. Sarada Ranganathan Endowment for Library Science, Bangalore.
- 6) The theory and practice of the Dewey Decimal classification system. by SATIJA (M P). Chandos Publishing, Oxford.
- 7) Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad
- 8) Tutor + : A learning and teaching package on hypertext link commands in WINISIS. Sarada Ranganathan Endowment for Library Science, Bangalore.
- 9) Library management in electronic environment. By KRISHAN KUMAR. Har-Anand Publications, New Delhi.
- 10) Library administration. By RANGANATHAN (S R). Ess Ess, New Delhi.
- 11) Reference service. By KRISHAN KUMAR.. Vikas Publishing, New Delhi
- 12) Reference service. By RANGANATHAN (S R).Ranganthan Endowment for Library Science, Bangalore.
- 13) Theory of cataloguing. By KUMAR (G) and KUMAR (K).. South Asia Books, New Delhi.
- 14) Classified catalogue code with additional rules for dictionary catalogue code. By RANGANATHAN(S R) Sarada Ranganathan Endowment for Library Science, Bangalore.