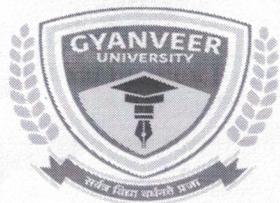# Academic Year: 2023-2024

Bachelor of Library & Information Science

Syllabus & Scheme

Semester – I & II

School of Library Science

GYANVEER UNIVERSITY, SAGAR (M.P.)

Scheme of Examination B.Lib I Semester (Major/Minor)

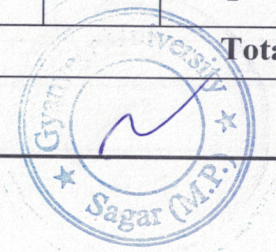*School of Library Science (Academic Session 2023-24)*

Subject wise distribution of marks and corresponding credits

S. No.	Subject Type	Subject Name	Subject Code	Paper Name	Theory Slot — End Term Exam / FINAL EXAM	Internal Assesment I	Internal Assesment II	Internal Assesment III	Practical Slot — Internal Assesment — Class test/ Interaction	Attendance	Practical/ Presentation/Lab Record	External Assesment — Viva Voce	Library Work	Total Marks	L	T	P	Total Credits
1	Major	Library & Information Science	BLIB111T	Foundation of Library & Information Science	60	20	20	20	–	–	–	–	–	100	5	1	0	6
2	Minor		BLIB112T	Management of Libraries & Information Centres	60	20	20	20	–	–	–	–	–	100	5	1	0	6
3	Elective		BLIB113T	Knowledge, Organisation And Processing (Classification Theory)	60	20	20	20	–	–	–	–	–	100	2		0	2
4			BLIB113P	Knowledge, Organisation And Processing (Classification Practical)	–	–	–	–	10	10	20	10	50	100	–	–	2	2
5	Elective		BLIB114T	Information sources, system & services	60	20	20	20	–	–	–	–	–	100	4	0	0	4

Total of Credit is 6+6+2+2+4 = 20

Note Allotment of Marks for Internal Assesment for theory portion is Best of Two / either of two and addition of them.

*Both elective subjects are compulsary for students.

B.Lib & I.Sc. - Semester -I

BLIB111T- FOUNDATION OF LIBRARY & INFORMATION SCIENCE

Objectives:
- Understand the concept of Library and Information Science.
- Understand the purpose, role and importance of libraries in society.
- Classify libraries on the basis of their purpose and functions.
- To create the ability to evaluate the current scenario and modern trends in Library and information science education and library and information centers.

Course Content:

(Lecture – 12)

Unit – I : Library as a Social Institution.

Social & Historical foundation of library.

Role of Libraries in formal and informal education.

Role of web and social media in library and information center.

Type of Libraries

National lib (Calcutta) Library of Congress (Washington), British Lib (UK) Public Lib, Academic Lib, Special Lib.

Information Technology Act in India (UGC 2018).

(Lecture – 12)

Unit – II : Brief outline of varies act :-

The Press and Registration of book act 1867.

The Delivery of book – News Paper act 1954.

Copyright Act 1957/intellectual property right act.

Right to Information 2005.

(Lecture – 12)

Unit – III: Information & Communications

Information: Definition, Characteristics, Nature, Value & Use

Information Science: Definition , Scope & Objectives

Conceptual Difference between data Information Knowledge & Wisdom,

Communication of Information :- Generation & Diffusion

(Lecture – 12)

Unit – IV: Library Development and professional association

Library Movement & development in India ,Development of library and information science education in India &M.P., Library cooperation and resource sharing. Role of Professional Association, ILA, IASLIC and IATLIS, CILIP

Unit – V: Promoters of libraries and Information Services :- Library Promoters- functions, activities and their role on the development of library and Information Centre National Promoters - NISSAT, CSIR, ICSSR, UGC and INFLIBNET,   RRRLF. International Promoters - UNESCO, IFLA

Financial and Human Resources Management :- Library Finance- Source, library expenditure, methods of financial estimation.

Financial Management:- Budgeting technique, accounting and auditing.

Learning Outcomes: Upon Successful completion of the course the student:

- Will be able to understand the concept of Library and Information Science.
- Will be able to understand the purpose, role and importance of libraries in society.
- Will be able to classify libraries on the basis of their purpose and functions.
- Will have the ability to evaluate the current scenario and modern trends in Library and information science education and library and information centers.

Reference:

- Agarawal, S.S. Granthalaya evem samaj, Jaipur. R.B.S.A. (1994)
- Ansari, M.M. Pustkalaya Sangathan evam Prabandh Varanasi Bryson, J.O. Effective Library and information centre management. New Delhi:Jaico Publishing House. (1996)

B.Lib & I.Sc. - Semester -I
BLIB112T- MANAGAMENT OF LIBRARIES & INFORMATION CENTRES

Objectives:

- Understand the fundamental of Management
- Understanding the policies and process of Libraries, routine activities of libraries.
- Assimilate the concept of Financial Management and Human Resource Management.
- To make the Students understand the Management techniques in organization library and Information Centers
- Knowledge of Marketing Management.

Course Content:

(Lecture – 12)

Unit – I: Concept of Library Management: – Meaning, definition, scope, managerial function, Principles of scientific management and their application, school of thoughts Library Organizational structure, Library governance, Change Management, Basics of TQM.

(Lecture – 12)

Unit – II:

Human Resource (HR) Planning :- Job analysis, description, selection, training, development & staffing pattern (Ranganathan's Staff Formula And UGC guideline). Motivation, Communication and Participation.

(Lecture – 12)

Unit – III:

Collection Development and Resource Management: Book Selection Theories, weeding policies and procedure, Selection Tools –Books, Non-Books and Serials. Acquisition Procedure of books and Periodical, Library building and space management.

(Lecture – 12)

Unit – IV:

Library Housekeeping Operation. Technical Processing :- Procedures and Routines (Physical processing, classification, cataloging, card filling), **Circulation Work:** - System. Function, Maintenance- shelving, stock verification, binding and preservation, crisis management.

B.Lib & I.Sc. - Semester -I
BLIB113T - KNOWLEDGE, ORGANISATION AND PROCESSING
(Classification Theory)

Objectives:
- Explain the nature and attributes of universe of knowledge
- Elaborate meaning and types of subjects and modes of subject formation.
- Express the meaning, purpose, functions, theories and canons of library classification.
- Elucidate various facets of notation and call number.
- Discuss the characteristics, merits and demerits of different species of library classification schemes.

Course Content:

(Lecture – 12)

Unit – I:
Universe of Knowledge – Nature, Attributes, Subject - Meaning, types - (basic, compound, complex), Modes of Subject formation, Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC)

(Lecture – 12)

Unit – II:
Library Classification - Classification- Nature, Definition, Purpose and Scope. History of Library classification, **Introduction to CC & DDC**, Species of classification.

(Lecture – 12)

Unit – III:
Classification Devices: Mnemonics, Isolates -Types, Qualities and Use, Phase relation Types, Device- Definition, Needs, Type, Functions.

(Lecture – 12)

Unit – IV:
Notation and Construction of Class Number :- Notation- Definition, Needs, Types, Qualities, Class Number- Book Number, Collection Number, construction of class number.
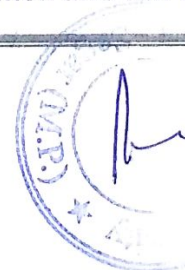
(Lecture – 12)

Unit – V:
Trends and future of L.C Online classification Scheme - Web Dewey Taxonomy, SKOS, Trends in classification.

Learning Outcomes: Upon Successful completion of the course the student:
- Will be able to understand the nature and attributes of universe of knowledge
- Will be able to understand the elaborate meaning and types of subjects and modes of subject formation.
- Will be able to understand the meaning, purpose, functions, theories and canons of library classification.
- Will be able to understand the Elucidate various facets of notation and call number.

- Can discuss the characteristics, merits and demerits of different species of library classification schemes

Reference:
- Kumbhar, Rajendra Library classification trends in 21st century
- Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B.R. Publishing. (2003)
- Bavakutty, M Conos of Library Classification. Trivandrum: Kerala Associations/(1981)
- Chakraborty, A.K. Bibliography: theory and practice. Calbutta; World Press (1987) . Oxford:Chandos Publishing.

Web Link: https://egyankosh.ac.in/handle
https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21

B.Lib & I.Sc. - Semester -I
BLIB113P - KNOWLEDGE, ORGANISATION AND PROCESSING
(Classification Practical)

Objectives:

- Construct class number for documents with simple, compound and complex subjects.
- Synthesize class numbers by using the DDC – 19th ed.
- Be able to use schedule, tables and index of the classification scheme
- The students will get knowledge of how to use relative index in classification scheme.

Course Content:

1. Classification of documents USING DDC 19thed. (Practice)

2. Classification of documents with simple subject using tables and schedules.

3. Classification of documents with compound subject using tables and schedules.

4. Classification of documents with complex subjects using tables and add to notes from schedules.

5. How to use relative index.

Web Link: https://swaym.gov.in/
https://onlinecourse.nptel.ac.in
https://ignou.ac.in

B.Lib & I.Sc. - Semester -I

BLIB114T - INFORMATION SOURCES, SYSTEM & SERVICES

Objectives:
- Understand, identify and explore the different types of information sources
- Evaluate various types of information sources
- Explore, collate and facilitate access to the electronic resources, such as e-journals, e-books, databases and institutional repositories
- Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries
- Understand the concepts of library, resource sharing and consortia.

Course Content:

(Lecture -12)

Unit – I:

Information Sources: Nature, Characteristics. Types and Formats. Documentary and Non-Documentary Sources, Primary, Secondary and Tertiary Sources of Information. Human Sources of Information; Institutional Sources.

(Lecture -12)

Unit –II:

Reference service: Meaning scope. Types of reference service: Short range and long ranges reference service. Reference service v/s information service. Reference service in public - academic and special libraries Reader's initiation/ orientation user education.

Document Services: CAS, SDI, DDS, ILLS, Translation Services. Indexing and Abstracting Services, Bibliographical Services. Online Services: Instant Massaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Bases Library. Services and Tools; Collaborative services; Social Networks, Social Bookmarking; Community Information Services.

(Lecture -12)

Unit –III:

Electronics Information Sources: Electronic Sources; E-books, E-journals. ETDs. Subject Gateways. Web Portal. Bulletin Boards. Discussion Group/Forum, Multimedia Resources, Database. Institutional repositories. Evaluation of Reference source and Electronic Information Sources.

Unit –IV: (Lecture -12)

Reference Sources – Reference Sources: Characteristics, Types, Usefulness, Bibliographies; National. International. Author. Subject and Trade Bibliographies. Dictionaries, Directories, Biographical Sources and Yearbooks

Unit –V: (Lecture -12)

Information System and Networks : Information Systems: Characteristics. Functions. National Information Systems and networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, NICNET, ERNET: National Knowledge Network (NKN).Global Information Systems and Network; MEDLARS, AGRIS, INSI, INSPEC, BIOSIS. Information System (PIS), Biotechnology Information System (BIS), Library resources sharing and consortia.

Learning Outcomes: Upon Successful completion of the course the student:
- Will be able to understand identify and explore the different types of information sources
- Will be able to evaluate various types of information sources
- Will be able to explore collate and facilitate access to the electronic resources. such as e-journals, e-books, databases and institutional repositories
- Will be able to provide library services using sources such as blogs, portals, wikies. subject gateways, digital libraries
- Will be able to understand the concepts of library, resource sharing and consortia.

Reference:
- Bopp. R.E. & Smith, L.C. (Eds.) (2011) Reference and information services:
- An introduction. Santa Barbara: ABC-CLIO Publishing.
- Cassell. K.A. & Hiremath, U. (2013) Reference and information services:
- An Indroducation. Chicago: American Library Association.

Web Link:
- https://swaym.gov.in/
- https://onlinecourse.nptel.ac.in
- https://ignou.ac.in