

BACHELOR OF LIBRARY AND INFORMATION SCIENCE**ONE YEAR FULL TIME PROGRAMME**

The nomenclature of each paper along with the allotment of marks is as follows:

SYLLABUS – FIRST SEMESTER

Paper No.	Nomenclature	Maximum Marks
1621	FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE	70+30=100
1622	KNOWLEDGE ORGANISATION AND INFORMATION RETRIEVAL (THEORY)	70+30=100
1623	INFORMATON SOURCES	70+30=100
1624	KNOWLEDGE ORGANISATION PRACTICE - I	70+30=100



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Paper-I (1621)

FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Unit-I Conceptual framework and history of libraries

- Social foundation of libraries
- History of libraries
- Development of libraries in India, U.S.A and Britain
- Five laws of library science
- Types of libraries
- Different types of document and their role (from papyrus to current)

Unit-II Essentials of Library and Information Science

- Librarianship as a profession. Professional skills and competencies.
- Library ethics
- User education
- Public relation
- Extension service
- Library path finders (Guides)
- Library building

Unit-III Laws relating to libraries and information centers

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

Unit-IV Professional associations

- Role and contribution of national organizations such as UGC, ILA, IASLIC,
- RRRLF in the growth and development of libraries in India. NKC and its recommendations for libraries.
- Role and contribution of International Organizations such as CILIP, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-II (1622)

**KNOWLEDGE ORGANIZATION & INFORMATION RETRIEVAL
(Theory)**

Unit-I Knowledge organization-I

- Knowledge organisation and subject organisation
- Bibliographic organization and different approaches to documents
- Concept and theory of library classification, definition, need and purpose
- Fundamental Categories, Common Isolate, Notation, Principal of Helpful Sequence
- Species of library classification schemes
- Normative principles of library classification
- Standard schemes of library classification and their features, CC (6th edition), DDC, UDC
- Latest trends in library classification: BSO, Thesaurifacet, autclassification, CRG and Web Dewey
- Book Number Schemes

Unit-II Knowledge organization-II

- Concept and history of library cataloguing
- Purpose, structure, types and physical forms of library catalogue including OPAC
- Standard codes of library cataloguing: CCC and AACR2.
- Normative principles of library cataloguing
- Centralized and cooperative cataloguing, simplified and selective Cataloguing, Union Catalogue
- CCF and MARC
- Natural and artificial language
- Subject heading lists and Thesaurus

Unit-III Information retrieval-I

- Concept of Index and Indexing
- Pre-coordinate indexing-Chain, PRECIS, POPSI,
- Post-coordinate indexing –UNITERM, Peek-a-boo, Edge Notched
- Keyword Indexing
- Concept of Abstract and Abstracting
- Purpose and types of Abstract
- Steps of abstracting

Unit-IV Information retrieval-II

- Concept of Electronic information retrieval
- Concept, history and services of Internet
- Retrieval techniques for Internet

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-III (1623)

KNOWLEDGE ORGANIZATION: PRACTICE-I

Unit-I Classification of documents (using DDC)

Classification of documents with the latest edition of Dewey Decimal Classification with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

Unit-II Cataloguing of documents (using AACR – 2 Rev.)

Cataloguing of books and periodicals in accordance with the latest edition of AACR – 2 Rev. and Sears List of Subject Headings

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-IV (1624)

INFORMATION SOURCES

Unit-I Information sources-I

- Concept of information sources
- Criteria for evaluation of reference sources (Print and non Print).
- Primary sources of information - journal, conference volume, patents, research reports, thesis and their electronic form

Unit-II Information sources-II

- Secondary sources of information-Bibliography, Encyclopedia, Dictionary Yearbook, Directory, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

Unit-III Information sources-III

- Tertiary source of information-Bibliography of bibliographies and guide to literature and their electronic form

Unit-IV Information sources-IV

- Human as an information sources
- Information centres
- Institutional information sources, Government Documents.
- Mass media
- Database: Online and offline. Bibliographic and numeric Databases.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR FULL TIME PROGRAMME

The nomenclature of each paper along with the allotment of marks is as follows:

SYLLABUS – SECOND SEMESTER

Paper No.	Nomenclature	Maximum Marks
2621	MANAGEMENT OF LIBRARIES & INFORMATION CENTERS/INSTITUTIONS	70+30=100
2622	KNOWLEDGE ORGANISATION PRACTICE - II	70+30=100
2623	INFORMATION USERS, SYSTEMS AND SERVICES	70+30=100
2624	LIBRARY & INFORMATION TECHNOLOGY: THEORY	70+30=100
20625	LIBRARY AND INFORMATION TECHNOLOGY: PRACTICE	70+30=100



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PAPER-V (2621)

**MANAGEMENT OF LIBRARIES& INFORMATION
CENTRES/INSTITUTIONS**

Unit-I Essentials of management

- Concept, history and functions of management
- Concept and principles of scientific management
- Concept, elements and standards of TQM

Unit-II Library Management-general aspects

- HRM: Concept and definitions
- Delegation
- Communication
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal

Unit-III Library Management –specific aspects

- Library authority and library committee
- Staffing, Staff formula
- Different sections of libraries and their working
- Annual report, Library Statistics
- Care & preservation of library resources (printed and digital)

Unit-IV Financial management in libraries

- Budget
- Resources Mobilization including outsourcing
- Cost effectiveness & cost benefit analysis
- Financial control

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VI (2622)

KNOWLEDGE ORGANIZATION: PRACTICE-II

Unit-I Classification of documents (using CC)

Classification of documents by 6th edition of CC with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

Unit-II Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VII (2623)

INFORMATION USERS, SYSTEMS AND SERVICES

Total marks -80

Unit-I Information users

- Information users and their information needs
- Concept, scope, content and methodology of user studies
- Critical review of some large scale user studies
- Specific techniques of user studies– Scenario analysis, Interaction analysis,
- Delphi method, Repertory grids
- Evaluation of user survey

Unit-II Information system

- Characteristics and scope of information systems
- International information systems (like VINITI, AGRIS, INIS, and OCLC),
- National information systems (like NISSAT, NISCAIR, NASSDOC and ENVIS)

Unit-III Reference and information Services

- Concept, purpose and types of reference service,
- Organization of reference section,
- Trends of reference service in digital age.
- Concept, history, need and types of documentation
- Concept, need and trend of information services
- Types of information service: CAS, SDI, Abstracting, Indexing, Reprography, Translation, Literature search, Document delivery services;

Unit-IV Information products

- Concept and purpose of information products
- Types of information products: Bibliography, House Journals, Newsletters, Trade and Product bulletin, State of the art, Trend report

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-VIII (2624)

LIBRARY AND INFORMATION TECHNOLOGY (Theory)

Unit-I Information technology-I

- Concept of information technology
- Types of information technology
- Computer technology-History, classification and generation of computers, computer hardware and software, operating systems-MS-DOS, Linux, UNIX and WINDOWS,
- Programming Languages, Algorithm & Flow Charting

Unit-II Information technology-II

- Communication technology-general aspects
- Reprographic technology-general aspects
- Micrographic technologies-general aspects

Unit-III Library automation

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library software including open source software, Library networks, new development in library automation such as use of RFID etc.

Unit-IV Essentials of library and information technology

- Social networking and Library blogs
- Repositories
- Digital libraries
- Library 2.0
- World wide web

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

PAPER-IX (20625)
LIBRARY AND INFORMATION TECHNOLOGY (Practice)

Unit-I Use of Operating System & MS-Office (Word, Excel, Powerpoint)

Unit-II Database Creation in CDS/ISIS & Database search and Retrieval
Online and offline searching: Web searching, advanced Internet Searching.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Sessional assessment: will be based on 1.Test 2. Assignment 3.Class attendance.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab
Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Student has to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.