

SCHEME & SYLLABUS
B.Lib.I.Sc.(Bachelor of Library & Information
Science)
(Choice Based Credit System)



Department of Library & Information Science

LIS

Sant Baba Bhag Singh University

2024

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR STUDENTS OF
BACHELOR OF LIBRARY & INFORMATION SCIENCE
(Semester System)**

(EFFECTIVE FROM THE ACADEMIC SESSION 2023-24)

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students:

- (i) Terminal Evaluation : 80%
- (ii) Continuous Assessment : 20%
- (iii) Continuous Assessment may include Written Assignments, Snap Tests, participation in discussions in the class, term Paper, attendance, etc.
- (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct the following in each semester:
 - (a) Written Test : 25 (reduced to 5)
 - (b) Snap Test : 25 (reduced to 5)
 - (c) Term Paper/Assignment : 25 (reduced to 5)
 - (d) Participation in Class Discussion : 15 (reduced to 3)
 - (e) Attendance : 10 (reduced to 2)
 - Total : 100 reduced to 20**

2. Weightage of 2 marks for **Attendance** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for each paper shall be as under:

- (a) 75% and above up to 85% : 1 Mark
- (b) Above 85% : 2 Marks

SANT BABA BHAG SINGH UNIVERSITY, JALANDHAR

SCHEME OF BACHELOR OF LIBRARY AND INFORMATION SCIENCES (SEMESTER SYSTEM)

					Marks
Paper Code	Title of the Paper	Internal Assessment	Ext. Exam.	Total	Exam. Hours
FIRST SEMESTER					
BLIS 01	Foundations of Library and Information Science	20	80	100	3
BLIS 02	Knowledge Organisation: Classification (Theory)	20	80	100	3
BLIS 03	Knowledge Organisation: Cataloguing (Theory)	20	80	100	3
BLIS 04	Information and Communication Technology: Basics	20	80	100	3
SECOND SEMESTER					
BLIS 05	Management of Library and Information Centers	20	80	100	3
BLIS 06	Knowledge Organisation: Classification (Practice)	20	80	100	3
BLIS 07	Knowledge Organisation: Cataloguing (Practice)	20	80	100	3
BLIS 08	Information Sources and Services (Theory)	20	80	100	3
BLIS 09	Information and Communication Technology: Practical	20	80	100	3

I. Programme Outcomes:

Upon completion of the BLIS program, students will be able to:

1. Demonstrate competency in information and its organization.
2. Demonstrate skills in the provision of information services.
3. Demonstrate competency in managing the libraries.
4. Demonstrate an understanding of the professional development within the LIS field.
5. Perform administrative, service, and technical functions in library and information centers.
6. Use existing and emerging technologies in library and information centers.
7. Analyse, implement, evaluate, manage information needs.
8. Use processes and procedures to solve problems related to organizing, managing, and Preserving data, information, and knowledge for diverse user groups.
9. Discuss professional, social and ethical issues and responsibilities.
10. Discuss concepts, history, and issues of library and information science profession.
11. Explore the functions, service perspective, and ethics of the LIS profession.
12. Describe the similarities and differences among types of library and information centers.
13. Use LIS vocabulary appropriately
14. Explain, analyse and interpret information resources.
15. Exercise the values and principles of the field and its specialisations with an awareness of overarching social responsibility.
16. Use current and emerging Information and Communication Technologies in constantly changing information workplaces.
17. Demonstrate understanding of basic principles, concepts, and terminology in creation, organization, management, access, and use of information and demonstrate the ability to apply them to practical problems.
18. Demonstrate knowledge of types and services of library and information centres.
19. Demonstrate the ability to recognize and analyse ethical issues in library and information settings and propose reasoned courses of action.

II. Programme Specific Outcomes:

1. Students will be capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of Library Science
2. Students can apply the skills of planning and management of Libraries and Information Centres (LICs).
3. Students will possess the skills to engage and collaborate with a diverse community to provide inclusive, meaningful, and participatory library services, programmes and resources.
4. Students will have the ability to display critical thinking for creating new ideas and design innovative pathways.
5. Students will be capable of using digital technology for library housekeeping operations, and for searching information from OPAC, Internet and online databases.
6. Students will have the ability to serve the information for advancement of society.
7. Students will have the ability to classify simple, compound, and complex documents using standard classification schemes
8. Students will have the capability to catalogue all types of documents using standard catalogue codes

**SYLLABI FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(SEMESTER SYSTEM)**

SEMESTER-1

Paper Code: BLIS 01

Paper Title: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Objective: To study library in the social context, and to acquaint the students with the basic philosophy of Library and Information Science.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the historical development of libraries.
2. Classify libraries on the basis of their purpose and functions.
3. Know the role of libraries in the development of various aspects of society.
4. Comprehend the basic philosophy of Library and Information Science.
5. Understand five laws of library science and their implications.
6. Understand librarianship as a profession.
7. Assess the role of national and international library associations and organizations.
8. Highlight the role of library promoters at the national and international level.

Unit 1: Library- Types and Role

- Library: Definition, concept, objectives and role of libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Historical Development of Libraries
- Types of Libraries: Objectives, features and functions
- Five Laws of Library Science and their implications.

Unit 2: Library Legislations & Related Laws/ Concepts

- Library Legislation: Need and features.
- Library Legislation in India with special reference to states of Madras, Andhra Pradesh and Gujarat
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act
- Intellectual Property Rights

Unit 3: LIS Education and role of Professional Associations

- Library and Information Science as a discipline and LIS education in India.
- Librarianship as a Profession and Professional Ethics, Professional Skill Competences.
- National and International Professional Associations and their role: Indian Library Association (ILA), Indian Association of Special Libraries and Information Centers (IASLIC), Indian Association of Teachers of Library and Information science (IATLIS), International Federation of Library Association and Institutions (IFLA), American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP)

Unit 4: Library Promoters, Resource Sharing and Public Relations

- Role of United Nations Educational, Scientific and Cultural Organization (UNESCO), INFLIBNET and Raja Ram Mohan Roy Library Foundation (RRRLF) in the promotion and development of libraries
- Resource Sharing: Concept, need, purpose and areas of resource sharing in libraries.
- Public Relations and Extension Activities

Essential Readings:

1. Baker, D., & Evans, W. (2011). *Libraries and society: Role, responsibility and future in an age of change*. Oxford: Chandos Publishing.
2. Banerjee, R. (2010). *The right to information act in India: Concepts and problems*. New Delhi: Murari Lal & Sons.
3. Rubin, R.E., & Rubin, R.G. (2020). *Foundations of library and information science*. Chicago: ALA.
4. Sabanna, T. (2012). *Encyclopedia of intellectual property rights*. New Delhi: Serials Publications.
5. Vasudeva, V.N. (2014). *Open-source software and intellectual property rights*. Netherlands: Kluwer Law International.

Further Readings:

1. Leckie, G.J., Given, L.M., & Buschman, J. (2010). *Critical theory for library and information science: Exploring the social from across the disciplines*. California: Libraries Unlimited.
2. McIntosh, J. (2011). *Library and information science: Parameters and perspectives*. Canada: CRC Press.
3. Naib, S. (2013). *The right to information in India*. New Delhi: Oxford University Press.
4. Stiglitz, J.E. (2014). *Intellectual property rights, the pool of knowledge, and innovation*. Cambridge: National Bureau of Economic Research.
5. Stock, W.G., & Mechtilde Stock. (2015). *Handbook of information science*. Berlin: DGruyter Mouton.

Paper Code: BLIS 02

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (THEORY)

Objective: To study Library Classification as a base for knowledge organization.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Comprehend the nature and attributes of universe of knowledge.
2. Elaborate meaning and types of subjects and modes of subject formation.
3. Express the meaning, purpose, functions, theories and canons of library classification.
4. Illustrate knowledge as mapped in different classification schemes.
5. Elucidate various facets of notation and call number.
6. Understand the characteristics of major classification schemes.
7. Know current trends in library classification.

Unit 1: Universe of Knowledge

- Universe of Knowledge: Nature and attributes
- Subject: Meaning and types (Basic, Compound and Complex)
- Modes of Subject Formation

Unit 2: Library Classification

- Concept, Purpose and functions
- Canons and Postulates of Library Classification.
- Knowledge Classification and Book Classification
- Notation: Meaning, need, functions, types, qualities, Call number

Unit 3: Classification Schemes

- Species of Library Classification Schemes
- Dewey Decimal Classification (DDC- 23rd Edition): Salient features
- Colon Classification (CC): Salient features
- Universal Decimal Classification (UDC): Salient features
- Library of Congress Classification (LCC): Salient features

Unit 4: Current Trends

- Simple Knowledge Organization Systems (SKOS)
- WebDewey, UDC online
- Taxonomies
- Folksonomies, Social Bookmarking
- Ontology

Essential Readings:

1. Batley, S. (2014). *Classification in theory and practice*. Oxford: Chandos Publishing.
2. Chan, L.M., & Salaba, A. (2016). *Cataloging and classification: An introduction*. Maryland: Rowman & Littlefield.
3. Joudrey, D.N., Taylor, A.G., & Miller, D.P. (2015). *Introduction to cataloging and classification (11th ed.)*. Englewood: ABC-CLIO, LLC.
4. Kumbhar, R., & Alonso, A. (2012). *Library classification trends in the 21st century*. Witney:

Chandos Publishing.

5. Ranganathan, S.R., & Gopinath, M.A. (2006). *Prolegomena to library classification (Reprint)*. New Delhi: Ess Ess Publication.
6. Rowley, J.E., & Farrow, J. (2019). *Organizing knowledge: Introduction to access to Information*. London: Routledge.
7. Satija, M.P. (2013). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Publishing.
8. Satija, M.P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publication.

Further Readings:

9. Husain, S. (1993). *Library classification: Facets and analysis*. Tata McGraw-Hill.
10. Satija, M.P. (2004). *Exercises in the 22nd edition of the Dewey Decimal Classification*. Delhi: Ess Ess Publications

Paper Code: BLIS 03

Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (THEORY)

Objective: To study the principles and theories of Library Cataloguing.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept of library catalogue.
2. Comprehend the inner and outer forms of library catalogue.
3. Understand the main and added entries of library catalogue.
4. Understand various approaches of deriving subject headings.
5. Comprehend about the normative principles of cataloguing.
6. Know the standards for bibliographic interchange and communication.
7. Know the current trends in library cataloguing.

Unit1: Library Catalogue

- Library Catalogue: Concept, objectives and functions
- Physical Forms of Library Catalogue: Conventional and non-conventional
- Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue
- Authority File, ISBN, ISSN: Concept and use.

Unit 2: Catalogue Codes and Normative Principles

- Catalogue Codes: History and development
- Canons and Normative Principles of cataloguing
- Catalogue Entries according to CCC (5th edition)
- Catalogue Entries according to AACR-2R

Unit 3: Subject and Union Catalogue

- Subject Catalogue: Concept, need, purpose and usefulness.
- Tools and techniques for deriving Subject Headings (Chain Procedure and Sears list of Subject Headings).
- Union Catalogue: Concept and purpose. Union catalogue of INFLIBNET.
- Selective, Simplified, Cooperative and Centralized Cataloguing

Unit 4: Current Trends in Cataloguing

- ISBD, RDA and FRBR
- Bibframe: concept.
- Metadata: Meaning, purpose, types, uses
- MARC21

Essential Readings:

1. Bristow, B. (2018). *Sears list of subject headings* (22nd ed.). New York: Grey House Publishing.
2. Chowdhury, G.G., & Chowdhury, S. (2013). *Organizing information: From the shelf to the web*. London: Facet Publishing.
3. Chan, L.M., & Salaba, A. (2016). *Cataloging and classification: An introduction*. Maryland: Rowman & Littlefield.
4. Haynes, D. (2018). *Metadata for information management and retrieval*. London: Facet Publishing.
5. Kumar, G., & Kumar, K. (2011). *Theory of cataloguing* (5th ed.). New Delhi: Vikas Publishing.
6. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

Further Readings:

1. Bowman, J.H. (2003). *Essential cataloguing*. London: Facet Publishing.
2. Gorman, M. (2004). *The concise AACR-2*. Chicago: ALA; Canadian Library Association; Chartered Institute of Library and Information Professionals.
3. Joint steering committee for revision of AACR, & American Library Association. (1988). *Anglo-American Cataloguing Rules*. Ottawa: Canadian Library Association.
4. Mitchell, A.M., & Surratt, B.E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. New York: Neal-Schuman Publishers.
5. Taylor, A.G., & Miller, D.P. (2006). *Introduction to cataloging and classification*. Westport, Conn.: Libraries Unlimited.

Paper Code: BLIS 04

Paper Title: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS

Objective: To provide students the basic knowledge of Computer and its applications in library and information activities.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the computer software and its functioning
2. Acquire the knowledge of computer networks and their protocols and standards
3. Obtain the knowledge of Internet tools
4. Examine the concept of library networks and highlight their types and importance
5. Know the various library management software.
6. Plan and implement automation in library and information centres.

Objectives: To provide students the basic knowledge of Computer Software and its applications in library and information activities.

Unit 1: Computer Software

- Software: System Software - Operating systems-MS-Windows and LINUX (basic features).
- Application Software - MS-Word, MS-Excel and MS-PowerPoint
- Online PDF file handling.

Unit 2: Communication Technologies

- Internet Protocols and Standards – HTTP/HTTPS, TCP/IP, URL, DOI
- Internet: Concept and Features of WWW and E-mail.
- Wireless Communication: Concept and use of Wi-fi and Li-fi
- Basic Introduction to HTML.
- Web Browser: Concept and Features.
- Search Engines: Concept, Working principle and Types

Unit 3: Networks and Library 2.0

- Computer Networks: Concept need and Features.
- Academic Social Networks (ASN): Concept, Benefits and Examples.
- Library 2.0: Concept and Characteristics, Library 3.0 introduction.
- Screen Readers: Concept and Application in libraries

Unit 4: Library Automation

- Library Automation: Definition, Purpose, Planning and implementation Steps.
- Basic Concept of Retrospective Conversion (ReCON), UNICODE compliance.
- Basic modules of ILMS
- Concept & use of Barcode & QR code

Essential Readings:

1. Bailey, D. R., & Tierney, B.G. (2008). *Transforming library service through Information commons: Case studies for the digital age*. Chicago: ALA.
2. Bilal, D. (2014). *Library automation: Core concepts and practical systems analysis*. California: Libraries Unlimited.
3. Norton. (2017). *Introduction to Computers*. New Delhi: McGraw Hill Education.
4. Singh, H., Kakkar, S.K., & Sharma, A. (2011). *A book of fundamentals of information technology*. Amritsar: Lakhanpal Publishers.
5. Sinha. (2022). *Foundations of Computing*. India: BPB Publication.
6. Stallings. & Brown, L. (2019). *Computer security: Principles and practice*. Boston: Pearson.
7. Tanenbaum, A.S., & Feamster, N. (2019). *Computer networks*. Boston: Pearson.
8. Williams, B.K., & Sawyer, S.C. (2015). *Using information technology: A practical introduction to computers & communications*. New York: McGraw Hill.
9. Price, M. (2021). *Microsoft 365 in easy steps: Covers MS office 365 essentials*. London: In Easy Steps Limited.

Further Readings:

1. Kresh, D., & Council on Library and Information Resources. (2009). *The whole digital library handbook*. New Delhi: Indiana.
2. Leckie, G.J., & Buschman, J. (2009). *Information technology in librarianship: New critical approaches*. Westport, Conn.: Libraries Unlimited.
3. Petersen, R. (2011). *Linux: The complete reference*. New York: McGraw Hill.
4. Sathaiah, B. (2011). *Information technology in university libraries*. New Delhi: Commonwealth Publishers.
5. Theresa, T.B., Ratna Kumari, C., & Rai, B.A. (2011). *Information technology and library automation*. New Delhi: Commonwealth Publishers.

SEMESTER-II

Paper Code: BLIS 05

Paper Title: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objective: The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library / information Centre.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for

- internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept, principles and functions of management
2. Carry out various operations of Library and Information Centres
3. Understand the Human Resource Management in Library and Information Centres
4. Understand the financial management of Library and Information Centres
5. Maintain the library statistics and prepare annual report

Unit 1: Principles and Functions of Management

- Management: Concept, scope, principles and functions
- Schools of Management Thoughts
- Management Information System (MIS): Concept, scope and characteristics.
- Management By Objectives (MBO): Concept, need and steps.
- Library Committee, Library Authority

Unit 2: Library Housekeeping Operations

- Acquisition Section: Activities
- Technical Section: Activities
- Circulation Section: Activities
- Periodical Section: Activities
- Reference Section: Activities
- Maintenance Section: Activities

Unit 3: Human Resource Management

- Human Resource Management: Policy and Staffing
- Recruitment and Training, Job Description, Job Analysis, and Job Evaluation.
- Motivation: Definition and Theories of McGregor, Herzberg and Maslow.
- SWOT analysis: Concept

Unit 4: Financial Management, Library Rules and Reports

- Sources of library finance, Estimation of library's financial requirements
- Budgeting techniques
- Cost Effectiveness Analysis and Cost Benefit Analysis: Concept
- Library statistics and Annual Report
- Library rules and regulations
- Library building and Space management

Essential Readings:

1. Christian, A. R. (2013). *Academic library management: Universities, colleges and institutions*.

Jaipur: Vista Publishers.

2. Dorado, A. (2012). *New trends in library management*. London: Koros Press.
3. Evans, G.E., Layzell, W.P., & Rugaas, B. (2000). *Management basics for information professionals*. New York: Neal Schuman Publishers.
4. Johnson, P. (2014). *Fundamentals of collection development and management* (3rd ed.). Chicago: ALA.
5. Koontz, H., & Weihrich, H. (2015). *Essentials of management* (10th ed.). Chennai: Tata McGraw Hill.
6. Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
7. Velasquez, D. (2013). *Library management 101: A practical guide*. Chicago: ALA.

Further Readings:

1. Edwards, E.G. (2005). *Developing library & information centre collections*. Westport, Conn.: Libraries Unlimited.
2. Franks, P. C. (2013). *Records and information management*. Chicago: ALA.
3. Iyer, V.K. (1999). *Library management of staff training and development*. New Delhi: Rajat Publications.

Paper Code: BLIS 06

Paper Title: KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

Objectives: The objective of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification (6thRev.Ed.) and Dewey Decimal Classification (23rdedition).

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The paper will be of 80 marks, and 20 marks will be for internal assessment.
- (ii) The students will be provided Colon Classification. (6thRev.Ed.) and Dewey Decimal Classification (23rdedition) during the examination.
- (iii) The syllabus has been divided into four units.
Duration of the paper is 3 hours. Each Unit shall carry 20 marks and shall be compulsory. Each unit shall have 8 titles and the candidates shall be given internal choice i.e., the candidates shall attempt 4 titles. In no case a title should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Use the classification schemes.
2. Determine the subject of the document.
3. Build class numbers for documents with simple, compound and complex subjects.
4. Synthesize class numbers by using the standard subdivisions/common isolates.

Unit 1: Classification of documents with simple subjects: According to CC

Unit 2: Classification of documents with compound subjects: According to CC

Unit 3: Classification of documents with simple subjects: According to DDC

Unit 4: Classification of documents with compound subjects: According to DDC

Essential Readings:

1. Dewey, M. (2011). *Dewey Decimal Classification and relative index* (Julianne Beall, Rebecca Green & Giles Martin, Eds. ; 23rd ed., Vol. 4,). Dublin: OCLC.
2. Ranganathan, S. R. (2007). *Colon classification* (6th Ed., Reprint). Ess Ess Publication.
3. Satija, M.P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2nd ed.). Oxford: Chandos Publishing.
4. Satija, M.P. (2012). *Exercises in the 23rd edition of Dewey Decimal Classification*. New Delhi: Ess Ess Publications.
5. Satija, M. P. (2019). *Colon classification: A student companion*. Ess Ess Publication.

Further Reading:

1. Chan, L.M., & Salaba, A. (2016). *Cataloging and classification: An introduction*. Maryland: Rowman & Littlefield.
2. Joudrey, D. N., Taylor, A. G., & Miller, D. P. (2015). *Introduction to cataloging and classification (11th ed.)*. ABC-CLIO.

Paper Code: BLIS 07**Paper Title: KNOWLEDGE ORGANISATION: CATALOGUING (PRACTICE)**

Objective: To acquaint the students with cataloguing of documents according to AACR-2R.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The paper will be of 80 marks of 3 hours duration, and 20 marks will be for internal assessment.
- ii. The students will be provided Sears List of Subject Headings (22nd edition) during the examination.
- iii. The syllabus has been divided into four units.

The paper will contain **4** units consisting of **8** questions/titles in all (i.e. 2 titles in each unit). Candidates shall catalogue 4 Titles out of 8 from each unit. Each question shall carry 20 marks. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Use the catalogue code - AACR-2R.
2. Prepare catalogue entries for different types of documents.
3. Derive subject headings using Sears List of Subject Headings.

Objectives: To acquaint the students with cataloguing of documents according to AACR-2R.

Unit1: Cataloguing of Works of:

- Single Authorship
- Shared Authorship
- Pseudonyms
- Mixed Responsibilities

Unit2: Cataloguing of:

- Editorial works
- Composite works
- Multi-volume works

Unit 3: Cataloguing of:

- Serial Publications
- Uniform Titles
- Non-Book Materials: Electronic Resources

Unit 4: Cataloguing of :

- Corporate Authorship

Essential Readings:

1. Bristow, B.A. (2018). *Sears List of Subject Headings* (22nd ed.). New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules-2R*. Chicago: ALA.
3. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.
4. Frost, C. O., & Taylor, A. G. (1983). *Cataloging Nonbook materials: Problems in theory and practice*. Libraries Unlimited.
5. Satija, M. P. (2019). *User's guide to Sears list of subject headings*. Rowman & Littlefield Publishers.

Further Readings:

1. Gorman, M. (2004). *The concise AACR-2*. Chicago: ALA.
2. Kumar, K., & Garg, B.S. (2005). *Advanced cataloguing practice: Based on Anglo-American Cataloguing Rules* (2nd ed.). New Delhi: Har Anand Publications.
3. Mitchell, A.M., & Surratt, B.E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet Publishing.
4. Taylor, A.G. (2007). *Introduction to cataloging and classification* (10th ed.). Westport: Libraries Unlimited.

Paper Code: BLIS 08

Paper Title: INFORMATION SOURCES AND SERVICES (THEORY)

Objective: The aim of this paper is to impart knowledge regarding reference and information sources, services and systems to the students.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question

should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand, identify and explore different types of information sources.
2. Understand the nature of print and electronic resources.
3. Acquire the understanding of reference services.
4. Know various methods of user education.
5. Provide various information services.
6. Comprehend the activities and services of various information systems and networks.

Unit 1: Information Sources

- Nature, Characteristics, types and formats
- Documentary, Non-Documentary and Electronic sources
- Primary, Secondary and Tertiary sources of information
- Human sources, Institutional sources.

Unit 2: Reference Service

- Reference Service: Concept, purpose, functions, types, theories and trends.
- Reference Interview
- Information Users: Categories and ascertaining information needs
- User studies: Concept, need, purpose, techniques and methods
- User education: concept, goal, objectives and methods.

Unit 3: Information Services

- Current Awareness Service (CAS),
- Selective Dissemination of Information (SDI),
- Translation Service,
- Bibliographical Service,
- Document Delivery Service.

Unit 4: Information Systems and Networks

- Information Systems: Characteristics and functions
- National Information Systems and Networks: National Institute of Science Communication and Policy Research (NIScPR), Defense Scientific Information and Documentation Centre (DESIDOC)
- Global Information Systems and Network: International System for Agricultural Science and Technology (AGRIS), International Nuclear Information System (INIS), Information System for Physics, Electronics and Computing (INSPEC)

Essential Readings:

1. Bopp, R.E. and Smith, L.C. (2018). *Reference and information services: An introduction* (4th ed.). Westport: Libraries Unlimited.
2. Bryson, J. (2011). *Managing information services: A sustainable approach*. Farnham, Surrey: Ashgate Publishing.
3. Cassell, K.A. & Hiremath, U. (2018). *Reference and information services: An introduction* (4th ed.). Chicago: Neal Schuman Publishers.
4. Crawford, J. C., Leahy, J., Holden, J., & Graham, S. (2006). *The culture of evaluation in library and information services*. Oxford: Chandos Publishing.

5. Hirsh, S. (2015). *Information services today: An introduction*. Lanham: Rowman & Littlefield.
6. Singh, G. (2013). *Information sources, services and systems*. New Delhi: PHI Learning Private Limited.
7. Smith, L.C., & Wong, M.A. (2019). *Reference and information: An introduction* (5th ed.). Westport: Libraries Unlimited.

Further Readings:

1. Crawford, J. (2000). *Evaluation of library and information services*. London: Europa Publications.
2. Griffiths, J.R. (2012). *Evaluation techniques for information services*. London: Facet Publishing

Paper Code: BLIS 09

Paper Title: Basics of Information and Communication Technology (Practical)

Objective: To impart hands on training on using Word Processing, Spread Sheet and Power Point Presentation software and carry out library house-keeping operations using library managements of software.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- i. The practical examination will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The examiner for the practical paper will assess the examinees on the basis of their practical performance (60 marks) and viva (20 marks)
- iii. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Use Word Processing, Spread Sheet and Power Point Presentation software.
2. Automate library housekeeping operations using library management software- Librarika
3. Generate different types of report using library management software.
4. Find bibliographic information from WebOPAC, WorldCat, IndCat.
5. Search information from Internet and databases adopting suitable search strategies.

Unit 1: Windows Operating System

- Navigation and Basic Operations
- Security and Maintenance

Unit 2: Application Software Based

- Word Processing
- Spread Sheet Management
- Presentation S/W program.

Unit 3: Web-based Tools & Techniques

- Online Form Builder
- Library Newsletter/Flyer Maker
- Search and Retrieval:
 - Academic Search Engines
 - WebOPAC, IndCat, WorldCat

Unit 4: Library-Automation

- Cloud Based ILMS (SaaS): Librarika
 - Installation,
 - Cataloguing,
 - Patron Management
 - Check-In/Check-Out

Essential readings:

1. Foulkes, L. (2020). *Learn Microsoft Office 2019 (1st ed.)*. Birmingham: Packt Publishing.
2. McFedries, P. (2021). *Windows 10*. Hoboken, N.J.: Wiley Publishers.
3. Price, M. (2021). *Microsoft 365 in easy steps: Covers MS office 365 essentials*. London: In Easy Steps Limited.
4. Rathbone, A. (2020). *Windows 10 for dummies (4th ed.)*. Hoboken, N. J.: Wiley Publishers.

Further Reading:

1. Alkhatib, G. (2013). *Network and communication technology innovations for web and IT advancement*. Hershey, Pennsylvania: IGI Global.
2. Matthews, A. E., & Loots, M. (2018). *Computer ABC: Your guide to computer literacy: MS Office, Windows 10*. Pretoria: Mattlo.
3. Thorne, A. (2021). *Introductory information processing (for MS Office 2016 and 2019/365). N4, Student's book*. Johannesburg: Troupant Publishers.
4. Williams, B.K., & Sawyer, S.C. (2015). *Using Information Technology: A practical introduction to computers & communications (11ed.)*. New York: McGraw Hill.

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