



**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), PUNE**

**Faculty of Arts, Social Sciences and Commerce
B.Lib & I.Sc. - Bachelor of Library & Information
Science
New Syllabus**

“Social Transformation Through Dinamic Education”



BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
YASHWANTRAO MOHITE COLLEGE OF ARTS, SCIENCE AND COMMERCE,
PUNE 411038

Accredited with 'A+' Grade (2017) by NAAC
'A' Grade University Status by MHRD, Govt. of India
Accredited (2004) & Reaccredited (2011) with 'A' Grade by NAAC



BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib & I.Sc.)

CBCS 2018 COURSE STRUCTURE

Under the Faculty of Arts, Social Sciences and Commerce

TO BE IMPLEMENTED FROM ACADEMIC YEAR 2018-19

BHARATI VIDYAPEETH
DEEMED UNIVERSITY, PUNE (INDIA)

Bachelor of Library & Information Science (B.Lib & I.Sc.)
(CBCS 2018 COURSE)

Under : The Faculty of Arts, Social Sciences and Commerce
(To be implemented from June 2018)

The B.Lib & I.Sc.. Degree programme provides an opportunity to acquire advanced knowledge in the main areas of Library and information sciences.

1. Objectives of the course:

- i. To develop among Bachelor degree candidates a knowledge of the basic tenets of assisting users, collection development and maintenance, organization of materials and information, management of libraries and other information centers.
- ii. To develop skills and awareness with modern information Technology adopted in libraries and information centers

2. Program Outcomes / Learning Outcomes :

On the successful completion of this Program a student shall be able to:

- i. Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
- ii. Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
- iii. Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies;(iii) maintaining library collection and; (iv) educating users.

- iv. Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
- v. Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
- vi. Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
- vii. Demonstrate core values by honouring diversity and insuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

3. Eligibility for admission to B.Lib. & I.Sc. Course:

Any graduate of this University or any other recognized University shall be admitted to B.Lib & I.Sc. Course.

4. Intake Capacity:

The intake capacity of the course will be 60 seats every year.

5. Course Structure of B.Lib & I.Sc. Course:

The B.Lib & I.Sc. programme will be of one years duration consisting of two semesters and of minimum 40 Credits: Semester I (20 Credits) and Semester II (20 Credits). In first Semester, there will be four theory papers of 04 credits each and two theory paper of 2 credit. In Second Semester, there will be three theory papers of 04 credits, threee practical paers of 2 credits and one clipping project / viva voce of 2 credits. All 13 papers will have 100 marks each out of which 40 marks will be for Internal Assessment and 60 marks for University Examination. Thus B.Lib & I.Sc. degree examination, two Semesters shall be of minimum 1250 marks and of minimum 40 credits alltogether. The following shall be the course structure:

B.Lib & I.Sc. Semester – I

Semester	Subject Type	Code	Title of the paper	Hrs/Week	Credits	Exam Hrs	Maximum Marks			
							Internal Assessment	University Examination	Total	
Semester I	Core: Compulsory	BL 11	Foundation of Library & Information Science	04	04	03	40	60	100	
		BL 12	Document Description: Cataloguing Theory:	04	04	03	40	60	100	
		BL 13	Information Sources & Reference Services	04	04	03	40	60	100	
		BL 14	Management of Libraries & Information Centers	04	04	03	40	60	100	
	Core: Elective	Any one from the following:								
		BL 15	Library System	02	02	03	40	60	100	
		BL 16	Public Libraries	02	02	03	40	60	100	
Skill Enhancement Course	BL 17	Soft Skills	02	02	02	20	30	50		

B.Lib & I.Sc. Semester – II

Semester	Subject Type	Code	Title of the paper	Hrs/Week	Credits	Exam Hrs	Maximum Marks		
							Internal Assessment	University Examination	Total
Semester II	Core: Compulsory	BL 21	Information Services & System	04	04	03	40	60	100
		BL 22	Knowledge Organization Information Processing: Classification Theory	04	04	03	40	60	100
		BL 23	Information Technology: Basic Theory	04	04	03	40	60	100
		BL 24	Information Technology : Practical	02	02	03	40	60	100
		BL 25	Knowledge Organization Information Processing: Classification Practical	02	02	03	40	60	100
		BL 26	Information Retrieval : Library Cataloguing Practical	02	02	03	40	60	100
		BL 27	Information Sources & references Services : News Paper Clipping Project*	02	02	--	40	60	100

*for paper BL 27 Information Sources & Reference Services : News Paper Clipping Project internal evaluation is to be done by evaluation of the plan of the project submitted by the student. A student has to submit project plan with in a month from the beginning of Semester II

6. Scheme of Examination:

The Assessment of Regular students of Bachelor of Library & Information Science (B.Lib & I.Sc.) course in the academic session 2018-19 and after, shall be based on

- (a) University Examinations,
- (b) Internal Assessment,
- (c) Choice Based Credit System, and
- (d) Semester Grade Point Average and Cumulative Grade Point Average system

For each paper of 100 marks, there will be Internal Assessment of 40 marks and the University Examination of 60 marks/3 hours duration at the end of each semester. The 04 credit will be given to a student who secures atleast 40% of marks allotted to each paper. A candidate who does not pass the examination in any subject or subjects in one semester will be permitted to reappear in such failed subject or subjects along with the papers of following semesters.

The Internal Assessment (IA) for each paper will be of 40 marks which will be carried out by the department during the term. The Internal Assessment may be in the forms as follows: Attendance, Written tests, seminars, term papers, presentations, assignments, orals or any such others. There will be at least two types of assessments from the types given above.

At the end of each semester, a cumulative grade point average (CGPA) and also Semester grade point average(SGPA) will be calculated as a weighted average of the GPI of all courses in which the student has passed till that semester.

A candidate shall be permitted to proceed from the First Semester up to Final Semester irrespective of his/her failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.

Information Sources & References Services : News Paper Clipping Project Work:

There will be a Information Sources & Reference Services : News Paper Clipping Project to be prepared by a student during the second semester.

Division of Marks

Synopsis with working clipping project work (Internal Assessment)	:	40 Marks
A full Project Report (Minimum 50-80 pages) (University Assessment)	:	40 Marks
Viva Voce (University Assessment)	:	20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 02 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of examiners of the University.

The candidate has to submit the project 15 days before the commencement of the second semester university examination. A candidate who fails to submit the project may resubmit the same in the subsequent semester examination for evaluation. The project work activities must be duly supported by documentary evidence to be endorsed by the Head or Guide.

7. Standard of Passing:

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the University Examination and a GPA of 4.0 in aggregate of University Examination and Internal Assessment taken together.

A student who passes in all the courses will be declared to have passed B.Lib & I.Sc. with the following honours.

CGPA in [4.00, 4.99]	-- Pass Class
CGPA in [5.00, 5.49]	-- Second Class
CGPA in [5.50, 5.99]	-- Higher Second Class
CGPA in [6.00, 7.99]	-- First Class
CGPA in [8.00, 10.00]	-- First Class with Distinction

8. Scheme of credits:

Four hours per week teaching in one semester will lead to four credits and project will carry 02 credits.

9. Grade point scheme:

The 10-point scale would be used to convert marks out of 100 to grades and grade points according to the following table:

Marks as Percentage	Grade	Grade Point
[75.0, 100]	O	10.0
[70.0, 74.9]	A+	9.0
[65.0, 69.9]	A	8.0
[60.0, 64.9]	B+	7.0
[55.0, 59.9]	B	6.0
[50.0, 54.9]	C+	5.5
[45.0, 49.9]	C	5.0
[40.0, 44.9]	D	4.5

10. Structure of Transcript:

At the end of each semester, student will be given a transcript showing the performance and result in each course. The transcript shows, for each course the title of the course, credit values, grade in UE, grade in IA, Grade point index, result as pass or fail. Also, the Semester grade point average and cumulative grade point average will be shown. Further, the equivalent percentage of marks corresponding to SGPA and CGPA will be shown. The formula to convert SGPA or CGPA to equivalent percentage is given by:

$$\text{Equivalent percentage marks} = \begin{cases} 10 \times \text{CGPA} & \text{if CGPA/SGPA is in [4.00, 6.00]} \\ 05 \times \text{CGPA} + 30 & \text{if CGPA/SGPA is in [6.00, 9.00]} \\ 25 \times \text{CGPA} - 150 & \text{if CGPA/SGPA is in [9.00, 10.00]} \end{cases}$$

The above formula computes to the following table:-

Range in % of marks	Range of CGPA	Letter grade	Division
[75.0, 100]	[9.00, 10.00]	O	First class with Distinction
[70.0, 74.9]	[8.00,8.99]	A+	
[65.0,69.9]	[7.00,7.99]	A	First class
[60.0,64.9]	[6.00,6.99]	B+	
[55.0,59.9]	[5.50,5.99]	B	Higher second class
[50.0,54.9]	[5.00,5.49]	C+	Second class
[45.0,49.9]	[4.50,4.99]	C	Pass class
[40.0,44.9]	[4.00,4.49]	D	
[00.0, 39.9]	[0.00,3.99]	F	Fail

Thus, the percentage of marks can be obtained by using the following table:

CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks	CGPA	% of Marks
4.0	40.0	5.5	55.0	7.0	65.0	8.5	72.5
4.1	41.0	5.6	56.0	7.1	65.5	8.6	73.0
4.2	42.0	5.7	57.0	7.2	66.0	8.7	73.5
4.3	43.0	5.8	58.0	7.3	66.5	8.8	74.0
4.4	44.0	5.9	59.0	7.4	67.0	8.9	74.5
4.5	45.0	6.0	60.0	7.5	67.5	9.0	75.0
4.6	46.0	6.1	60.5	7.6	68.0	9.1	77.5
4.7	47.0	6.2	61.0	7.7	68.5	9.2	80.0
4.8	48.0	6.3	61.5	7.8	69.0	9.3	82.5
4.9	49.0	6.4	62.0	7.9	69.5	9.4	85.0
5.0	50.0	6.5	62.5	8.0	70.0	9.5	87.5
5.1	51.0	6.6	63.0	8.1	70.5	9.6	90.0
5.2	52.0	6.7	63.5	8.2	71.0	9.7	92.5
5.3	53.0	6.8	64.0	8.3	71.5	9.8	95.0
5.4	54.0	6.9	64.5	8.4	72.0	9.9	97.5
						10.0	100.0

GRACING:

The gracing shall be done as per existing rules of the University.

VERIFICATION AND REVALUATION:

There is provision for verification and revaluation of the result. A student can apply for the verification and revaluation of the result within the two weeks from the declaration of the results with the prescribed fee. The verification and revaluation shall be done as per the existing rules of the University.

FORMAT OF THE TRANSCRIPT:

The student will be given a transcript indicating his/her performance at the end of every semester examination. The transcript shall be given as per the following table along with other necessary details:

Course No.	Course Name	No. of Credits	University Examination		Internal Assessment		Grade Point Average	Result
			Grade	Grade Point	Grade	Grade Point		
1								
2								
3								
4								
5								
6								
Total Cumulative Credits Completed			SGPA		CGPA		Equivalent Marks (%)	
<u>Note:</u> GPA is calculated by adding the UE marks out of 60 and IA marks out of 40. The total marks out of 100 are converted to Grade Point, which will be the GPA.								

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

(CBCS 2018 COURSE)

Under : The Faculty of Arts, Social Sciences and Commerce
(To be implemented from June 2018)

SYLLABUS

SEMESTER - I

BL 11 : Foundation of Library and Information Science

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand the concept of Library, Libraries and Librarianship.
2. Classify the libraries according to the purpose and functions
3. Recognize the five laws of library science.
4. Understand the library legislation
5. Evaluate the role of various library associations and organizations

Unit -1- Library, Libraries, and Librarianship:

- Nature, Meaning, Definition, Scope, Objectives.
- Types of libraries
- Concept of digital library and research library.
- Role of the library in Education, Culture, Communication and Mass Communication

Unit -2-. Normative Principal of LIS:

- Five Laws of Library Science (Prof. S.R. Ranganathan), their implications,
- Philosophy of J.H. Shera.

Unit-3- Libraries Development:

- Growth and development of library in modern society with special reference to India.
- Library Movements in India.

Unit - 4- Library legislation –

- Library legislation
- Need and essential features
- Library legislation in India
- Press and Registration Act and Delivery of Books Acts
- Concepts of copyright & IPR.

Unit- 5- Library and Information Profession:

- Librarianship as a Profession
- Library Profession Associations & Their role
- National & International Library Association – ILA, IASLIC, IATLIS, SIS, ALA, IFLA, LA etc.
- Library and Information Science Education in India.
- Library Resource sharing. Concept meaning consortia
- Public Relations & Extension Activities, Public Relation, Publicity, Extension activities

Reference List-

- Gardner Frank M. Public library legislation: A comparative study Paris, UNESCO, 1971.

- Mukherjee A.K. Librarianship: Its philosophy and history, Bombay. Asia Publishing House, 1966.
- Rangnathan S.R.: Five Laws of Library Science Madras, Madras Library Association, Ed.2, 1957.
- Shera J. H.: Sociological foundations of librarianship, Bombay. Asia Publishing House, 1970
- Wilson, Louis Round: Education an libraries: London, Crosby Lockwood, 1966.
- Jefferson G.: Libraries and Society, London, James Clarke and Co. 1969.
- Thompson James: A history of the principles of librarianship, London. Clive Bingley, 1977.
- Thompson James: Library power, A new philosophy of librarianship: London, Clive Bingley, 1974.
- Naidu N. Guruswamy: Librarianship in developing countries, New Delhi Ess, 1992.
- Sharma U.C. & Rava: Librarianship today and tomorrow: Delhi: Ess Ess, 1997.
- Ed. By R.K. Rout: 1st Ed. Library Legislation in India, problem and prospects, New Delhi, Reliance, 1986.

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SEMESTER - I

BL 12 : Document Description: Cataloguing Theory

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. To know the concept of library catalogue.
2. Understand various forms of the library catalogue
3. Develop skills in procedure of the main and added entries of the library catalogue.
4. Understand the various types of library catalogue

Unit- 1- Role of Cataloguer in 21st century library system

- Reasons for a change to the role of cataloguers
- Suggestions for new, enhanced roles and competencies for cataloguers
- Survival tips for the cataloguer

Unit-2 Library Catalogue

- Definitions,
- Objectives Importance and functions,
- Library Catalogue
- Bibliography, Publisher catalogue

Unit-3- Types of Library catalogue:-

- Classified,
- Dictionary
- Alphabetic classed,
- Merits and Demerits

Unit- IV- Physical form of Library Catalogue

- Advantages and disadvantages
- Entries and their functions
- Card Catalogue or card form:
- Book catalogue or book form
- Shelf catalogue or shelf form
- Guard Book catalogue or guard book form

Unit- V- Cataloguing of Non-book Material, Microform, Microfish, CD, Manuscripts etc...

Reference List

1. Anglo American Cataloguing Rules, Ed. 2; Chicago, ALA and London Library Association 1978. Revised edition 1988.
2. Bakewell K.G.B.: Manual of cataloguing Practice; Oxford, Pergamon Press 1972. reprinted 1974.
3. Chan Lois Mai: Cataloguing and Classification-an introduction, Ed.2; New York, McGraw Hill Book Company, 1994.
4. The concise AACR II by Michael Gorman London, Library Association, 1980.
5. Horner John: Cataloguing; London, Association of Assistant Librarians, 1970, reprinted 1976.
6. Hunter Eric J. and Bakewell K.G.B.: Cataloguing, Ed.2; London, Clive Bingle. 1983.

7. Hunter Eric J. and Nicholas J. Fox: Examples illustrating AACR II, London, The Library Association, 1980.
8. Rangnathan S.R.: Classified catalogue code with additional rules for dictionary catalogue code, Ed.5; Bombay, Asia publishing house, 1964. Reprinted 1992.
9. Sears M.E.: Sears list of subject heading, Ed. By Martha T. Mooney, Ed.14; New York, H.W. Wilson Co. 1991.
- 10 Sengupta Benoyendra: Cataloguing: its theory and practice, Ed.3; Calcutta, World press, 1980.
11. Viswanathan C.G.: cataloguing: theory and practice, Ed.4; New Delhi, Today and Tomorrow, 1980.
12. Coats E.J.: Subject catalogues: headings and structure; London, Library Association, 1988.
- 13 Cutter Charles A.: Rules for a dictionary catalogue; London, Library Association, 1935.
14. Escreet P.K.: Introduction to the Anglo-American Cataloguing Rules, London, Andre Deutsch, 1971.
- 15 Mann Margaret: Introduction to cataloguing and classification of books, Ed.2; Chicago, ALA, 1943.
- 16 MARC formal integration: three perspectives, Ed. by Micnel Gorman; Chicago, ALA, Library Information and Technology Association 1990.
- 17 Rangnathan S.R.: Cataloguing practice assisted by G. Bhattacharya Ed.2; Bombay, Asia publishing house, 1974.
18. Girjakumar and Krishna Kumar: Theory of cataloguing; Delhi, Vikas publication, Ed.5.

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SEMESTER - I

BL 13 : IV- -Information Sources & Reference Services

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand concept of Reference Service.
2. Know the different types of information sources.
3. Evaluate various types of information sources.
4. Understand concept of Systematic bibliography

Unit-1- Reference Service: Concept definition, scope, types and theories.

- Nature and management of reference service in different types of libraries: public, academic and special.
- Qualities of reference librarian.

Unit-2 - Library and Information Services in Academic Libraries

- Reference Service/Referral;
- Library Use and Information Literacy;
- Documentation and Information Services – National and International; Current Awareness and SDI Service;
- Abstracting and Indexing Services;
- Information Product Development Services;
- Document Delivery Services

Unit-3- Types of Information Sources:

- Primary, Secondary and Tertiary sources of information;
- Documentary Sources and Non –Documentary Sources,
- Human and Institutional sources;
- Non–print and Electronic sources

Unit- 4- Non documentary Sources and their Electronic Versions:

- Human Sources: Technological gatekeepers,
- Invisible colleges,
- Consultants, experts/resource persons,
- Personal home pages,
- Representatives of firms, and others;
- Institutional / Organizational Sources: Government ministries and departments, R& D organizations, learned societies,
- Publishing houses, archives, data banks, information analysis centers, referral centers,
- Institutional web sites.
- Current Trends in Information Sources: CD-ROM,
- Internet resources,
- Discussion Forums and Information Gateways

Unit-5- Systematic bibliography; definition and purpose.

- Types with examples: universal, selective, incunabula, anonymous and pseudonymous works, national, secondary, subject, author, language, area studies etc.
- Bibliographic control: meaning and purpose.
- Book trade: its contribution to bibliographic control-India, U.K., U.S.A.- current and retrospective.
- Bibliographic organization in India. Different areas: monographs, serials, government, documents, theses and dissertations- current and retrospective. (General information only).

Reference List

- Collison, Robert L.: library assistance to readers. Ed.2, London, Crosby Lockwood, 1956.
- Katz William: Introduction to reference work Volumes 1, 2 Ed.6 New York, McGraw-Hill, 1992.
- Krishan Kumar: Reference service, Ed.5 Delhi, Vikas 1996.
- Rangnathan S.R.: Reference service. Ed.2 Bombay, Asia publishing house 1961.
- Granthalayeen sandharbh seva: Anant Joshi and Vasant Joshi, Continental Prakashan, Pune. Ed.2, 1992.
- Cheney, Frances Neel: Fundamental reference sources. Chicago, ALA 1971.
- Girijakumar and Krishan Kumar: Bibliography Ed. New Delhi, Vikas 1979.
- Grogan, Devis: Practical reference work. London, Clive Bingley, 1979 (outline of modern librarianship series).
- Grogan, Devis: Case studies in reference work. London, Clive Bingley, 1987.
- Grogan, Devis: More case studies in reference work. London, Clive Bingley, 1972.

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SEMESTER - I

BL 14 : Management of Libraries Information Centers

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand the concept of management.
2. Understand the principles and functions of management.
3. Execute various activities of Library and Information Centres.
4. Comprehend the concept of financial management.
5. Comprehend the concept of Total Quality Management.

Unit 1. Management.

- Nature, Meaning, Principles and Function
- Management Styles and approaches
- Management school of thoughts
- Functions and principles of scientific management

Unit 2. Human Resource Management

- Organizational Structure
- Delegation, Communication and Participation
- Job Analysis and description; job Evaluation
- Inter- Personal Relations
- Motivation; Group Dynamics
- Recruitment procedures
- Training and Development
- Disciplines and Grievance
- Performance Appraisal

Unit 3. Financial Management

- Resources Mobilization
- Budgeting Techniques and Methods
- Types of Budgeting.
- Budgetary control
- Outsourcing

Unit 4. Reporting

- Types of Reports
- Library Statistics
- Stock verification methods and reports
- Library Rules and Regulations

Unit 5. Total Quality Management.

- Definition, Concepts, Elements
- Quality Audit, Library Housing Operations

Reference List

- Job M.M.: Theory of book selection: New Delhi, Sterling, 1978.
- Mithal R.L.: Library administration, Theory and practice, Ed.5: New Delhi, Metropolitan, 1983.

- Mukherjee A.K.: Book selection: Principles, practices and tools: Calcutta, The World Press, 1974.
- Rangnathan S.R.: Library administration Ed.2: Bombay, Asia Publishing House, 1959
- Spiller, David: Book selection Ed.2: London, Clive Bingley, 1974.
- Kulkarni V.V.: Granthalaya Prashasana: Nagpur, Maharashtra Universities Book: Production Board, 1974.
- Dutta D.N.: Manual of library management: Calcutta, The World Press Private Ltd.1978.
- Rangnathan S.R.: Library Manual: New Delhi, UBC Publishers Distributors Ltd, 1992.
- Brophy Peter and Coulling, Kate: Quality management for information and library management.
- For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc

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SEMESTER - I
BL 15 : Library System

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Classify the libraries according to the purpose and functions
2. Understand the library legislation
3. Evaluate the role of various library associations and organizations
4. Understand the concept of library resource sharing and consortia

Unit- 1- Types of Libraries

- -Public Libraries
- -Academic Libraries
- -Special Libraries

Unit -2- Library legislation

- General: Need and purpose
- Principle library legislation in India with special reference to Maharashtra State Public Libraries Act 1967
- Press and Registration Act and Delivery of Books (Public libraries) Act
- Copyright Act

Unit- 3- Resource sharing and Consortia

- Concept
- Need
- Forms INFLIBNET, INDEST, CeRa, etc...

Unit 4 - Professional associations (International Associations)

- Aims, Objectives,
- Functions,
- programmes,
- publications.
- ALA, ILA, FID, UNESCO, IFLA.

Unit 5-Professional associations (National Associations)

- Aims, Objectives,
- Functions,
- programmes,
- publications
- Association ILA,IASLIC,RRRLF

Reference :

- Burahohm, Alka. Various aspects of librarianship and Information Sciene. New Delhi Ess, 2000
- Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship, 24th Vol. San Diego : Academic Press, 2000
- IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
- Khanna, J.K. Library and Society, Kurukshetra : Research Publisher, 1987
- Kumar, P.S.G. Fundamentals of information science. Delhi : S. Chand, 1997
- Kumar, P.S.G. Indian Library Chronology, Ed.2 Bombay: Allied 2000.

- McGarry. K.J. Changing context of Information, 1993
- Ranganathan, S. R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
- Sahai, Srinath. Library and Community. New Delhi : Today & Tomorrow, 1992
- Sharma, Pandey.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
- Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. New Delhi: Ess Ess, 2002
- Vyas, S. D. Library and society, Jaipur: Panchasheel. 1993 Stella Pilling & Stephanie Kenna (Eds). Cooperation in action : Collaborative Initiatives in the World of Information. London : Facet, 2002.
- Sandy Norman. Practical Copyright for information Professional. London : Facet, 2001.
- Graham P. Cornish ; Copyright : Interpreting the law for libraries, archives and information services. Rev. 3rd ed. London : Facet Publishing, 2001.

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SEMESTER - I
BL 16 : Public Libraries

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Explain the concept of Public Libraries.
2. Understand the public library legislation.
3. Acquire deep understanding of library resource sharing and consortia
4. Describe the role of government agencies in the development of public libraries.
5. Realize the role of the public library in the promotion of formal and informal education.

Unit-1: Public Library Scenario in India

- Objective
- Public Library Scenario In India

Unit-2 : Public Library Legislation in India.

- Objective
- Public Library Legislation in India.
- Library Legislation : Current Status
- Application of Modern Technology
- Public Libraries In India
- Role of State Level Library Associations

Unit-3- Public Library Polices and Politics

- Policies regarding public libraries
- The policy context affecting/ impact of policies
- The politics of information access

Unit-4 Public Library and Network

- State Libraries
- Consortia
- Professional Associations

Unit-5- Libraries & Librarians of the Future

- Turbulent times
- Where are the public libraries headed
- Role of future
- Community issues & Challanges

Reference List-

- Jagnayak, S. S. (1999). Public Library Development in India: An Historical Perspective since 1947. 50 Years of Indian Librarianship edited by G Devarajan. New Delhi; Ess Ess,. p.13.
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- Libraries in India By Dawara manisha Rajat Publicain,2006
- Lirary & Public Relations byManghi Prasad Singh, Priyanka Prakashan,2008

- Information tomorrow reflection technology the future of public and academic libraries, Ess Ess Publication
- Sharma, Pandey S K (1987). Libraries and Society. New Delhi: Ess Ess.
- Sharma, Pandey S.K. (1985). Public Libraries in India. New Delhi: Ess Ess.
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SEMESTER –I
BL 17 : SOFT SKILLS:

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Increase self-assurance
2. Explore communication beyond language.
3. Acquire deep understanding of life skills & corporate skills.
4. Develop skills in time management.
5. Understand Stress Management

Unit :

1. Soft Skills: Meaning and definition; Employability skills, Life skills, Corporate skills.
2. Developing positive attitude: Ethics, Values, Manners & Etiquettes
3. SWOT analysis and Career Planning: Strengths, Weaknesses, Opportunities and Threats
4. Communication: Concept of communication; Written as well as Spoken; body language
5. Curriculum Vitae, Resume, Bio-Data: Types of personal and educational information, preparing CV according to the job requirements
6. Interview Techniques: Types of interviews, Personal appearance, basic research, Confidence, knowledge preparation, interview style
7. Time Management: Competency-building skills; identifying use of time, management of on-time task, identifying reasons for poor time management, and taking corrective action; overall time-planning; and learning where to go for information or guidance
8. Stress Management: coping with stress and anger; recognizing/understanding others' point of view; problem solving; peer negotiation and resistance; conflict management; active listening and effective communication; acceptance and/or tolerance of diversity groups; and telephone skills
9. Teamwork and Leadership: Group discussion, effective communication skills, Group behaviour, helping nature
10. Developing work culture: sincerity, negotiation techniques, summarizing information; summarizing information about specific points; organizing studies

* * *

Reference

1. Covey Sean, *Seven Habits of Highly Effective Teens*, New York, Fireside Publishers, 1998.
2. Carnegie Dale, *How to win Friends and Influence People*, New York: Simon & Schuster, 1998.
3. Daniel Coleman, *Emotional Intelligence*, Bantam Book, 2006
4. Fredrick H. Wentz, *Soft skills Training – A workbook to develop skills for employment*
5. Barun K. Mitra *Personality Development and Soft skills*, Oxford University Press

SEMESTER –II

BL 21 : Information Services & systems

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Analyze abreast of current developments in various information processing techniques.
2. Develop capability in retrieving information by applying different search techniques.
3. Understand information retrieval models and develop skills in designing thesaurus.
4. Analyze the aspects of Indexing technique.
5. Analyze the aspects of Abstracting technique.

Unit 1. Documentation:

- Definition, Need and Scope.
- Information Needs and Demands.
- Methods of Assessing.
- Information Requirements of Users.
- Information Transfer; Information Flow.
- Documents and their categorization primary, secondary and tertiary (contents and acquisition).

Unit 2. Information Storage and Retrieval-Indexing:

- Index and Indexing.
- Pre-coordinate and Post-coordinate Indexing Systems
- Machine Indexes.
- Vocabulary Control in Indexing: Thesaurus.
- Citation Indexes.

Unit 3. Information Storage and Retrieval – Abstracting:

- Abstract and Abstracting.
- Types of Abstracts.
- Users of Abstracts.
- Indexing and Abstracting Services

Unit 4. Information dissemination Services

- CAS, SDI, Alert, News paper clipping, Bibliography, Referral

Unit 5. Ancillary Services:

- Translation Services.
- Reprographic Services.
- Procurement of specialized Documents e.g. Thesis, Patents, Standards
- National and International Information Systems: NISSAT, INSDOC, DESIDOC, NASSDOC, SENDOC,
- International Information Systems: INIS, AGRIS, DEVSIS, ISDS, FID, MEDLARS, UNISIST, VINITL, UNESCO, ASLIB, ISI(USA).

Reference List

- Foskett D.J.: Information services in Libraries, London, Crosby, Kockwood 1958.
- Guha B.: Documentation and Information Services: Techniques and Systems, 2nd Rev.Ed. Calcutta, World Press, 1983
- Bradford S.C.: Documentation London Crosby: Lockwood, 1948.
- Viswanathan C.G.: Elements of Information Science: New Delhi, Today and Tommorrow, 1976.
- Bunch, Allan: The basics of information work; London, Clive Bingley, 1985.
- Rangnathan S.R. Ed.: Documentation and its facts Bombay Asia, 1963.
- Ghosh G.B. and Banerjee B.N.: Trends of information service in India. Calcutta World Press, 1974.
- Kawatra P.S.: Fundamentals of documentation with special reference to India; New Delhi, Sterling Publishing, 1980.
- Nargunde, Revati: Pralekhan ani Mahitishastra, Pune. Universal Publications, 1996.
- For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...

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SEMESTER –II

BL 22 : Knowledge Organization Information Processing: (Classification Theory)
Total Credits: 04 **Total Lectures: 60**

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. To Know and understand the different types of classification and their need.
2. Understand the major schemes of library classification.
3. Understand the formation of subjects in the universe of subjects.
4. Acquire deep understanding of various facets of notation and call number.

Unit 1. Classification:

- Definition,
- Need and Purpose,
- Tree of Porphyry,
- Natural Vs. Artificial Classification.

Unit 2. Library Classification:

- Need, Purpose and Function,
- Knowledge Classification Vs. Book Classification,
- Special Features of Book Classification

Unit 3. Notation:

- Need and Importance in Library Classification,
- Types and Base of Notation,
- Qualities of Good Notation,
- Hospitality in Arrays and Chains-Variou Devices,

Unit 4. Call No. and its Structure:

- Call No.-Various Parts,
- Book No.-Need and Function,
- Cutter-Samborn Table, CC Book Nos.

Unit 5. Classification Schemes:

- Types and Classification Schemes,
- Enumerative Vs Faceted Schemes,
- Brief Historical Introduction to Major Book Classification Schemes.
- Devey Demical Classification Scheme
- Coloan Classification

Reference List

- Batty C.D.: An introduction to 20th edition of Dewey Decimal Classification; London, Clive Bingley, 1991.
- Buchman Brian: Theory of Library Classification; London, Clive Bingley, 1979.
- Camonomi J.P. and Satija M.P.: History and current status of Dewey Decimal Classification.
- Foskett A.C.: Subject approach to information; ed.5; London, Clive Bengley 1982.
- Foskett A.C.: The Universal Decimal Classification, London, Clive Bengley 1973.
- Krishnan Kumar: Theory of classification, Ed.4; London, Clive Bingle, 1973.
- Langridge Derek: Approaches to classification; London, Clive Bingle, 1973.
- Ohdedar A.K. and Sengupta B.: Library classification; Calcutta, World Press, 1977.
- Maltby A.: Classification in the 1970s; London, Clive Bingle, 1975.
- Maltby A.: Sayers manual of classification for libraries, Ed.5; London, Andre Deutsch, 1971.
- Mills: Modern outline of library classification.

SEMESTER –II

BL 23 : Information Technology: Basic Theory

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Analyze the history, generation, development and components of computers
2. Evaluate the information technology, software effectively and efficiently
3. Adapt the application of information communication technology
4. Understand the structure of computer and functions of its various units

Unit 1. Information Technology:

- Definitions, Scope, concept, components
- Importance of IT in LIS.

Unit 2. Technology:

- Introduction to computer technology PC-mini, micro and mainframe computers;
- input/output devices,
- storage media/technology,
- Generation of Computers.

Unit 3. Database

- Data and information concepts,
- Data processing methods,
- File organization,
- Database concepts and database components.

Unit 4. Software packages:

- Operating system- MS-DOS (Detail),
- Information about programming languages,
- Application software,
- Library softwares and its use viz. CDS-ISIS, LIBSYS, Windows MS-Office, MS-Word, MS-Excel, MS-PowerPoint, MS-Access.
- Digital library.

Unit 5. Computer Applications in LIC- Need and its advantages Use of computers for house-keeping operations in LIS. ICT Based Library services,

Reference List

- Hunt, Roger and Shelley John: Computers and commonsense, Ed.3; New Delhi, Prentice Hall, 1987.
- Subramanian N.: Introduction to computers, New Delhi, Tata McGraw hill, 1990.
- Rajaraman V.: Fundamentals of Computers; New Delhi, Prentice Hall, 1991.
- Rajaraman Dharma and Rajaraman V.: Computer Primiar (Rev.Ed.); New Delhi, Prentice Hall, 1990.
- Simpson Allon: Understanding dbase III Plus, New Delhi, BPB Publication, 1986.
- Artandi S.: Introduction to computer in information science 1972.
- Kimbere R.T.: Automation in libraries.
- Lancaster F.W.: Information retrieval online.
- Davis G.B.: Computer data processing, McGraw Hill, New York, 1973.

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SEMESTER –II

BL 24 : Information Technology: Practical

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Create, edit and manage files using Ms-Word and MS Excel software
2. Search information from internet browsing adopting suitable search strategies.
3. Search information from databases adopting suitable search strategies.

Unit :

1. Searching of Database
2. Windows MS-Office, (Ms-words, MS-Excel) creating and searching database in different fields of library & information sciences
3. Internet Browsing

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SEMESTER –II

BL 25 : Knowledge Organization Information Processing: Library Classification (Practical)

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Comprehend the need and importance of classification schemes.
2. Classify the various documents according to the Dewey decimal classification.
3. Assemble call numbers and be capable to use an index for the classification scheme.

Unit :

Dewey decimal classification (19th Edition)

- Structure of set.
- Location of enumerated numbers through structured way.
- Use of 7 tables.
- “Add to” instruction.

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SEMESTER –II

BL 26 : Information Retrieval: Library Cataloguing (Practical)

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Analyze the various fields of a bibliographic record.
2. Use the catalogue codes and standards.
3. Describe cataloguing of documents according to AACR-2.

Unit:

Cataloguing practical according to AACR II will carry 70 marks, the following syllabus is proposed.

According to AACR II:

- Structure of Main entry.
- Structure of Added entry.
- Personal author/authors.

- Editor/editors.
- Author/s and collaborator/s.
- Corporate body.
- Examples with different notes.
- Serials. Audio-visual materials (audio-video cassettes, microform, floppy etc.)

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SEMESTER –II

BL 27 : Information Sources & references Services : Newspaper Clipping Project

Total Credits: 02

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Develop skills in procedures and instrumental methods applied in information sources & reference services and practical tasks of Newspaper Clipping Project.
2. Acquire deep understanding of Newspaper Clipping Project.
3. To know and understand the structure of Newspaper Clipping project.

Units “

Information Sources & References Services : Clipping Project Work:

There will be a Information Sources & Reference Services : Clipping Project to be prepared by a student during the second semester.

Division of Marks

Synopsis with working clipping project work (Internal Assessment)	:	40 Marks
A full Project Report (Minimum 50-80 pages) (University Assessment):		40 Marks
Viva Voce (University Assessment)	:	20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 02 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of examiners of the University.

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

(CBCS 2018 COURSE)

Under : The Faculty of Arts, Social Sciences and Commerce
(To be implemented from June 2018)

SYLLABUS **SEMESTER –II**

BL 21 : Information Services & systems

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

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3. Understand information retrieval models and develop skills in designing thesaurus.
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- Information Transfer; Information Flow.
- Documents and their categorization primary, secondary and tertiary (contents and acquisition).

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SEMESTER –II

BL 22 : Knowledge Organization Information Processing: (Classification Theory)
Total Credits: 04 **Total Lectures: 60**

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After thoroughly studying this paper, students will be able to

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SEMESTER –II

BL 23 : Information Technology: Basic Theory

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

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- Data and information concepts,
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Unit 4. Software packages:

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- Information about programming languages,
- Application software,
- Library softwares and its use viz. CDS-ISIS, LIBSYS, Windows MS-Office, MS-Word, MS-Excel, MS-PowerPoint, MS-Access.
- Digital library.

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SEMESTER –II

BL 24 : Information Technology: Practical

Total Credits: 02

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Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Create, edit and manage files using Ms-Word and MS Excel software
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3. Search information from databases adopting suitable search strategies.

Unit :

1. Searching of Database
2. Windows MS-Office, (Ms-words, MS-Excel) creating and searching database in different fields of library & information sciences
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SEMESTER –II

**BL 25 : Knowledge Organization Information Processing: Library Classification
(Practical)**

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Comprehend the need and importance of classification schemes.
2. Classify the various documents according to the Dewey decimal classification.
3. Assemble call numbers and be capable to use an index for the classification scheme.

Unit :

Dewey decimal classification (19th Edition)

- Structure of set.
- Location of enumerated numbers through structured way.
- Use of 7 tables.
- “Add to” instruction.

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SEMESTER –II

BL 26 : Information Retrieval: Library Cataloguing (Practical)

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Analyze the various fields of a bibliographic record.
2. Use the catalogue codes and standards.
3. Describe cataloguing of documents according to AACR-2.

Unit:

Cataloguing practical according to AACR II will carry 70 marks, the following syllabus is proposed.

According to AACR II:

- Structure of Main entry.
- Structure of Added entry.
- Personal author/authors.
- Editor/editors.
- Author/s and collaborator/s.
- Corporate body.
- Examples with different notes.
- Serials. Audio-visual materials (audio-video cassettes, microform, floppy etc.)

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SEMESTER –II

BL 27 : Information Sources & references Services : Newspaper Clipping Project

Total Credits: 02

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Develop skills in procedures and instrumental methods applied in information sources & reference services and practical tasks of Newspaper Clipping Project.
2. Acquire deep understanding of Newspaper Clipping Project.
3. To know and understand the structure of Newspaper Clipping project.

Units

Information Sources & References Services: Clipping Project Work:

There will be a Information Sources & Reference Services : Clipping Project to be prepared by a student during the second semester.

Division of Marks

Synopsis with working clipping project work (Internal Assessment)	:	40 Marks
A full Project Report (Minimum 50-80 pages) (University Assessment):		40 Marks
Viva Voce (University Assessment)	:	20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 02 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of examiners of the University.