SWAMI VIVEKANAND

SUBHARTI UNIVERSITY

Bachelor of Library & Information Science (BLIS)

(One Year Course)

Syllabus

(Based on the Recommendations of NEP 2020)

Effective from - 2021-22

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Department of Higher Education
UP Government, Lucknow

Bachelor of Library and Information Science (BLISc)
One Year Programme of Two Semesters
Eligibility: Graduate Degree in any discipline

By UP Government Course Committee-2021
National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

(Based on the recommendations of NEP 2020)

Name	Designation	Affiliation
Steering Committee		
Mrs. Monika S. Garg (IAS), Chairperson, Steering Committee	Additional Chief Secretary	Department of Higher Education UP, Lucknow (UP)
Prof. Poonam Tandan	Professor, Department of Physics	University of Lucknow, Lucknow (UP)
Prof. Hare Krishna	Professor, Department of Statistics	CCS University, Meerut(UP)
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls PG College, Badalpur, G.B. Nagar (UP)
Supervisory Committee-Arts and Humanities Stream		
Prof. Divya Nath	Principal	K. M. PG College, Badalpur, G.B. Nagar (UP)
Prof. Ajay Pratap Singh	Dean, Faculty of Arts	Ram Manohar Lohiya University, Ayodhya (UP)
Dr. Nitu Singh	Associate Professor	HNB Govt. PG College, Prayagraj (UP)
Dr. Kishore Kumar	Associate Professor	K. M. PG College, Badalpur, G.B. Nagar (UP)
Dr. Shweta Pandey	Assistant Professor	Bundelkhand University, Jhansi (UP)

Syllabus Developed By:

S. No.	Name	Designation	Department	College/University
01	Dr. J.A. Siddiqui	Coordinator/Head	Library & Information Science	CCS University, Meerut (UP)
02	Dr. Naushad Ali PM	Professor	Library & Information Science	AMU, Aligarh (UP)
03	Dr. Shiva Kanaujia	Dy. Librarian	Dr. B.R. Ambedkar Library	Jawaharlal Nehru University, New Delhi
04	Dr. Devendra Kumar	Assistant Professor (Library Science)	College Library	Ramabai Ambedkar Government Degree College, Gajraula, Amroha (UP)

DEPARTMENT OF LIBRARY &INFORMATION SCIENCE

Structure of BLIS Programme

Year	Semester	Course Code	Paper Title	Theory/ Practical	Credits
1	I	A190101T	Foundations of Library and Information Science	Theory	4
1	I	A190102T	Library Classification	Theory	4
1	I	A190103T	Library Cataloguing	Theory	4
1	I	A190104P	Library Classification	Practical	4
1	I	A190105P	Library Cataloguing	Practical	4
1	I		Project Work in LIS- (a) Library Survey (b) Literature Survey	Project	6
				Total Credits	**26**
1	II	A190201T	Management of Libraries and Information Centers	Theory	4
1	II	A190202T	Information Sources and Services	Theory	4
1	II	A190203T	Information Processing and Retrieval	Theory	4
1	II	A190204T	Library and Information Technology	Theory	4
1	II	A190205P	Library and Information Technology	Practical	4
			Project Work in LIS (a) Field Survey (b) Compilation of Annotated Bibliography	Project	6
				Total Credits	**26**

Bachelor of Library and Information Science (BLISc)

Program Outcome:

Bachelor's degree in Library and Information Science aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the present scenario of information age.
- Develop man power for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190101T	Course Title: Foundations of Library and Information Science (Theory)	

Course Outcomes:

After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts. Familiarize with the role of various National and International Library Associations and Organizations.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min.PassingMarks:40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Contribution of Indian LIS Professionals in the development of Library Profession:** Ranganathan, S.R.; Kaula, P.N.; Mangla, P.B.; S. Bashiruddin; B.S. Kesvan; Shabahat Husain. **Essentials of Library and Information Science** Librarianship as a Profession; User Education; Extension Service; Library Building.	15
II	**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.	15
III	**Laws relating to libraries and information centers** Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right.	15
IV	**Library Associations** Role and contribution of National Organizations such as UGC, ILA, IASLIC; Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.	15

Suggested Readings:

1. Jafferson, G.: Library Cooperation. London: Andre Deutsch, 1977.
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, J.K.: Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, S.K. Sharma: Libraries and Society. New Delhi: Ess Ess Publications, 1992.
5. Ranganathan, S.R.: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
6. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi: Ess Ess Publications, 2016.
7. शर्मा, बी0के0, ठाकुर, यू0एम0एंवलाल, सी0:ग्रन्थालयएंवसूचनाविज्ञान, आगरा, वाई0के0 पब्लिशर, 2015.
8. सेनी, ओमप्रकाशःग्रन्थालयएंवसमाज, आगरा, वाई0के0पब्लिशर, 1999.

Suggestive digital platforms web links:
https://lisstudymaterials.wordpress.com/
http://egyankosh.ac.in/
http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.
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Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks: 20 Marks (2 Tests - 10 Marks each) 05 Marks (Assignment)
External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.
Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.
Section C will consist of ***Five*** questions in detail. The examinee will attempt t***hree*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL
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Further Suggestions:
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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190102T	Course Title: Library Classification (Theory)	

Course Outcome:

After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review current trends in library classification.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Library Classification** Definition, Need, Purpose of Library Classification. Terminology of Classification. General Theory of Classification. Species of Classification. Major Schemes of Classification: DDC, CC, UDC.: An Overview	15
II	**Normative Principles of Classification** Work of classification in three Planes: Canons and their applications in Standard Schemes	15
III	**Mnemonics:** Definition, types, Canons and their applications in Standard Schemes. Hospitality in Notational System: Canons and Devices	15
IV	**Facet Sequence:** Concept and Principles. Postulational Steps in practical Classification. Book Number and Collection Number Library Classification and Trends	15

Suggested Readings:

1. Ranganathan, S.R. (1962). Elements of library classification. Bombay: Asia Publishing.
2. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala Library Association.
3. Ranganathan, S.R. & Gopinath, M.A. (1989). Prolegomena to Library Classification, V.1 Bangalore: Sarada Ranganathan Endowment for Library Science
4. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
5. Dutta, D.N. (1978). Library Classification: A manual. Calcutta: The World Press
6. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
7. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing
8. ध्यानी, पुष्पाःपुस्तकालयवर्गीकरण, दिल्लीःनेहापब्लिशर्स, 2016
9. त्रिपाठी, एस0एम0:ग्रन्थालयवग्रीकरणकेमूलतन्त्रःआगरा, वाई0के0पब्लिशर

Suggestive digital plat forms web links-

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.

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Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks: 20 Marks (2 Tests - 10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt t***hree*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190103T	Course Title: Library Cataloguing (Theory)	

Course Outcome:

After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min.PassingMarks:40

Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Library Catalogue:** Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Cataloguing and Classification: Symbiotic relationship. Forms of Library Catalogue.	15
II	**Types and Functions of Cataloguing:** Dictionary, Classified. Library Catalogue Codes– CCC and AACR-II: Historical Development	15
III	**Subject Cataloguing:** Concept, Principles. Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. NUCSSI, DELNET, IndCat, WORLDCAT.	15
IV	**Indic Names:** Problems and Rendering. Cataloguing Rules according to A.A.C.R.-II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files	15

Recommended Books:

1. Girja Kumar & Krishan Kumar (1975). Theory of Cataloguing. New Delhi: Vikas Publishing House.
2. Sharma, Pandey S.K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.
3. Viswanathan, C.G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: Basic Principles and Pactices. Chicago: American Library Association.
5. Sengupta, B. (1974). Cataloguing: Its theory & practice. Calcutta: World Press.

7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
8. Siddiqui, J.A. and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, J.A., Husain, Mohd. Sabirand and Sharma, B.K. (2018). Hindi Granthonki Suchikaran Pirkriya. Agra, Y. K. Publishers, ISBN 978-93-80668-97.
10. शर्मा, पाण्डेय एस0के0: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्लीः प्रभात प्रकाशन, 2015

Suggestive digital platforms web links:

https://lisstudymaterials.wordpress.com/
http://egyankosh.ac.in/
http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.

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Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks: 20 Marks (2 Tests - 10 Marks each) 05 Marks (Assignment)
External Evaluation 75 Marks: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.
Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.
Section C will consist of ***Five*** questions in detail. The examinee will attempt ***three*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190104P	Course Title: Library Classification (Practical)	

Course Outcomes: After studying the paper, students shall be able to classify and construct the class numbers for titles using Colon Classification Scheme. Synthesize class numbers by using common isolates and 'different devices of CC scheme. Classify and construct the class numbers for complex titles using DDC scheme. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme. Use of different schedules, manual and relative index of Classification Schemes.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures- Tutorials-Practical (in hours per week): L-T-P:0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	**Section – A: Classification of documents (using DDC)** Classification of documents with the Dewey Decimal Classification 19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.	30
II	**Section – B: Classification of documents (using CC)** Classification of documents by Colon Classification 6th Revised and Enlarged edition with following details Basic Subject, Compound and complex subject, phase Relations, common isolates etc.	30

Recommended Books:

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, S.R.: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, S.R.: Prolegomena to Library Classification. Assisted by MA Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, M.P.: Colon Classification: A Practical Introduction. Delhi, EssEss Publication, 1989.
5. Ranganathan, SR: Colon Classification. 6th revised. Banglaore, SRELS, 1968.
4. Satija, M.P.: Manual of Practical Colon Classification. 3rd revised. New Delhi, Sterling, 1995.

Note: There will be Three Sections A, B and C.

Section A will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Dewey Decimal Classification Edition 19th. Each Title carries 6 marks.

Section B will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Colon Classification Scheme 6th Revised and Enlarged Edition. Each Title carries 6 marks.

Section C will consist of ***Two*** Titles and the examinee will classify ***One*** Title by both Dewey Decimal Classification Edition 19th and Colon Classification Scheme 6th Revised and Enlarged Edition. This Title carries 15 marks.

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

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code: A190105P	Course Title: Library Cataloguing (Practical)	

Course Outcomes: After studying the paper, students shall be able to use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library. Preparation of catalogue for single personal author, joint personal author and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2. To Prepare different types of entries in order to fulfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min.PassingMarks:40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	**Cataloguing of documents (using AACR-II)** Cataloguing of books and periodicals in accordance with the latest edition of AACR-II and Sears List of Subject Headings	20
II	**Cataloguing of documents (using CCC)** Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.	20
III	**Computerised Cataloguing through MARC**	20

Recommended Books:

1. Ranganathan, S.R.: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA,1967.
3. Ranganathan, S.R.: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Text book of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). NewDelhi: Vikas Publishing.
7. Siddiqui, J.A. and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess EssPublications, 2018. ISBN 978-93-87698-03-1
8. Siddiqui, J.A.; Husain, Mohd. Sabirand Sharma, B.K. (2018). Hindi Granthonki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Note: There will be Three Sections A, B and C

Section A will consist of ***Four*** Entries and the examinee will prepare ***Two*** Entries by using **AACR-II**. Each Entry carries 15 marks.

Section B will consist of ***Four*** Entries and the examinee will prepare ***Two*** Entries by using **CCC**. Each Entry carries 15 marks.

Section C will consist of ***Two*** Entries and the Examinee will prepare only ***One*** Entry through **MARC**. Each Entry carries 15 marks.

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190201T	Course Title: Management of Libraries and Information Centres (Theory)	

Course Outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Essentials of Management:** Concept, history and functions of management. Concept and principles of scientific management Concept, elements and standards of TQM	15
II	**Library Management-general aspects:** HRM, Job description, analysis, specification and evaluation. Selection and Recruitment. Motivation. Training and Development. Performance appraisal. Stock Verification	15
III	**Library Management–specific aspects:** Library authority and Library committee. Staffing. Different sections of libraries and their working. Annual report.	15
IV	**Preservation and Conservation** of library resources (printed and digital).Financial Management in Libraries: Budget	15

Recommended Books:

1. Mittal, R.L.: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, S.R.: Library Book Selection. Bombay: Asia Pub. House, 1966.
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, P.K. and Chakrabarti, B.: Preservation in Libraries. New Delhi: EssEss, 2003
5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Suggestive digital platforms web links:

https://lisstudymaterials.wordpress.com/
http://egyankosh.ac.in/
http://library-soup.blogspot.com/

Elective Paper

This course can be opted as an elective by the students of following subjects: Open for all.

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

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

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190202T	Course Title: Information Sources and Services (Theory)	

Course Outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks:40

Total No. of Lectures-Tutorials-Practical (in hours per week):L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Information Sources-I:** Concept of information sources. Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc.	15
II	**Information Sources-II:** Secondary sources of information- Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries–General and Special Yearbooks, Biographical Source, Geographical Source, textbook, Index and abstract and their electronic form	15
III	**Information Sources-III:** Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres	15
IV	**Five Laws and Reference Sources**	15

Recommended Books:

1. Bradford, S.C.: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, A.C.: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B.: Documentation and Information: services, techniques and systems. 2nd revised. Calcutta, World Press, 1983.
4. Kawatra, P.S.: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, J.K.: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers, 2000.
6. Lancaster, F.W.: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, S.R.: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, R.G.: Index and Indexing. New Delhi, Medallion Press, 1989.
9. Sukula, Shiva: Information Retrieval. New Delhi, EssEss Publications, 2014.

Suggestive digital plat forms web links:

https://lisstudymaterials.wordpress.com/
http://egyankosh.ac.in/
http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

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

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code:	Course Title: Information Processing and Retrieval (Theory)	

Course Outcomes: After studying the paper, the students shall be able to understand the concept and process of documentation and its services in libraries. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus. Understand the concept and types of indexing and abstracting services at the National and International Level. Understand the various categories of users and different methods of providing user studies in libraries.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Documentation:** Definition, Need, Purpose. Documentation Work, Service, CAS and SDI. Index and Indexing: Scope and Importance Types of indexes, Keyword indexing	15
II	**Index and Indexing:** Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and Characteristics. Vocabulary Control and IR Thesaurus. Indexing Services: National and International	15
III	**Abstracting:** Types and Guidelines. Abstracting Services: National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract	15
IV	**Search Strategies,** Feedback and Refining. Information Users: Categories. User Studies: Methods, Techniques and Evaluation	15

Recommended Books:

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.
2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.
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Suggestive digital plat forms web links:

https://lisstudymaterials.wordpress.com/
http://egyankosh.ac.in/
http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

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

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class :Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190204T	Course Title: Library and Information Technology (Theory)	

Course Outcomes: After studying the paper, students shall be able to understand the planning and implementation of automation in various library housekeeping operations and services. Understand and assess the feasibility of various library automation software and their functionalities. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data. Understand the computer networks and their types, topologies, protocols and Standards. Understand the concept of internet security, its solutions and cyber laws prevalent in India.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:4-0-0

Unit	Topics	No. of Lectures
	Part I	
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–WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting	15
II	**Information Technology-II** Communication Technology–General Aspects. Reprographic Technology–General Aspects. Micrographic Technologies– General Aspects	15
III	**Library Automation:** Concept and need of library automation. Planning and implementation of library automation. In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)	15
IV	**Library Softwares:** SOUL and Alice for Windows, Libsys including Open Source Softwares, Library Networks, New Development in Library Automation such as use of RFID etc.	15

Recommended Books:

1. Kumar, P.S.G.: Computerization of Indian Libraries. Delhi, B.R. Publishing, 1987.
2. Pandey, S.K. Sharma: Library Computerization: Theory and practice. New Delhi, EssEss, 1993.
3. Satyanarayana, N.R.: A Manual of Library Automation and Networking. 2nded. Lucknow, New Royal Book, 2003.
4. Dhawan, A.: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, R.L.: An Introduction to Library Networks. New Delhi, EssEss, 1996.
6. Devrajan, Gand Rahelamma, A.V.: Library Computerization in India. New Delhi, EssEss, 1990.
7. Siddiqui, J.A.: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN978-81-8329-988-6.
8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, EssEss Publications, 2016.

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Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

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

Course prerequisites: To study this course, a student must have had the Graduation in any discipline.

Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL

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Further Suggestions:

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Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code: A190205P	Course Title: Library and Information Technology (Practical)	

Course Outcomes: After studying the paper, students shall be able to familiarize with house-keeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.

Credits:4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P:0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	Installation and Functions of Different Operating Systems: Windows NT, Linux. Setting of Desktop, Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with Power Point.	15
II	Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows.	15
III	Installation, Configuration and Functions Installation, Configuration and Application of SOUL	15
IV	Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail	15

Recommended Books:

1. Kumar, P.S.G.: Computerization of Indian Libraries. Delhi, B.R. Publishing, 1987.
2. Pandey, S.K. Sharma: Library Computerization: Theory and practice. New Delhi, EssEss,1993.
3. Satyanarayana, N.R.: A Manual of Library Automation and Networking. 2nded. Lucknow, New Royal Book, 2003.
4. Dhawan, A.: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, R.L.: An Introduction to Library Networks. New Delhi, EssEss, 1996.
6. Devrajan, Gand Rahelamma, A.V.: Library Computerization in India. New Delhi, EssEss, 1990.
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010

Note: There will be ***Eight*** questions. The examinee has to answer ***Five*** questions. Each question carries 15 marks.

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) Students have 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.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises
Course prerequisites: To study this course, a student must have had the Graduation in any discipline.
Suggested equivalent online courses: Courses on Swayam/MOOCS/NPTEL ……..
Further Suggestions: ……..