



List of Revised Courses

Department : **Library and Information Science**

Program Name : **B. Lib. I. Sc.**

Academic Year : **2018-19**

List of Revised Courses

Sr. No.	Course Code	Name of the Course
01.	C2	Knowledge Organization- Classification (Theory)
02.	C3	Knowledge Organization- Cataloguing (Theory)
03.	DSE 1	School Librarianship
04.	DSE 2	Public Librarianship
05.	DSE 3	Special Librarianship
06.	C98	Library and Users
07.	AECC 1	Communication Skills
08.	GE 1	Statistics for Librarianship
09.	GE 2	Open Access and Life -long Learning
10.	GE 3	Collection Development

वसुदेव विवारी

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2018-19

School : School of Studies of Arts

Department : Library and Information Science

Date and Time : August 03, 2018, 11: 30 AM

Venue : UTD Wing B, Room No. 68

The scheduled meeting of member of Board of Studies (BoS) of Department of Library and Information Science, School of Studies of Arts, Guru Ghasidas Vishwavidyalaya, Bilaspur was held to design and discuss the B.Lib.I.Sc. and M.Lib.I.Sc. scheme and syllabi.

The following members were present in the meeting:

1. Dr. Brajesh Tiwari (HOD, Associate Prof., Dept. of Lib. & Info. Science.-cum Chairman, BOS)
2. Prof. Jaydeep Sharma, IGNOU, New Delhi was unable to attend due to unavoidable circumstances.

Following points were discussed during the meeting

1. Revision of B.Lib. I.Sc. Syllabus for the session 2018-19 onwards;
2. Revision of M.Lib. I.Sc. Syllabus for the session 2018-19 onwards;

The committee discussed and approved the scheme and syllabi. The revised courses are as follows:

B.lib.I.Sc.

C2 Knowledge Organization- Classification (Theory)

C3 Knowledge Organization- Classification (Theory)

C8 Library and Users

M.Lib.I.Sc.

C1 Information and Communication

C2 Information Technology and Application (Theory)

C9 Information Technology Application (Practice)

The new courses introduced are as follows:

B.Lib.I.Sc.

DSE 1 School Librarianship

DSE 2 Public Librarianship

DSE 3 Special Librarianship

AECC 1 Communication Skills

GE 1 Statistics for Librarianship

GE 2 Open Access and Life -long Learning

GE 3 Collection Development

M.Lib.I.Sc.

DSE 1 Higher Education Information System: Library Prospective



DSE 2	Agricultural Information System
DSE 3	Legal Information System
DSE 4	Industrial Information System
AECC 1	Media and Information Literacy
GE 1	Digital Libraries: Fundamentals
GE 2	Information Source, System and Programs
GE 3	Open Access for Research

- ❖ CBCS system was already adopted in the above courses from session 2015-16
- ❖ Prof. Jaydeep Sharma, IGNOU, New Delhi who could not attend the meeting however send his consent about the newly prepared syllabus.
- ❖ Advices from the faculty members present as well as ex faculties were also consider the CBCS/ECS courses adequately endorse in the design and development of syllabus.

बुद्धि विवरी

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)

Signature & Seal of HoD



GURUGHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE ACADEMIC YEAR (2- SEMESTER COURSE-CBCS BASED)

Scheme of Examination
(w.e.f. Session: 2018-2019 Onwards)

Courses Code	Title	Credits	MARKS DISTRIBUTION		
			Continues Evolution	Semester End Examination	Total Marks
First Semester					
C1	Core Courses (CC) Foundation of Library and Information science	04	70	30	100
C2	Knowledge Organization - Classification (Theory)	04	70	30	100
C3	Knowledge Organization - Cataloguing (Theory)	04	70	30	100
C4	Computer Basic for Libraries(Theory)	04	70	30	100
C5	Knowledge Organization Classification and Cataloguing (Practice)	04	70	30	100
Discipline Specific Elective (DSE)*					
DSE1	School Librarianship	04	70	30	100
DSE2	Public Librarianship				
DSE3	Special Librarianship				
TOTAL		24	280	180	600
Second Semester					
C6	Core Courses (CC) Library Management	04	70	30	100
C7	Information Sources & Services (Theory)	04	70	30	100
C8	Library and Users	04	70	30	100
C9	Computer Basics for Libraries (Practice)	04	70	30	100
Ability Enhancement Compulsory Course(AECC)					
AECC1	Communication skill	02	30	20	50
Skill Enhancement Course(SEC)					
SEC1	Information Sources and Services (practice)	02	30	20	50
Generic Elective(GE)*					
GE1	Statistics for Librarianship	04	70	30	100
GE2	Open Access and Lifelong Learning				
GE3	Collection Development				
TOTAL		24	340	190	600

Note: * Student may opt any one Course or current/upcoming course available at SWAYAM/MOOC or Generic electives offered by any other department of this university, notified by the department.

dc

प्रमुख
विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Dept. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
Bilaspur (C.G.)

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Dept. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



1.1.2

Core Course - C2

Knowledge Organization - Classification (Theory)
TM 100(Theory 70+InternalAssessment30) (Credit-04)

Objectives:

To get the theoretical knowledge about various classification schemes and to get knowledge, how to arranged reading materials in the Libraries.

Course Outcomes:

After studying this paper, students shall be able to:

1. Explain the nature and attributes of universe of knowledge.
2. Elaborate meaning and types of subjects and modes of subject formation.
3. Illustrate knowledge as mapped in different classification schemes.
4. Express the meaning, purpose, functions, theories and canons of library classification.
5. Elucidate various facets of notation and call number.
6. Discuss the characteristics, merits and demerits of different species of library classification schemes.

Unit-I Universe of Knowledge

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification

Unit-II Theory of Library Classification

- Definition: Need, Purpose and Functions of Library Classification.
- General Theory of Library Classification
- Mapping of Subjects in different schemes of Classification (DDC, UDC, CC)

Unit- III Postulates and Approach to Classification

- Postulation and their usefulness in classification-concept of fundamental categories;
- Facet analysis, facet sequence;
- Phase Relations-different types;
- Common isolates.

Unit -IV Notational System

- Notation-need, functions, and types;
- Hospitality in array &Chain;
- Devices;
- Call number and its structure.

Unit- V Study of selected scheme of classification

- General V/S Special Classification ;
- Dewey Decimal classification;
- Universal decimal classification;
- Colon classification.



Core Course - C3

Knowledge Organization - Cataloguing (Theory) TM 100(Theory 70+InternalAssessment30) (Credit-04)

Objectives:

To get the idea about various cataloguing schemes and to get knowledge how cataloguing scheme helps to retrieve information from the library.

Course Outcomes:

After studying this paper, students shall be able to:

1. Understand the concept of library catalogue
 2. Comprehend various 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. Know about the normative principles of cataloguing
 6. Understand the concept of co-operative and centralized cataloguing
 7. Explain the current trends in library cataloguing
- Know the standards for bibliographic interchange and communication.

Unit- I Bibliographical Description

- Catalogue -purpose, structure and types, physical forms including OPAC rules.
- Normative Principles of Cataloguing
- Overview of principles and practice in document description.
- Standard codes of cataloguing.

Unit- II Format of catalogue entry

- Kinds of entries
- Data elements in different types of entries
- Filing of entries-classification and Alphabetization.
- Centralized and Co-operative Cataloguing, Union Catalogue

Unit-III Choice and Rendering of Headings, Subject Headings

- Personal Names- Western & Indian, Corporate Authors, Pseudonyms, Anonymous
- Works, Uniform Titles
- Salient Features of CCC & AACR-II: Comparative Analysis
- Subject Heading Lists: LCSH and SLSH

Unit-IV Subject Indexing

- Subject Cataloguing-Purpose problems.
- Chain procedure; Sears List, LC, PRECIS, PPSI.

Unit-V Subject Indexing

- Cataloguing of Non-book Materials
- OPAC, WEBOPAC



Discipline Specific Elective - DSE1

School Librarianship

TM 100(Theory 70+InternalAssessment 30*) (Credit 04)

Objectives :

To know how the Library services run in the school structure .

Course Outcomes:

After studying this paper, the students shall be able to:

1. Understand the nature and functions of School Library
2. Highlight the role of School Library inculcating reading habit among school students.
3. Select, acquire organize and manage collection of School Library
4. Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students.

Unit – I School Library: An Overview

- School Library: Importance, Purpose and Functions
- Setting up and running a School Library
- Role of School Library in Education
- School Library as a Learning Centre

Unit – II Development of School Library

- Five Laws of Library Science: Implications in School Library
- Role of various Committees/Organization in Promoting School Libraries
- Library Automation: feature of e-Gyankosh
- Library Rules

Unit – III Collection Developments in School Library

- School Library: Types of Collections
- Collection Development Policy
- Local Library Committee: Its Role in Collection Development
- Stock Maintenance: Preservation, Verification and Weeding Policy

Unit – IV School Library Services

- Developing Reading Habits: Scanning, Skimming, Extensive and Intensive reading
- Newspaper Reading, Clipping and Collage
- Extension Activities in School Library
- Information Literacy

Unit – V Library Management

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation



Discipline Specific Elective - DSE2

Public Librarianship

TM 100(Theory 70+InternalAssessment 30*) (Credit 04)

Objectives :

To know the impact of Public Library toward the society.

Course Outcomes:

After studying this paper, the students shall be able to:

1. Understand the nature and role of Public Libraries
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informal education
4. Select, acquire, organize and manage public library collection

Unit-1 Public Library

- Public Library: Meaning Importance, Objective and Function ;
- UNESCO Public Libraries Manifesto: 1972,1994 and 2004;
- History and Development of Public Library in India and UK.

Unit- II Resource Development

- Financial Resources of Public Library ;
- Collection Development Policies in Public Library;
- Human Resources: Nature, Size, Selection and Recruitment.

Unit- III: Management and Organization

- Organizational Structure of Public Library ;
- Planning and Administration;
- Technical Processing;
- Element in the Design of Public Library Building.

Unit- IV Public Library Services

- Types of Public Library Services;
- Application of ICT in Public Library Services.

Unit- V Outreach Activities

- Extension and Public Activities of Public Library;
- Role of Public Libraries in Formal and Information Education.



Discipline Specific Elective - DSE3

Special Librarianship

TM 100(Theory 70+InternalAssessment 30*) (Credit 04)

Objectives :

To get the Information about what makes a Library special and what types of collection is acquired and Services is being provided.

Course Outcomes :

After studying this paper, the students shall be able to:

1. Understand the nature and role of Special Libraries
2. Explain the role of parent body in the development of Special libraries
3. Perceive the role of Special library in the promotion of formal education.
4. Select, acquire, organize and manage Special library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to Special categories of users.

Unit-1Special Library

- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Changing Landscape of Information and Transformation of Special Libraries;
- Changing Role of Library Professionals in the Emerging Information Scenario in Special Library.

Unit- II Resource Development

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies in Special Library;
- Preservation management and weeding out collections.
- Circulation Management and Control.

Unit- III: Management and Organization

- Planning and internal organization of building;
- Planning and acquisition of equipment ;
- Technical Processing;
- Management of Technical Services.

Unit- IV Public Library Services

- Types of Special Library Services;
- Application of ICT in Special Library Services.

Unit- V Outreach Activities

- Extension and Special Activities of Special Library;
- Automation of special library operations and services.



Core Course - C8

Library and users

TM 100(Theory 70+InternalAssessment30) (Credit-04)

Objectives:

- Get to know about the importance and implication library use, user study and user education.

Course Outcomes :

After studying this paper, students shall be able to:

- Understand the basics of user studies, enumerate the scope of user studies,
- Discuss the importance of user studies,
- Know the various direct and indirect methods of Information Seeking Behavior

Unit- 1 User and their Information Needs

- Categories of Information Users
- Information Need: Definition and models
- Assessment of Information Needs of Different User Groups

Unit- 2 Information Seeking Behaviors

- Theories of Behaviors Studies
- Concepts and Methods of Information Seeking Behaviors
- Models of Information Seeking Behaviors
- Information Searching Strategy and Principles

Unit - 3 User Educations

- Concepts, Definition and Needs
- Methods of User Education
- Recent trends in User Educations

Unit- 4 User Studies

- Concept, Types and Scope of user Studies
- Evaluation of User Studies: Methods, Steps and Benefits
- Methodology of User Studies

Unit - 5 Recent trends and Developments

- Online Information Seeking Behaviors
- Information needs of Persons with Disabilities
- Techniques of Library and information Centers Survey
- Information Literacy: Definition, Objectives and importance



Ability Enhancement Compulsory Course - AECC1

Communication Skill

TM 50(Theory30+InternalAssessment20) (Credit 2)

Objectives:

To increase the communication ability and to improve the skills to become more effective library professionals.

Course Outcomes:

After studying this paper, students shall be able to:

1. Get knowledge about the fundamental of communications .
2. Get to know about the work place skills and overall communications skills.

Unit- 1 Communication Fundamentals

- Your Profile
- Introducing the Institution
- The Basics
- Social Skills

Unit- 2 Preparing for Job Interview

- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

Unit-3 Workplace Skill

- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills



Generic Elective - GE1

Statistics for Librarianship

TM 100(Theory70+InternalAssessment30) (Credit 4)

Objectives :

To know the Implication of statistical techniques and methods for the research purpose in Library science discipline.

Course Outcomes :

After studying this paper, students shall be able to:

1. Know the use of statistical tools and techniques for data analysis and interpretation of research findings
2. Aware the methods of presenting and reporting research findings

Unit- 1 Methods of Data Collection

- Data Collection Techniques: Primary and Secondary Data
- DataCollectionTools:Questionnaires,Schedule,Interview,ObservationScales And Check Lists, Library Records and Reports
- Sampling Techniques

Unit- 2 Data Analysis and Interpretation

- Descriptive Statistics: Measures of Control Tendency; Mean ,Median and Mode
- Tabulation and Generalization
- Measures of dispersion
- Graphical Presentation of Data-Bar, Pie, Line Graphs, Histograms

Unit- 3 Report Preparation

- Research Reporting: Structure, Style, Contents; Style Manuals-Chicago, MLA, APA etc.
- Current Trends in LIS Research
- Codes and Standards
- Selective and Simplified Cataloguing

Unit- 4 Measuring Techniques for Library Data

- Statistical Librarianship Librametrics, Bibliometrics, Scietometrics , Informetrics.
- Bibliometrics Analysis, and Laws of Bibliometrics
- Webometrics : Definition and Use



Generic Elective - GE2

Open Access and Lifelong Learning

TM 100(Theory70+InternalAssessment30) (Credit 4)

Objectives : To know the importance and benefit of open access in library .

Course Outcomes:

After studying this paper, students shall be able to:

1. Understand about the lifelong learning and open access
2. Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes and policies related to Open Access and Lifelong Learning

Unit-I Philosophy of lifelong learning

- Basic Concept of Lifelong Learning;
- Libraries and lifelong learning ;
- Lifelong Learning as Motivational concepts;
- Information Literacy and lifelong learning.

Unit- II Introduction to Open Access

- Scholarly Communication Process;
- Open Access: History and Development;
- Right and licenses;
- Advocacy for Open Access.

Unit- III Open Access Research Impacts

- Open Access Infrastructure;
- Open Access Repositories;
- Open Journals;

Unit-IV Resource Optimization

- Open Access Mandates and Policies;
- Content Management in Open Access Context;
- Harvesting and Integration.

Unit- V Interoperability and Retrieval

- Resource Description for Open Access Resources;
- Interoperability Issues for Open Access;
- Retrieval of Information for Open Access Resources.



Generic Elective - GE3

Collection Development

TM 100(Theory70+InternalAssessment30) (Credit 4)

Objectives : To know the importance and policies of collection development in library .

Course Outcomes:

After studying this paper, students shall be able to:

3. Understand the various types of collection in library
4. Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes and policies related to collection development

Unit- 1Basics of Collection Development

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

Unit- 2Types of Collection

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

Unit- 3Document Selections and Acquisition Procedure

- Acquisition Programme: Objectives and Functions
- Material selection: Principles and Selection Aids
- Allocation of Library Funds: Norms and Standards
- Problems in Acquisition of reading Materials
- Good Office Committee

Unit- 4CollectionEvaluations and Weeding

- Collection Evaluation: Definition, Need, and Utility
- Techniques/Methods of collection evaluation
- Weeding: Need and Safeguards
- Electronic Publication and its collection
- Role of document backup Services in Collection Development

Unit- 5Preservation, Its Impact on Collection Development

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development