गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
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List of Revised Courses

Department : *Library and Information Science*

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

Academic Year : 2021-22

List of Revised Courses

Sr. No.	Course Code	Name of the Course
01.	C1	Foundation of Library and Information Science
02.	C2	Knowledge Organization- Classification (Theory)
03.	C3	Knowledge Organization- Cataloguing (Theory)
04.	C4	Basics of Information and Communication Technology (Theory)
05.	C5	Information Sources ,System and Services
06.	C6	Library Management
07.	C7	Knowledge Organization- Classification (Practice)
08.	C8	Knowledge Organization- Cataloguing (Practice)
09.	C9	Basics of Information and Communication Technology (Practice)
10.	DSE 1	School Library and Media Center
11.	DSE 2	Public Library and Information Systems
12	DSE 3	Special Library and Information Systems

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Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
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Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2021-22	
School :	*School of Studies of Arts*
Department :	*Library and Information Science*
Date and Time :	**October 29, 2021, 12: 00 Noon**
Venue :	*UTD Wing B, Room No. 74*

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. Maya Verma , PRSU , Raipur was attend through online mode.

Following points were discussed during the meeting
1. Revision of B.Lib. I.Sc. Syllabus for the session 2021-22 onwards;
2. Revision of M.Lib. I.Sc. Syllabus for the session 2021-22 onwards;

The committee discussed and approved the scheme and syllabi. The revised courses are as follows:
B.lib.I.Sc.

C1	Foundation of Library and Information Science
C2	Knowledge Organization- Classification (Theory)
C3	Knowledge Organization- Cataloguing (Theory)
C4	Basics of Information and Communication Technology (Theory)
C5	Information Sources , Systems and services
C6	Library Management
C7	Knowledge Organization- Classification (Practice)
C8	Knowledge Organization-Cataloguing (Practice)
C9	Basics of Information and Communication Technology (Practice)
DSE1	School Library and Media Center
DSE2	Public Library and Information Systems
DSE3	Special Library and Information Systems

M.Lib.I.Sc.

C1	Knowledge Society
C2	Information Storage and Retrieval (Theory)
C3	Information Communication Technology for Libraries (Theory)
C4	Information Storage and Retrieval (Practice)
C6	Information Source , System and Programme
C7	Managements of Libraries and Information Centers/ Institutions
C8	Research Methods and Statistical Techniques
C9	Information Communication Technology for Libraries (Practice)

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AECC1 Information Analysis, Repackaging, and Consolidation

DSE1   Academic Information System

GE2   Preservation and Conservation of Library Materials

GE3   Media and Information Literacy

The new courses introduced are as follows:

B.Lib.I.Sc.

GE 2	Digital Library : Fundamental
C7	Knowledge Organization – Classification (Practice)
C8	Knowledge Organization – Cataloguing (Practice)
Project	Project work (In lieu of DSE)

M.Lib.I.Sc.

C5	Library Use and User Studies
GE1	Webometrics, Infomatics, & Scientometrics
Project	Project work (In lieu of DSE)

❖ 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.

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1.1.2

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
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BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR (TWO SEMESTERS) GRADUATE DEGREE PROGRAM
CBCS BASED PROGRAMME
Scheme of Examination w.e.f. Session: 2021-2022 Onwards

First Semester

Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
	Core Courses (CC)				
C1	Foundation of Library and Information science	3:1:0	30	70	100
C2	Knowledge Organization - Classification (Theory)	3:1:0	30	70	100
C3	Knowledge Organization – Cataloguing (Theory)	3:1:0	30	70	100
C4	Basics of Information and Communication Technology(Theory)	3:1:0	30	70	100
C5	Information Sources, Systems and Services	3:1:0	30	70	100
GE1 GE2 GE3	**Generic Elective (GE)*** Statistics for Librarianship Digital Library: Fundamentals Collection Development	3:1:0	30	70	100
	TOTAL	24	180	420	600

Second Semester

Courses Code	Title	Credits (L:T:P)	Continuous Evaluation	Semester End Examination	Total Marks
C6	**Core Courses (CC)** Library Management	3:1:0	30	70	100
C7	Knowledge Organization - Classification (Practice)	0:1:3	30	70	100
C8	Knowledge Organization – Cataloguing (Practice)	0:1:3	30	70	100
C9	Basics of Information and Communication Technology (Practice)	0:1:3	30	70	100
AECC1	**Ability Enhancement Compulsory Course (AECC)** Communication skill	0:1:1	30	70	100
SEC1	**Skill Enhancement Course (SEC)** Information Sources and Services (practice)	0:1:1	30	70	100
DSE1 DSE2 DSE3	**Discipline Specific Elective (DSE)*** School Library and Media Center Public Library and Information System Special Library and Information System	3:1:0	30	70	100
	Project Work (In lieu of DSE)	4	---	---	100
	TOTAL	24	210	490	700

Note: *Any One

* Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.

Note: *Practical and Viva-voce will be conducted by internal examiners.*

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First Semester
Core Course – C1

Foundations of Library and Information Science
TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

To get the foundational knowledge about the library and libraries system, as a profession and as a discipline.

Learning Outcomes:

After studying this paper, students shall be able to:

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

Unit 1: Information, Knowledge and Society

- Information: Meaning, Characteristics.
- Data, Information, Knowledge, Wisdom.
- Information Transfer Cycle: Storage and Dissemination of information.
- Library and Information Science as a Discipline.

Unit 2: Libraries- Types and Roles

- Historical Development of Libraries with special reference to India.
- Types of Libraries : Objectives, distinguishing Features and Functions.
- Information Centers : Objectives and Functions.
- Role of Libraries and Information Centers in Modern Society.
- Five Laws of Library Science.
- Commission – committees Reports in library development with special reference to India.

Unit 3: Laws Related to Libraries and Information

- Library Legislation: Need and essential Features, Special Mention to India.
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act.

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Unit 4: Resource Sharing and User Studies
- User studies.
- User education.
- Resource sharing.
- Public Relations and Extension Activities.

Unit 5: Professional Associations and Organizations
- Librarianship as a Profession.
- Professional Ethics.
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA.
- Role of UNESCO, UGC and RRRLF in the promotion and development of libraries.

Reading list:
1. RANGANATHAN (S R), Ed. Book service for all. 1969. Asia; Bombay.
2. RANGANATHAN (S R). A librarian looks back: an autobiography.1992. Asia; Bombay.
3. RANGANATHAN (S R). Five laws of library science. 1991. Asia; Bombay.
4. RANGANATHAN (S R). Preface to library science. 1948. University of Delhi; Delhi.
5. SHARMA (Pandey S K). Library and Society.1992 .2nd rev. &enl. Ed . Ess Ess; New Delhi.
6. SHERA (J H) Sociological foundation of Librarianship. 1970. Asia; Bombay.
7. THOMPSON (Carl) et al. Adult education activities for public libraries. 1950. UNESCO; Paris
8. UNESCO.National libraries: there problem and prospects. 1960. UNESCO;Paris.
9. VENKATAPPAIAH (V). Library legislation in India.2v. 1990.
10. BAWDEN(David) and ROBINSON(Lyn). Introduction to Information Science. July 2012
11. BUNCH (Allan). The basics of information work. 1984. Clive Bingley; London
12. CHOWDHURY(G G), BURTON(Paul F), MCMENEMY(David) and POULTER(A). Librarianship An introduction Dec 2007
13. GARDNER (Frank M). Public library legislation: a comparative study. 1971. UNESCO; Paris.
14. GEORGE (K M),Ed. Indian libraries: trends and perspectives. 1985. Orient Longmans; Calcutta
15. GUHA(B). Documentation and information: services, techniques and systems.1983. 2nd rev. ed
16. GUPTA(B M).,Ed.. Handbook of libraries, Archives and information centre in India. V 1-13. 1991:New Delhi
17. HAY WOOD T: Info-Rich Info-poor: Access and exchange in the global information society.1995. Page 20 of 30
18. INDIA. MINISTRY OF EDUCATION. Report of the Advisory Committee for Libraries. 1959. Manager of publications; Delhi.
19. KAULA (P N). National library of India: a critical study. 1971.
20. KENT A, ed. : Encylopaedia of library and information science.V1-62.
21. KHANNA (J K). Library and society. 1987. Research publications; Kurukshetra.
22. MACHLUP(F). Knowledge: its creation, distribution and economic significance. V1, 1980; V2. 1982; V3. 1984.
23. MAHAPATRA (P K). Library and information science: an introduction. 1989. World Press; Calcutta.

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Core Course – C2
Knowledge Organization - Classification (Theory)
TM 100(Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

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

Learning 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.
7. Highlight salient features of major classification schemes.
8. Review current trends in library classification.

Unit 1: Universe of Knowledge

- Universe of Knowledge: Nature, Attributes.
- Modes of Subject Formation.
- Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC)

Unit 2: Library Classification

- Concept, Purpose, Functions.
- Canons and Postulates.
- Knowledge Classification and Book Classification.

Unit 3: Classification Schemes

- Dewey Decimal Classification (DDC)
- Colon Classification (CC)
- Universal Decimal Classification (UDC)
- Library of Congress Classification (LCC)

Unit 4: Notational System

- Postulation approach.
- Concept of Fundamental Categories, Facet Analysis and Facet Sequence.
- Phase- Relation.
- Isolates & auxiliaries: Common and special isolates; Standard subdivisions.
- Notation: Meaning, Need, Functions, Types, Qualities.
- Call number and its structure.

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Unit 5: Recent Trends

- Classification and Information Technology: Role of Classification in Organizing and Searching the WWW.
- Trends in Classification : Simple Knowledge Organization Systems (SKOS), Taxonomies, Folksonomies
- Knowledge Organizations: ISKO, CRG and EDUG, etc.

Reading list:

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction.* 4th ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). *Theory of library classification.* Delhi: VishwaPrakashan.
3. Jennifer, E. R. (1987). *Organizing knowledge: an introduction to information retrieval.* Aldershot: Gower.
4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification,* 11th ed. Santa Barbara: Libraries Unlimited.
5. Krishan Kumar (1993). *Theory of classification.* New Delhi: Vikas Publishing House.
6. Kumbhar, Rajendra (2011). *Library classification trends in 21st century.* Oxford: Chandos Publishing.
7. Lazarinis, Fotis (2014). *Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards.* Oxford: Chandos Publishing.
8. Munn, Margaret (1943). *Introduction to cataloguing and the classification of books.* 2nd ed. Chicago: American Library Association.
9. Ranganathan, S. R. (2006). *Prolegomena to library classification.* 3rd ed. New Delhi: EssEss Publications.
10. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information.* 4th ed. London: Routledge.

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Core Course – C3
Knowledge Organization - Cataloguing (Theory)
TM 100(Internal Assessment 30 + Theory 70) (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.

Learning 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 1: Library Catalogue:

- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Classed Catalogue, Alphabetico-Subject Catalogue

Unit 2: Catalogue Codes and Normative Principles

- Catalogue Codes: History and Development
- Normative Principles
- Kinds of Entries.
- Fillings of Entries
- Silent Features of CCC and AACR : Comparative Analysis

Unit 3: Choice and Rendering of Headings

- Personal Names – Western and Indian
- Corporate Authors
- Pseudonyms and anonyms works
- Uniform Titles

Unit 4: Subject and Union Catalogue

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose
- Tools and Techniques for Deriving Subject Headings
- Cooperative and Centralized Cataloguing

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Unit 5: Current Trends in Cataloguing

- ISBD, CCF, RDA, FRBR and Bibframe.
- MARC 21, DUBLIN CORE, and Others
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

Reading list:

1. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.
2. Brenndorfer, Thomas (2016).*RDA Essentials*. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). *Sears List of subject headings*. 22nd ed. New York: Grey House Publishing.
4. Chan, L. M., & Hodges, T. (2007). *Cataloging and classification: An introduction.* 3rd ed. Lanham, Md: Scarecrow Press.
5. Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the Web.* London: Facet Publishing.
6. Girja Kumar &Krishan Kumar (2011). *Theory of cataloguing.* 5th ed. Delhi: Vikas Publishing House.
7. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
8. Krishan, G. (2000). *Library online cataloguing in digital way.* Delhi: Authors press.
9. Lazarinis, Fotis (2014). *Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards.* London: Chandos Publishing.
10. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how to-do-it manual for librarians.* London: Facet Publication.
11. Ranganathan, S. R. (1964). *Classified catalogue code: With additional rules for dictionary catalogue.* 5th (Reprint) ed. New Delhi: EssEss Publications.
12. Taylor, A. G. & Miller, D. P (2007). *Introduction to cataloging and classification.* 10th ed. Westport, Conn: Libraries Unlimited.
13. Welsh, A., &Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21.* London: Facet Publishing.

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Core Course – C4
Basics of Information and Communication Technology (Theory)
TM 100(Internal Assessment 30+Theory 70) (Credit-04)

Objectives :

To get the basic knowledge about the Information and Communication Technology and its implication in the Library fields.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of Internet, search engines and network security
7. Examine the concept of library networks and highlight their types and importance

Unit 1: Fundamentals of Computers

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software; Application Software
- Introduction to Character Recognition

Unit 2: Library Automation

- Definition, Purpose, Historical Development of Library automation software.
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

Unit 3: Telecommunication Technologies

- Transmission Channels, Mode, and Media, ISDN, PSDN, Hubs, Router, Modem
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Unit 4: Computer Networks & Security

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines; Web2.0, Web3.0
- Internet Protocols and standard
- Intranet and Extranet, Internet Security

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Reading list:

1. Bharihoke, Deepak (2012). *Fundamentals of Information Technology*. 4th ed. New Delhi: Excel Books.

2. Borgman, Christine L. (2017). *Big data, little data, no data: Scholarship in the networked world*. Cambridge: The MIT Press.

3. Haravu, L. J. (2014). *Library automation: Design, principles and practice*. Allied Publishers, New Delhi.

4. Hennig, Nicole. (2017). *Keeping up with emerging technologies: Best practices for information professionals*. Santa Barbara: Libraries Unlimited.

5. Joiner, Ida. (2017). *Emerging library technologies: It's not just for geeks*. Oxford: Chandos Publishing.

6. Leon-Garcia, Alberto & Widjaja, Indra (2006). *Communication networks: Fundamental concepts and key architectures*. 2nd ed. New Delhi: McGraw-Hill.

7. Phadke, D. N. (2017). *Library information technology*. Pune: Universal Publications.

8. Rajaraman, V. & Adabala, Neeharika (2014). *Fundamentals of computers*. 6th ed. New Delhi: Prentice-Hall of India.

9. Tanenbaum, Andrew S. & Wetherall, David J. (2013). *Computer networks*. 5th ed. New Delhi: Prentice Hall.

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Core Course – C5
Information Sources, Systems and Services
TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives :

To acquire the concepts of information, its sources , Systems and Services.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand, identify and explore the different types of information sources.
2. Evaluate various types of information sources.
3. Explore, collate and facilitate access to the electronic resources, such as e-journals, e-books, databases and institutional repositories.
4. Provide library services using sources such as blogs, portals, wikies, subjectgateways, digital libraries.
5. Understand the concept of library resource sharing and consortia.
6. Comprehend the nature and functions of various information systems and networks.

Unit 1: Information Sources

- Nature, Characteristics, Types .
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information

Unit 2: Reference Sources and Electronic Information Sources

- Reference Sources: Characteristics, Types, Usefulness.
- Subject Gateways, Web Portals, Library Portals, Bulletin Boards. Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories.
- Evaluation of Reference Sources and Electronic Information Sources.

Unit 3: Reference and Information Services

- Reference Service: Concept, Purpose, Types, Theories.
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services.
- Document Delivery Services, Inter Library Loan (ILL) Service

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Unit 4: Information Systems and Networks

- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS).
- Library resources sharing and Consortia.

Unit 5: Information Sources& Services on Web

- Web Resources: Concept and Use & types.
- E-resources in Science and Technology, Social Science and Humanities.
- Role of Reference Librarian and Information Officer in Electronic Environment.

Reading list:

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). *Reference and information services: An introduction.* Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. &Hiremath, U. (2013). *Reference and information services: An introduction.* Chicago: American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web.* London: Facet Publishing.
4. Cheney, F N. & Williams, W. J. (2000). *Fundamentals of reference sources.* Chicago: American Library Association.
5. Grogan, Dennis (1982). *Science and technology: An introduction to literature.* London: Clive Bingley.
6. Guha, B. (1999). *Documentation and Information Services (2nd Ed.). Kolkata:* World Press.
7. Higgens, C. (Ed.). (1980). *Printed reference materials.* London: Library Association.
8. Katz, W. A. (2000). *Introduction to Reference work.* London, Butterworths.
9. Krishan Kumar (1984). *Reference Service.* New Delhi, Vikas Publishing House.
10. Ranganathan, S. R. (1991). *Reference Service. Bangalore:* SaradaRanganathan Endowment for Library Science.
11. Rowley, J. E. (1996). *The basics of information systems.* London: Facet Publishing.
12. Shuman, Bruce A. (2004). *Issues for libraries and information science in the internet age.* London: Libraries Unlimited Inc.

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Second Semester

Core Course – C6

Library Management

TM100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives :

To know the importance and role of "management" to perform the Library Services and activities.

Learning Outcomes:

After studying this paper, students shall be able to:

2. Understand the concept and history of management
3. Elaborate principles and functions of management
4. Carry out various operations of Library and Information Centres
5. Manage, preserve and provide access to various print and non-print informationsources
6. Comprehend the concept of financial management and human resource management
7. Maintain the library statistics and prepare annual report

Unit 1: Principles and Functions of Management

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles and Elements of Management
- Functions of Management
- TQM (Total Quality Management)

Unit2: Resource Development

- Types of Information Resources, Selection Principles Including Communication Media
- Different Types of Selection Tools and Their Importance
- Human Resource Development : Concept and Contours
- Personnel Planning

Unit 3: Maintenance of Library

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

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Unit 4: Financial and Human Resource Management
- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting, Auditing and Annual Report.
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction

Unit 5: Library Committee, Rules, and Reports
- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

Reading list:
1. Beard W. Ian & Holden, Len. (1996). *Human Resource Management: A contemporary perspectives.* London: Longman.
2. Bryson, Jo. (1996). *Effective library and information management.* New Delhi: Jaico Publising House.
3. Evans, G. Edward & Layzell, Patricia. (2007). *Management basics for information professionals.* 2nd ed. London : Libraries Unlimited.
4. Harvey, Ross. (1993). *Preservation in libraries: a reader.* London: R.R. Bowker.
5. Johnson, P. (2014). *Fundamentals of collection development and management.* 3rd ed. Chicago : American Library Association.
6. Koontz, H. & Weihrich, H. (2015). *Essentials of management.* 10th ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). *Library management in electronics environment.* New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). *Library administration: Theory and practice.* New Delhi: Ess Ess Publications.
9. Narayana, G J. (1991). *Library and information management.* New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). *Management: Global perspectives.* 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). *Library and information centre management,* 7th. ed. London: Libraries Unlimited.

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Core Course – C7
Knowledge Organization - Classification (Practice)*

TM 100(Internal Assessment 30 + Practice 70) Credit-04

Objectives :

To get the practical knowledge about various Classification schemes and to get knowledge how to use of classification scheme in the Libraries.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

Unit 1: Classification of documents with simple subjects

Unit 2: Classification of documents with compound subjects

Unit 3: Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules

Unit 4: Assigning Book Numbers

*Note: Departments may impart practical training in any two classification schemes.

Reading list:

1. British Standards Institute (2006). *Universal Decimal Classification.* 2 vols. Standard ed. London: BSI.
2. Dewey, Melvil and Mitchell, Joan S. (2011). Dewey *Decimal Classification and Relative Index.* 23rd ed. Dublin: OCLC
3. Ranganathan, S. R. (2008). *Colon classification.* 6th rev. ed. New Delhi: EssEss Publications.
4. Ranganathan, S. R. &Gopinath, M. A. (1989).*Colon classification.* 7th ed. Vol. 1. schedules for classification. Banglore, SaradaRanganathan Endowment for Library Science.
5. Schedules of Library of Congress Classification Schemes

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Core Course – C8
Knowledge Organization - Cataloguing (Practice)*

TM 100(Internal Assessment 30 + Practice 70) (Credit-04)

Objectives :

To get the Practical knowledge about various Cataloguing schemes and to get knowledge how to use cataloguing Scheme in the libraries to helps to retrieve information from the library.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Use the catalogue codes and standards
2. Prepare catalogue entries for various types of information sources
3. Derive subject headings using various methods and tools

Unit 1: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities

Unit 2: Cataloguing of Editorial Works, Composite Works, Multi-volume Works

Unit 3: Cataloguing of Serial Publications, Uniform Titles

Unit 4: Cataloguing of Works of Corporate Authorship

Note: Departments may impart practical training in library cataloguing using one or more Catalogue Codes and Standards

Reading list:

1. Bristow, Barbara A. (2018). *Sear's list of subject headings.* 22nd ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R.* Chicago: American Library Association.
3. Ranganathan, S. R. (1964). *Classified catalogue code: with additional rules for dictionary catalogue.* 5th (Reprint) ed. New Delhi: EssEss Publications.

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Core Course – C9
Basics of Information and Communication Technology (Practice)
TM 100(Internal Assessment 30+ Theory 70) (Credit-04)

Objectives :

To get the basic practical knowledge about the Information and Communication Technology and its implication in the Library fields.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Get to know about bibliographic information

Unit 1: Setting of Desktop; Use of Operating System; Use of Word Processing Software,Spread Sheet Management Software and Power Point Presentation Software, Ms-Dos & Linux Commands

Unit 2: Use of Library Management Software (all modules); Database management software (MS Access)

Unit 3: Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat

Unit 4: Searching Databases by adopting various search strategies and filters

Reading list:

1. Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction* 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). *Managing library automation.* 2nd ed. London: Routledge.
3. Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively.* 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). *Office 2016 Simplified.* Hoboken. New Jersey: John Wiley& Sons.
5. Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies.* New Delhi: EssEss Publications.

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Discipline Specific Elective – DSE1

School Library and Media Centre

TM 100 (Internal Assessment 30+ Theory 70) (Credit 04)

Objectives :

To know how the Library services run in the school structure along with the importance and implication of Media Centers .

Learning Outcomes:

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

1. Understand the nature and functions of School Library and Media Centre.
2. Highlight the role of School Library and Media Centre in inculcating reading habit among school students.
3. Select, acquire organize and manage collection of School Library and Media Centre.
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.
5. Provide various types of library services to school students.
6. Organize library orientation program for school students.

Unit 1: Basics of School Library and Media Centre

- School Library: Definition, Objectives, Functions.
- Development of School Libraries in India.
- Types of School Library Users: Their Reading Habits and Information Needs.
- Role of School Library and Media Centre in Inculcating Reading Habits.

Unit 2: Collection Development and Management

- Print Information Sources: Selection, Acquisition, Evaluation.
- Electronic Information Sources: Selection Acquisition, Evaluation.
- Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.
- Organization and Management of Library Collection.

Unit 3: Management of School Library and Media Centre

- Financial Management.
- Skills and Competencies for School Library and Media Centre staff.
- Library Automation.
- Resource Sharing and Library Networking.

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Unit 4 : Services of School Library and Media Centre

- Circulation Service
- Reference Service
- Storytelling, Read Aloud, Summer Reading Programmes
- User Orientation

Unit 5 Library Management

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

Reading list:

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12.* 2nd ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists.* Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. &Repman, Judi (2015). *School library management,* 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). *Reference sources and services for youth.* Chicago: American Library Association.
5. Martin, Barbara Stein &Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual.* New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics.* Westport: Libraries Unlimited.
7. Mohanraj. V. M. (2011). *School library: An educational tool.* New Delhi: EssEssPublications.
8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action researchproject.* Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). *New education and school library,* New Delhi: EssEssPublications.
10. Repman, Judi & Dickinson, Gail K. (2007). *School library management.* 6th ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). *Public, society, and school libraries* (Classic Reprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide,* 2nd ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). *School library management.* Charleston: Nabu Press.

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Discipline Specific Elective – DSE2
Public Library and Information System
TM 100(Internal Assessment 30* + Theory 70) (Credit 04)

Objectives :

To know the impact of Public Library and information system toward the society.

Learning Outcomes:

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

1. Understand the nature and role of Public Libraries and Information Systems
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 informaleducation
4. Select, acquire, organize and manage public library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to different categories of users
7. Organize information literacy programmes

Unit 1: Role of Public Library and Information System

- Public Library: Definition, Purpose & Organizational Structure

- Development of Public Library System with special reference to India
- Public Library manifesto of IFLA & UNESCO.
- National Library Policy & Library Legislation in India

Unit 2: Collection Development and Management

- Printed & Electronic Information Sources: Selection, Acquisition, Evaluation
- Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People
- Organization and Management of Library Collection.

Unit 3: Management of Public Library and Information System

- Library Governance: compositions & functions of Library Authority/Committee.
- Financial Management: Sources of Finance ; Budgeting Methods
- Human Resource Management
- Resource Sharing and Library Networking
- Public Library Norms, Standards and Guidelines

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Unit 4: Services of Public Library and Information Systems

- Circulation Service, Reference service, Readers' Advisory Service
- Information literacy
- Extension Services: Author Talk, Book Clubs, Exhibition, Lectures
- Outreach Activities: Mobile Library Services, Online Services
- Extension and Public Activities of Public Library;

Reading list:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.
5. Matthews, Joseph R. & Hernon, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.
6. McMenemy, David (2009). *Public library*. London: Facet publishing.
7. Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice*. London: Chandos Publishing.
8. McCook, Kathleen de la Pena (2011). *Introduction to public librarianship*. New York: Neal Schuman Publication.
9. Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.
10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.
12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
13. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications.
14. Venkatappaiah, Velaga(1994). *Model library legislation*. New Delhi: Concept Publishing Company.
15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

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Discipline Specific Elective – DSE3
Special Library and Information System
TM 100(Internal Assessment 30* + Theory 70) (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.

Learning Outcomes :

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

1. Understand the nature and role of Special Libraries and Information Systems
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 1: Special Library

- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Role of Special Libraries in transformation of parent organization into learning organizations
- The emergence of Hybrid Special Library

Unit 2: Resource Development

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

Unit 3 : Management and Organization

- Planning and acquisition of equipment ;
- Management of Technical Services.
- Sources of finance & budgeting techniques
- Special Library Marketing

Unit 4: Special Library Services

- Types of Special Library Services;
- Extension and Special Activities of Special Library;
- Automation of special library operations and services.
- CAS & SDI

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Reading List:

1. Ashworth, W. (1985). Special librarianship. London: Clive- Bingley. Ashworth, W (1982).
2. Handbook of special librarianship and information work. London: Aslib. Auger, C. P. (1998). Information sources in grey literature. 4th ed. London: Bowker. Buckettt, J., & Morgan, T.S. (1963).
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Program Revision

Criteria – I (1.1.2)