



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Minutes of Meeting of Board of studies (BOS)

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 new courses introduced are as follows:**

**B.Lib.I.Sc.**

|        |                                     |
|--------|-------------------------------------|
| DSE 1  | School Librarianship                |
| DSE 2  | Public Librarianship                |
| DSE 3  | Special Librarianship               |
| C8     | Library and Users                   |
| 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.**

|       |  |
|-------|--|
| C5    | Preservation and conservation for libraries material     |
| DSE 1 | Higher Education Information System: Library Prospective |
| AECC1 | Media and Information Literacy                           |
| GE 1  | Digital Libraries: Fundamentals                          |
| 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 faculty members were also consider the CBCS/ECS courses adequately endorse in the design and development of syllabus.

*(Signature)*

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

**गुरु घासीदास विश्वविद्यालय**  
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)  
**कोनी, बिलासपुर - 495009 (छ.ग.)**



**Guru Ghasidas Vishwavidyalaya**  
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)  
**Koni, Bilaspur - 495009 (C.G.)**



**GURUGHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)** 1.2.1  
(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 |
| <b>First Semester</b>                              |   |           |                     |                          |             |
| C1   | <b>Core Courses (CC)</b><br>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         |
| <b>Discipline Specific Elective (DSE)*</b>         |   |           |                     |                          |             |
| DSE1   | School Librarianship  | 04        | 70                  | 30                       | 100         |
| DSE2   | Public Librarianship  |           |                     |                          |             |
| DSE3   | Special Librarianship   |           |                     |                          |             |
| <b>TOTAL</b>                                       |   | <b>24</b> | <b>280</b>          | <b>180</b>               | <b>600</b>  |
| <b>Second Semester</b>                             |   |           |                     |                          |             |
| C6   | <b>Core Courses (CC)</b><br>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         |
| <b>Ability Enhancement Compulsory Course(AECC)</b> |   |           |                     |                          |             |
| AECC1  | Communication skill   | 02        | 30                  | 20                       | 50          |
| <b>Skill Enhancement Course(SEC)</b>               |   |           |                     |                          |             |
| SEC1   | Information Sources and Services (practice)                               | 02        | 30                  | 20                       | 50          |
| <b>Generic Elective(GE)*</b>                       |   |           |                     |                          |             |
| GE1  | Statistics for Librarianship  | 04        | 70                  | 30                       | 100         |
| GE2  | Open Access and Lifelong Learning   |           |                     |                          |             |
| GE3  | Collection Development  |           |                     |                          |             |
| <b>TOTAL</b>                                       |   | <b>24</b> | <b>340</b>          | <b>190</b>               | <b>600</b>  |

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.

*(Signature)*



## 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