

CBCS (Choice Based Credit System)/LOCF

For

**Bachelor of Library & Information Science
(One Year Degree Programme)
w.e.f. Session 2024-25**

(As per National Education Policy 2020)



DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA: 125055

(Established by the State Legislature Act 9 of 2003)

(NAAC Accredited)

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15/05/2024

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SCHEME OF EXAMINATION & SYLLABUS FOR:
BACHELOR OF LIBRARY & INFORMATION SCIENCE
(B.Lib.I.Sc.)

(One Year Degree Programme) w.e.f. Session 2024-25

CBCS (Choice Based Credit System)/LOCF



1. About the Program

Bachelor of Library & Information Science (**B.Lib.I.Sc.**) is a one year professional degree program spread over two semesters. Anyone having Bachelor's or Master's degree in any discipline from any recognized University/Institution, with atleast 50% marks or equivalent grade in aggregate is eligible for admission to this program. This program is intended to prepare professional workforce for all types of libraries at junior professional level. After completing this program, a candidate will become eligible for the positions of Librarian in public libraries and school libraries; Assistant Librarian in different types of college libraries; Library Assistant / Technical Assistant in university libraries and other libraries of higher education institutions; Librarian and/or Assistant Librarian in corporate and industrial libraries, libraries of research institutes, etc.

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2. Program Outcomes (Faculty of Humanities)

Table-1: Program Outcomes

PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.
PO2	Research and scholarship	a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline. b) A treatment of complex issues and judgments based on established principles and techniques.
PO3	Level of application of knowledge	a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning. b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.
PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).

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3. Program Specific Outcomes (PSOs)

After completing the **B.Lib.I.Sc.** program, the students will be able to:

Table-2: Program Specific Outcomes (PSOs)

PSO1	Demonstrate knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
PSO2	Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
PSO3	Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies;(iii) maintaining library collection; and (iv) educating users.
PSO4	Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
PSO5	Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
PSO6	Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
PSO7	Demonstrate core values by honouring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

4. Duration and Credits for B.Lib.I.Sc.

- The **B.Lib.I.Sc.** program is of one year duration spread over into 2 Semesters.
- Every student of **B.Lib.I.Sc.** program has to earn **44** Credits as described under:

Table-3: Duration and Credits for B.Lib.I.Sc.

CORE COURSES- CREDITS	34	Semester I = 16 Semester II = 18
ELECTIVE COURSE-CREDITS	08	Semester I = 04 Semester II = 04
OE COURSE- CREDITS	02	Semester II = 02
TOTAL	44	44

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SEMESTER - I

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
CORE COURSES												
B.Lib.I.Sc./1/CC 1	Library and Information Society	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./1/CC 2	Library Classification (Theory and Practice)	2	2	4	6*	15	35	0	50	100	2 Hours	2 Hours
B.Lib.I.Sc./1/CC 3	Information Sources and Services (Theory)	4	0	4	4	30	70	0	0	100	3 Hours	--
B.Lib.I.Sc./1/CC 4	Fundamental of Information and Communication Technology (Theory)	4	0	4	4	30	70	--	--	100	3 Hours	--
ELECTIVE COURSES: Select any One Course												
B.Lib.I.Sc./1/EC1	Public Library and Information System	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./1/EC2	Academic Library System	4	0	4	4	30	70	--	--	100	3 Hours	--

Core Courses Credits: 16

Elective Course Credits: 04

* Groups will be formed on the basis of student strength.

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SEMESTER - II

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
CORE COURSES												
B.Lib.I.Sc./2 /CC5	Library Management	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./2 /CC6	Library Cataloguing (Theory and Practice)	2	2	4	6*	15	35	0	50	100	2 Hours	2 Hours
B.Lib.I.Sc./2 /CC7	Fundamental of Information and Communication Technology (Practice)	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./2 /CC8	E-Resource Management	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./2 /CC9	Library Training/Internship	2	0	2	--	--	--	--	--	50	--	--
ELECTIVE COURSES: Select any One Course												
B.Lib.I.Sc./2/EC3	School Library System	4	0	4	4	30	70	--	--	100	3 Hours	--
B.Lib.I.Sc./2/EC4	Community Information Services (CIS)	4	0	4	4	30	70	--	--	100	3 Hours	--

Note: Assignments, case studies, seminars, discussions and round tables, all shall be covered under Tutorials.

OPEN ELECTIVE COURSE (Inter-Disciplinary Course for the students of other Departments)

LIS-OE1	Introduction to Library and Information Services	2	0	2	2	15	35	--	--	50	2 Hours	--
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Core Courses Credits: 18

Elective Course Credits: 04

Open Elective Course Credits: 02

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Conversion of Marks obtained in each Paper/Semester to Letter Grade and Grade Points shall be as following:

Letter Grade	Grade Point	Marks
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

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Semester – I

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B.Lib.I.Sc./1/CC1– Library and Information Society

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives

- To introduce students to the role of Libraries in the Society.
- To introduce students to the Laws of Library Science.
- To provide an overview of Professional Associations.
- To introduce students to Library Legislations in India.

Learning Outcomes: After studying this paper, students shall be able to:

- Comprehend the concept of information and the discipline of Library and Information Science
- Understand the development of libraries
- Classify libraries on the basis of their purpose and functions
- Know the role of libraries in the development of various aspects of society
- Comprehend the basic philosophy of Library and Information Science
- Understand laws related to libraries and information Centre
- Understand librarianship as a profession
- Assess the role of national and international library associations and organizations
- Highlight role of various library promoters at the national and international level

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Information, Knowledge and Society

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

Unit 2: Libraries and Information Centres

- Social and Historical Development of Libraries
- Types of Libraries and Information Centres: Objectives, Features, Functions
- Five Laws of Library Science

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Unit 3: Laws Related to Libraries and Information

- Library Legislation: Need, Features
- Library Legislation in India
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act;
- Right to Information Act; Copyright Act, Intellectual Property Rights; Information Technology Act; Plagiarism

Unit 4: Professional Associations and Organizations

- Librarianship as a Profession
- Professional Ethics
- National and International Professional Associations: ILA, IASLIC, IFLA, ALA,
- Role of UNESCO and RRRLF in the promotion and development of libraries

Recommended Books:

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Gardener, F. M. (1971). Public Library Legislation: A Comparative Study. Paris, UNESCO.
4. Harrison, C. and Beenham, R. (1987). The Basic of Librarianship. London. Clive-Bengley.
5. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.
6. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
7. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
8. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
9. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
10. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.
11. Rubin, Richard E. (2013). Foundations of library and information science. 3rd ed. New Delhi: DBS Imprints.
12. Sharad, S. & Sana, A. (2023). Types of Libraries and Cutting-Edge Technologies. Ess Ess Publications.
13. Smith, M. M. (1999). Information ethics. London: Bowker-Saur.
14. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur.
15. Venkatappaiah, V. & Madhusudhan, M. (2006). Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories. New Delhi: Bookwell.

B.Lib.I.Sc./1/CC2: Library Classification (Theory and Practice)

Credit: 4

Total Marks: 100

Objectives

- To introduce the structure and attributes of Universe of Knowledge.
- To familiarize with the process of Library Classification.
- To familiarize with various provisions of major Classification Schemes.
- To introduce the provisions of classifying books using CC and DDC.

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the nature and attributes of Universe of Knowledge.
- Understand the various aspects of Library Classification.
- Understand salient features of major Classification Schemes and Current Trends in Classification.
- Develop skills of Subject Analysis and classifying the documents using Classification Schemes.

Part-I: Library Classification: Theory

Credit: 2

Lectures: 48

Duration of Exam: 2 Hrs.

Total Marks: 50

Final Term Exam: 35

Internal Assessment: 15

Internal Assessment: 15 Marks (Attendance - 5 + Assignment-5 and Class test – 5)

Note for the Paper Setter: The paper is divided into 3 Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of 5 short Answer (1 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit – I: Library Classification Theory

- Library Classification: Definition, Need, Purpose
- Subjects: Basic, Compound, Complex
- Modes of Formation of Subjects
- Planes of Work
- Notation: Needs, Types, Qualities

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Unit – II: Library Classification Theory

- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

Unit-III: Classification Schemes & Current Trends

- Different types of Classification Scheme: CC and DDC.
- Main features of latest editions of DDC.
- Current Trends: Web Dewey, OCLC, Folksonomy.

Recommended Books

1. Dewey (Melvil). Dewey Decimal Classification and Relative Index. 23rd Ed. 2011. OCLC Online Computer Library Centre, Ohio.
2. Dhyan (Pushpa). Theory of Library Classification. 2000. VishwaPrakashan, Delhi.
3. Krishan Kumar. Theory of Library Classification. 1985. Vikas, Delhi.
4. M.P. Satija & Sukhdev Singh Jhand. 2023. Colon Classification: Origin, Development and Future Prospects. Ess Ess Publication
5. Ranganathan (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
6. Ranganathan (S R) Prolegomena to library classification. 3rd ed. 1967. Sarda Ranganathan Endowment, Bombay.
7. Tripathi (S M) and Shokeen (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

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Part – II:
Library Classification: Practice

Credit: 02

Total Marks: 50

Practice: 48

Final Term Exam: 50

Duration of Exam: 2 Hrs.

Unit-I: Colon Classification (6th Rev. ed.)

Marks: 25

Note: There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.

Syllabus

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

Unit-II: Dewey Decimal Classification (23rd ed.)

Marks: 25

Note: There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.

Syllabus

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

Recommended Books

8. Dewey, M. (2011). Dewey Decimal Classification and Relative Index. 23rd Ed. OCLC Online Computer Library Centre, Ohio.
9. Dhyani, P. (2000). Theory of Library Classification. VishwaPrakashan, Delhi.
10. Krishan Kuma R. (1985). Theory of Library Classification. Vikas, Delhi.
11. Ranganathan, S.R. (1963). Colon Classification. Revised ed. 6. Ess Ess Publications.
12. Ranganathan, S.R. (1967). Prolegomena to library classification. 3rded. Sarda Ranganathan Endowment, Bombay.
13. Tripathi S. M. and shokeen, N. S. (1988). Fundamentals of Library Classification (Hindi Medium). Y.K., Agra.

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B.Lib.I.Sc./1/CC3: Information Sources and Services

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives

- To acquaint with various types of Information Sources.
- To familiarize with different types of Reference Books.
- To develop skills of evaluating information sources.

Learning Outcomes: After studying this paper, students shall be able to:

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

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Information Sources

- Documentary Sources of Information: Print, non-Print and Electronic Sources
- Primary, Secondary and Tertiary Sources of Information
- Human Sources of Information; Institutional Sources
- Internet as a Source of Information

Unit 2: Reference Sources and Electronic Information Sources

- Reference Sources: Characteristics, Usefulness, Types: Encyclopedia, Dictionary.
- Electronic Sources: E-books, E-journals, ETDs
- Subject Gateways, Web Portals, Bulletin Boards, Databases, Institutional repositories
- Criteria of Evaluation: Reference Sources and Electronic Information Sources
- Use of different types of Information Sources for queries of diverse nature

Unit 3: Reference and Information Services

- Reference Service: Concept, Theories, Purpose, Types
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services

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- Document Delivery Services, Inter Library Loan (ILL) Service
- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools

Unit 4: Information Systems and Networks

- Information Systems: Characteristics, Functions
- 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, ERIC, Patent Information System (PIS)
- Library resources sharing and Consortia

Recommended Books:

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. Higgins, 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.

श्री. सुनील मेहता
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B.Lib.I.Sc./1/CC4: Fundamental of Information and Communication Technology (Theory)

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives

- To acquaint students with the basic concepts of Computers and Networking.
- To acquaint students with various aspects of Computer Technologies and their applications in libraries.

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the computers, computing technology and software
- Plan and implement automation in library housekeeping operations and services
- Evaluate various library management software
- Identify and state the features of telecommunication channels, modes and media
- Highlight the nature and components of computer networks and their protocols and standards
- Know about Internet, search engines and network security
- Examine the concept of library networks and highlight their types and importance

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Fundamentals of Computers

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types
- System and application software
- Operating systems: Types – single and multi-user; basic features of MS-Windows and LINUX

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Unit 2: Computers in Libraries

- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; Professional – housekeeping
- Library automation: definition, need , purpose & objectives
- Library management software: features, modules, types (proprietary, free, open source)
- Basic features of KOHA and SOUL

Unit 3: Communication Technologies

- Telecommunications: need, purpose, objectives and components
- Modes – simplex, half duplex, full duplex
- Media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit 4: Computer Networks and Library Networks

- Computer Network – concept, need and purpose
- Types of networks – LAN, WAN
- Network topologies
- Library networks: need, purpose, objectives & resource sharing
- National library networks: DELNET, INFLIBNET, NKN.

Recommended Books:

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. New Delhi: Allied Publishers.
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: ChandosPublishing.
6. Phadke, D. N. (2017). Library information technology. Pune: Universal Publications.
7. Rajaraman, V. & Adabala, Neeharika (2014). Fundamentals of computers. 6th ed. New Delhi: Prentice-Hall of India.
8. Shaw, Marie Keen (2021). Using technology in the library workplace: An introduction for support staff. Lanham, Maryland: Rowman & Littlefield Publishers
9. Smith, Jonathan M. (2021). Information technology for librarians and information professionals. Lanham, Maryland: Rowman & Littlefield Publishers
10. Tanenbaum, Andrew S.; Feamster, Nick & Wetherall, David J. (2022). Computer networks. 6th ed. Noida: Pearson Education.
11. Wilson, Kevin (2021). Computer Fundamentals: The Step-by-step Guide to Understanding Computers. Amazon Digital Services LLC.

B.Lib.I.Sc./1/EC1: Public Library and Information System

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objective:

- To offer an understanding of the working of public libraries and the various aspects related to managing the public libraries.
- To familiarize with the sources and services provided by Public libraries

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

- Understand the nature and role of Public Libraries and Information Systems
- Explain the role of government and other agencies in the development of libraries
- Perceive the role of public library in the promotion of formal and informal education
- Select, acquire, organize and manage public library collection
- Provide various types of library and information services
- Offer extension and outreach services to different categories of users
- Organize information literacy programmes

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Role of Public Library and Information System

- Public Library: Definition, Purpose; Development of Public Library System in India
- Role of Public Library in Formal and Informal Education
- Role of Government and other agencies in the Development of Public Libraries: Raja Rammohun Roy Library Foundation and National Mission on Libraries including National Knowledge Commission.
- Overview of Public Library Act: Special reference in Haryana

Unit 2: Collection Development and Management

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

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Unit 3: Management of Public Library and Information System

- Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India
- Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods
- Human Resource Management - Resource Sharing and Library Networking

Unit 4: Policies and Services of Public Library and Information Systems

- Library & Information Policy: Library & Information Policy at National and International level in India, Advisory Committee for Libraries, National Knowledge Commission, National Education Policy 2020 and Public Library
- Circulation Service, Reference service, Readers' Advisory Service
- Extension Services: Author Talk, Book Clubs, Exhibition, Mobile Library Services

Recommended Books:

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. & Herson, 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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B.Lib.I.Sc./1/EC2: Academic Library System

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objective:

- To offer an understanding of the working of academic libraries and the various aspects related to managing the academic libraries.
- To familiarize with the sources and services provided by Academic libraries

Learning Outcomes: After studying this paper, students shall be able to:

- Understand basic knowledge of academic libraries and their changing roles, key recommendations of various committees and commissions and their role in accreditation
- Know the routine functions of the academic libraries
- Learn about the resources sharing and consortia practices available in academic libraries

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

UNIT I: Role of Academic Libraries

- Concept, Need, Purpose, Functions, and Present set up of different types of Academic Libraries in India
- Role of academic libraries in online, blended and lifelong learning
- Role of statutory bodies/Institutions like UGC, AICTE in the growth and development of Academic Libraries of higher education in India;
- Committees and Commissions: Report of the Kothari Commission, Radhakrishnan Commission, Mudaliar Commission, Ranganathan Committee

UNIT II: Library Organization and Management

- Library authority and leadership role
- Centralized v/s Decentralized System: Departmental Libraries;
- Organization of Various Sections: Acquisition, Book section, Periodical, Technical,
- Reference or Help desk, Circulation and Library Management Section, ICT or Digital Learning Centre
- Library Furniture, Equipment and Stationaries, Branding and Social Media Presence

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UNIT III: Effective Resources Management

- Manpower Development: Requirement, Qualifications, Recruitment, Job description, job analysis, staff manual with reference to policies of UGC, AICTE and other bodies; Skills and Competencies, Training and Development
- Library Finance: Sources Type of Budgets, Methods of financial estimation and budget preparation; resources mobilization
- Collection Development: Print and Non-Print including Electronic Documents, using and supporting Development of OERs and MOOCs
- Library Buildings: Planning and Standards. Risk and disaster management guidelines, Green Library Building,

UNIT IV: Resource Sharing, Networking, Consortium and Policies

- Concept, Need and Purpose of Resource Sharing, Networking and consortium
- National Networks and Consortia: INFLIBNET its operations and services, e-Shodh Sindhu,
- Institutional Repositories (IR): Concept, Need, National and International Academic IRs/ ETDs/Digital Repositories
- National Education Policy 2020 and Role of Libraries; Integration of the Library with the Institutional ERP like Samarth, SWAYAM, MOOCs, SHODHCHAKRA, SHODHGANGA, E-SHODHSINDHU, SheRNI.

Recommended books:

1. Dearie, T. N., Meth, M., & Westbrook, E. L. (Eds.). (2017). Academic library management: Case studies. American Library Association.
2. Arch, X., & Gilman, I. (2020). Academic Library Services for First-generation Students. ABC-CLIO.
3. Appleton, L. (Ed.). (2021). Positioning the Academic Library within the University: Structures and Challenges. Routledge.
4. Chigwada, J. P. (2021). Examining the Impact of Industry 4.0 on Academic Libraries. N. M. Nwaohiri (Ed.). Emerald Publishing Limited.
5. Bhatt, R.K. Srivastava, G.G. and Sharma, S K., Eds. Academic Libraries. (2021). K.K. Publications.
6. Brophy, Peter. (2006). The academic library. London: Facet.
7. Budd, J. (2012). The changing academic library: Operations, culture, environments. 2nd ed. Chicago: Association of College and Research Libraries.
8. Chapman, L. (2008). Managing acquisitions in library and information services. London: Facet Pub.
9. Connor, E. (2008). An introduction to instructional services in academic libraries. New York and London: Routledge.
10. Frederick, D. E. (2016). Managing eBook metadata in academic libraries: Taming the tiger. Amsterdam :Chandos Publishing

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11. Higgins, S. E., & Derakhshan, M. (2017). Managing academic libraries: Principles and practice. Amsterdam: Chandos Publishing.
12. Jordan, P. (2017). The academic library and its users. Oxon : Routledge
13. Mack, D. C., & Gibson, C. (2012). Interdisciplinary and academic libraries. Chicago : Association of College and Research Libraries
14. Munde, G., & Marks, K. (2009). Surviving the future: Academic libraries, quality, and assessment. Oxford: Chandos.

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Semester – II

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B.Lib.I.Sc./2/CC5– Library Management

Credits: 4
Lectures: 60
Duration of Exam: 3 Hrs.

Max. Marks: 100
Final Term Exam: 70
Internal Assessment: 30

Objectives

- To introduce Environmental Factors of Libraries and Information Centres.
- To understand Organizational Structure of libraries.
- To study Functions and Routines of different Sections of libraries.

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the concept and history of management
- Elaborate principles and functions of management
- Maintain the library statistics and prepare annual report

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Principles and Functions of Management

- Management: Concept, Scope, Principles, Functions
- Schools of Management Thoughts: Scientific Management School and Operational Management School.

Unit 2: Collection Development and Management

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

Unit 3: Financial and Human Resource Management

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

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Unit 4: Library Committee, Rules, and Reports

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

Recommended Books:

1. Ashok Pal & Arindham Sarkar (2022) Human Resource Management In Libraries (2023). New Delhi: Ess Ess Publications
2. Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspectives. London: Longman.
3. Bryson, Jo. (1996). Effective library and information management. New Delhi: Jaico Publishing House.
4. Evans, G. Edward & Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London : Libraries Unlimited.
5. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.
6. Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago: American Library Association.
7. Koontz, H. & Wehrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.
8. Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har - Anand Publications.
9. Mittal, R. (2007). Library administration: Theory and practice. New Delhi: EssEss Publications.
10. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
11. Stoner, James A.F. et al. (1996). Management: Global perspectives. 10th ed. New Delhi: McGraw Hill Inc.
12. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, 7th, ed. London: Libraries Unlimited.

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B.Lib.I.Sc./2/CC6: Library Cataloguing (Theory and Practice)

Credit: 04

Total Marks: 100

Objectives

- To understand the process of Cataloguing.
- To know various provisions of CCC and AACR - II.
- To learn preparation of Entries according to CCC and AACR - II.

Learning Outcomes: After studying this paper, students shall be able to:

- Know different types of Catalogue and understand the process of Library Cataloguing.
- Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.
- Understand various provisions of CCC and AACR - II.
- Prepare Entries according to AACR – II.

Part-I: Library Cataloguing: Theory

Credit: 2

Lectures: 48

Duration of Exam: 2 Hrs.

Total Marks: 50

Final Term Exam: 35

Internal Assessment: 15

Internal Assessment: 15 Marks (Attendance - 5 + Assignment-5 and Class test – 5)

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (1 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue.
- Physical Forms: Conventional and Non-conventional

Unit-II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II.

Unit-III: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing.

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Part – II:
Library Cataloguing: Practice

Credit: 02

Total Marks: 50

Practice: 48

Final Term Exam: 50

Duration of Exam: 2 Hrs.

Note: There will be **Six** Titles and the examinees will be required to attempt any **Four** Titles. All titles carry equal marks.

Syllabus:

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Recommended Books:

1. ALA and others (1998). Anglo American Cataloguing Rules. Revised ed. 2.
2. Mallinath Kumbar and Chidananda M. (2023). Library Cataloguing Resource Description and Organisation. Ess Ess Publications.
3. Ranganathan (SR). Classified Catalogue Code.
4. Ranganathan (SR). (1963). Colon Classification. Revised ed. 6. Ess Ess Publications.
5. SEARS (ME). Sears List of Subject Headings. Latest edition.

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B.Lib.I.Sc./2/CC7: Fundamental of Information and Communication Technology (Practice)

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objective:

- To give a practical exposure to the software, database concepts and expose to use library management software and offer web-based services to the users.
- To develop skills in using computers, MS Office Software.

Learning Outcomes: After studying this paper, students shall be able to:

- Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
- Carry out library housekeeping operations using library management software.
- Generate different types of report using library management software
- Search information from Internet and databases adopting suitable search strategies
- Find bibliographic information from WebOPAC, WorldCat, IndCat
- Create websites and blogs

Unit 1 System and Application Software

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- MS Word: creating, editing and formatting a document, mail merge, printing.
- MS Power Point: creation and presentation of slides, animation, formatting, slide show, customizing.
- MS Excel: creating, editing, formatting & basic formula

Unit 2 Library Management Software

- Basics of KOHA
- Installation by the students
- Modules handling , inserting, and updating
- Generation of various reports

Unit 3: Web Designing and Blog

- Designing library websites using HTML
- Designing and developing library blog

Unit 4: Internet Searching and Use

- Offline search: files and folders
- Online search: Basic and advanced search strategies
- Searching information from Internet using different search engines

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- Searching OPAC, WebOPAC, WorldCat, IndCat
- Searching databases (full-text, indexing abstracting, citation databases)

Recommended books:

1. Bradley, Phil. (2019). Expert Internet searching. London: Facet Publishing.
2. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. London: Libraries Unlimited
3. Clayton, Marlene (2018). Managing library automation. 2nd ed. London: Routledge.
4. KOHA developers handbook. Available at https://wiki.koha-community.org/wiki/Developers_Handbook
5. Kumar, Prem (2023). Web Design With HTML & CSS: HTML & CSS Complete Beginner's Guide. Chennai: Notion Press.
6. Levay, Paul & Craven, Jenny, Eds. (2019). Systematic searching. London: Facet Publishing.
7. Markey, Karen (2023). Online searching: A guide to finding quality information efficiently and effectively. 3rd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
8. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons.
9. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi: Ess Ess Publications.

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B.Lib.I.Sc./2/CC8: E-Resource Management

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives

- To understand the meaning, definition and types of Electronic Resources.
- To aware about Collection development of e-resources.
- To know the activities involved in Developing Collection and Providing access to electronic resources.

Learning Outcomes: On studying this course, students shall be able to:

- Understand the basic concept, types, and process of collection building of e-Resources
- Grasp the issues related to licensing, negotiation, access and use.
- Promote to work in collaborative environment for better resources access and delivery with examples from leading consortia in India
- Understand the user requirements and offering user-centric services and further analyzing for meeting and satisfying these demands

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

UNIT I: Electronic Resources Collection Development

- e - Information Sources: Concept, Need, Characteristics.
- Types of e-Resources: e-Databases, e-Journals, e-Books, Linking Technologies, Preservation of e-Resources
- Collection Building Process - Formulating Policy, ERM Life Cycle
- Budgeting, Pricing, Licensing, Ordering and Receiving, Evaluation of e-Resources

UNIT II: e-Resources: Negotiations, Licensing, and Access

- Model Licenses and Guidelines for Collection Building
- Negotiation –Concept and Need
- Copyright in the Digital Environment and User Training
- Delivery of e-Resources & Access Management and Authentication

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UNIT III: Consortia

- Concept, Need and Purpose of Consortia
- Growth, development of Consortia and steps followed in formation a Consortia
- Collection Building of e-Resources through Consortia
- National and International Consortia: IIMs, CSIR and OCLC.

UNIT IV: Usage of Electronic Resources

- Management of Information Needs: with alert, document delivery, ask-a-librarian services , Usage Statistics, e-Resource Usage Analysis
- Standards and Guidelines (COUNTER); Processing, Analysis and Presentation of Data
- Discovery based services
- Repositories and guidelines: ROAR, DOAR, SHERPA/RoMEO

Recommended Books:

1. W Pattie, L. Y., Cox, B. J. (2020). Electronic Resources: Selection and Bibliographic Control. United States: CRC Press.
2. Patra, N. K. (2017). Digital Disruption and Electronic Resource Management in Libraries. United Kingdom: Elsevier Science.
3. Halaychik, C. S., Reagan, B. (2018). Licensing Electronic Resources in Academic Libraries: A Practical Handbook. United Kingdom: Elsevier Science.
4. Stachokas, G. (2019). The Role of the Electronic Resources Librarian. United Kingdom: Elsevier Science.
5. Lal, J., Tripathi, A. (2016). Library Consortia: Practical Guide for Library Managers. Netherlands: Elsevier Science.
6. Talbott, H., Zmau, A. (2018). Electronic Resources Librarianship: A Practical Guide for Librarians. United States: Rowman & Littlefield Publishers.
7. Conger, J. E. (2004). Collaborative Electronic Resource Management: From Acquisitions to Assessment. Westport: Libraries Unlimited.
8. Curtis, D., & Scheschy, V. M. (2005). E-journals: A how-to-do-it manual for building, managing, and supporting electronic journal collections. New York: Neal-Schuman Publishers.
9. Fenner, A. (2014). Managing digital resources in libraries. New York: Routledge.
10. Fowler, D. C. (2004). E-serials collection management: Transitions, trends, atechinalities. New York: Haworth Information Press.
11. Garibyan, M., McLeish, S., & Paschoud, J. (2017). Access and identity management for libraries: Controlling access to online information. London: Facet Publishing.
12. Hanson, A., & Levin, B. L. (2003). Building a virtual library. Hershey: Information Science Pub.
13. Jones, W. (2014). E-journals access and management. New York: Routledge.
14. Katz, L. S. (2003). Collection Development Policies: New Dimension for Changing Collections. London: Routledge.

15. Kemp, R. (2008). E-resource evaluation & usage statistics: Selector's choices. Saarbrücken: VDM Verlag Dr. Müller.
16. Lee, S. D. (2004). Building an electronic resource collection: A practical guide. London: Facet Publishing.
17. Lee, S. H. (2012). Electronic Resources and Collection Development. Hoboken: Taylor and Francis
18. Webster, P. M. (2008). Managing electronic resources: New and changing roles for libraries. Oxford: Chandos.
19. Verminski, A., &Blanchat, K. M. (2017). Fundamentals of electronic resources management.Chicago : Neal-Schuman
20. Lee, Sul H. (2003). Electronic Resources and Collection Development. London: Routledge
21. Yu, H., &Breivold, S. (2008). Electronic resource management in libraries: Research and practice. Hershey: Information Science Reference

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B.Lib.I.Sc./2/EC3: School Library System

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives:

- To provide an overview of School Library System.
- To familiarize with the role of school library in elementary and secondary education.
- To familiarize with the sources and services provided by school library.

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the nature and functions of School Library and Media Centre
- Highlight the role of School Library and Media Centre in inculcating reading habit among school students
- Select, acquire organize and manage collection of School Library and Media Centre
- 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
- Provide various types of library services to school students
- Organize library orientation programmes for school students

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit 1: Basics of School Library

- School Library: Definition, Objectives, eFunctions.
- Development of School Libraries in India
- Types of School Library Users: Their Reading Habits and Information Needs

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

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Unit 3: Management of School Library

- Financial Management
- Skills and Competencies for School Library
- Library Automation
- Resource Sharing and Library Networking

Unit 4: Services of School Library

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

Recommended Books:

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: EssEss Publications.
8. Preddy, Leslie B. (2007). SSR with intervention: A school library action research project. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). New education and school library, New Delhi: EssEss Publications.
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.
14. Woolls, Blanche & Loertscher, David V. (2013). The whole school library handbook 2. Chicago: American Library Association.
15. Woolls, Blanche & Coatney, Sharon (2017). The School library media manager: Surviving and thriving, 6th ed. Santa Barbara: Libraries Unlimited.

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B.Lib.I.Sc./2/EC4: Community Information Services (CIS)

Credits: 4

Lectures: 60

Duration of Exam: 3 Hrs.

Max. Marks: 100

Final Term Exam: 70

Internal Assessment: 30

Objectives

- To acquaint with basic concepts related to Community Information System and Services.
- To develop an understanding of information needs of different users group.
- To acquaint with the various types of information sources used by the community.
- To develop an awareness of various initiatives for social development.

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the basic concepts of Community Information System and Services.
- Understand the information needs of different user groups.
- Familiarize with the different types of Community Information Sources.
- Become aware of various Govt./Non-Governmental initiatives for social development.

Note for the Paper Setter: The question paper will consist of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt Four more questions selecting at least one question from each unit.

Unit-I: Community Information Services (CIS)

- Community Information Services – Definition, Need, Features and Objectives.
- Libraries as Community Information Centres and their role in Social Development.

Unit-II: User Groups and their information needs

- Information needs and Information Services:
 - Rural Community
 - Urban Community
 - Weaker Sections of Society

Unit-III: Community Information Resources

- Community Information Sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources
- Social Media as a means of Information Communication.

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Unit-IV: Initiatives for Social Development

- Role of NGOs in the Community Information
- E-Governance: Meaning, Scope and Purposes
- E-Governance Initiatives in India
- Right to Information: Concept and RTI Act, 2005 (Introduction only)

Recommended Books

1. Ainley P. (1980). Basics of community information: an action handbook for librarians. London, Association of Assistant Librarians.
2. Childers, Thomas and POST, Jyoce A. (1975). The Information Poor in America. Metuchen N.J , Scarecrow Press.
3. Mukhopadhyay, P. (2011). Digital community information system: a framework for India. Germany, LAP Lambert Academic Publishing.
4. Sarada, K. (1986). Rural Library Services in India. New Delhi, ESS ESS Publications.
5. Vashishth C.P. (2004). Ed. Libraries as Rural Community Resource Centers. New Delhi, B.R.
6. Warner, E, S, Murray, A. D. and Palmor, V. E. (1973). Information Needs of Urban Residents. Baltimore, MD, Regional Planning Council.

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OPEN ELECTIVE COURSE

LIS-OE-1: Introduction to Library and Information Services

Credits: 2

Lectures: 32

Duration of Exam: 2 Hrs.

Max. Marks: 50

Final Term Exam: 35

Internal Assessment: 15

Objectives

- To introduce the students with different types of Libraries and other similar institutions.
- To introduce the students with information organization and retrieval systems of Libraries.
- To introduce the students with Library Collection in print as well as electronic form.
- To introduce the students with Library Services

Learning Outcomes: After studying this paper, students shall be able to:

- Understand the functioning of Libraries.
- Use different types of Information Sources and services.

Unit-I: Introduction to Library society

- Library: Concept, Need, Purpose.
- Types of Libraries: Public, Academic, and Special.
- Housekeeping Operations
- Digital Library.

Unit-II: Information Organisation and Retrieval Systems in Library

- Library catalogue and Classification.
- Brief introduction to CC and DDC.
- Call Number- Class Number, Book Number, Collection Number
- OPAC and its features.

Unit-III: Information Sources

- Documentary and Non-Documentary Sources.
- Primary, Secondary and Tertiary Sources of Information.
- Introduction to reference Sources.

Unit-IV: Library and information services

- Library and Information Services: Reference Service.
- Inter Library Loan and Document Delivery Service.
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI).

Recommended Books (Updated List of recommended books/documents will be provided by the concerned Teacher)

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