

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA  
INDORE**



**CURRICULUM AND SYLLABAI**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE  
( B.Lib.& I.Sc. ) 2021-2022**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**SHRI VAISHNAV INSTITUTE OF SOCIAL SCIENCES,  
HUMANITIES AND ARTS**

# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

## BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2021-2022

### 01. Librarianship :

Libraries are important social institutions and no community is complete without library services. The organization of these libraries needs persons with good academic and professional skills. Libraries require young professionals with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers. Shri Vaishnav Institute of Social Sciences, Humanities and Arts is conducting one-year (two semesters) fulltime course leading to the award of the Degree in Bachelor of Library and Information Science.(B.Lib.& I.Sc.)

### 02. OBJECTIVES:

- To make the student to understand the basic principles and Five Laws of Library Science.
- To make them to understand the functions and purpose of library in changing environment.
- To train the students in information knowledge processing, organization and retrieval
- To train the student in the application of ICT tools and techniques in librarianship

### 03. Syllabus of the Course:

The Syllabus, teaching and learning schedule and the scheme for evaluation of the marks is given in the following pages.

COURSE CODE	COURSE NAME	Credits	Hours
	<b>FIRST SEMESTER (July-December)</b>		
BLIS101	Information and Society	04	04
BLIS102	Knowledge Organisation and Processing(Classification and Cataloguing)	04	04
BLIS103	Information Technology	04	04
BLIS104	Library Classification Practice	04	08
BLIS105	Library Cataloguing Practice	04	08
BLIS106	Comprehensive Viva	04	
	<b>SECOND SEMESTER (January-June)</b>		
BLIS107	Management of Libraries and Information Centers	05	05
BLIS108	Information Technology Practice	04	08
BLIS109	Reference Sources, Services and User Studies	05	05
BLIS110	Documentation and Information Services	05	05
BLIS111	Internship/Project Work	05	10
BLIS112	Comprehensive Viva	04	

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### FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. AM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. XAM						
BLIS 101	Information and Society	20	20	60	-	-	-	4	-	-	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Educational Objectives (CEOs):** The students will be able to

- Understand the basic principles of Library and Information Science.
- Understand the types of library systems and their functioning
- Role of Library Associations and their activities.

**Course Outcomes(Cos):**The students should be able to:

- Understand the history and development of libraries.
- Develop ethics and relevance of libraries in the society.
- Do library cooperation resource sharing initiatives

#### COURSE CONTENTS

##### UNIT 1- History and Development of Libraries:

- Social and historical foundations of libraries. Library Movement in India. Libraries development plan and programs in India after independence.
- Recommendations of National knowledge Commission.
- Types and functions of libraries: Academic, Public and Special with special reference to National Library (Kolkata), Library of Congress (Washington) and British Library (London).

##### UNIT 2 –Library Profession and Ethics:

- Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship.
- Five Laws of Library Science and their implications.
- Role of library in formal and informal Education. Role of Library in Modern Society. Publicity and extension activities.

##### UNIT 3 – Library Legislation and Library Acts:

- Library Legislation in Indian states, Library Acts and their salient Features.
- Delivery of Book Act. Intellectual Property Rights, Right to Information, Copy Right Act,
- Information policies: National and international.

##### UNIT 4 – Library Buildings:

- Library Building: Planning and Designing.
- Role of Librarian and Architect in Designing of Building, Furniture etc.
- LIS related standards for building, furniture and equipments.

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### UNIT 5 – Library Resource Sharing and Library Associations:

- Library Cooperation and Resource Sharing, Consultancy Services, National Digital Library, INFLIBNET, DELNET and NISCAIR.
- Role of Professional Associations in India, USA and U.K with special reference to ALA, LA, SLA, ILA and IASLIC.
- Role of International organizations: UNESCO, ASLIB, FID and IFLAI.

### Suggested readings:

- Vashisth, C.P., ed.(1994). Library movement and library development in India. Delhi: ILA.
- Khanna, J.K.(1987). Library & society. Kurukshetra: Research Publications.
- Krishan Kumar(1997). Library organization. Delhi: Vikas Publications.
- Rout, R.K.(1991). Library legislation in India. New Delhi: Reliance.
- Sharma, Pandey S.K.(1992). Library & society. 2nd rev. ed. New Delhi: Ess Ess Publications.
- Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing
- Ranganathan, S.R.(1963). The five laws of library science. 2nd ed. Bombay: Asia Publishing,
- IFLA(1977).Standards for library service. 2nd ed. Munich: Verlag.

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## BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2021-2022

### FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME										
		THEORY					PRACTICAL					CREDITS
		TWO TERM EXAMS	TEACHER ASSESEME NT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEME NT	END SEM. UNIV. EXAM.	L	T	P		
BLIS 102	Knowledge Organization and Processing (Classification and Cataloguing)	20	20	60	-	-	-	4	-	-	4	

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Educational Objectives(CEOs):** The students will be able to

- Understand the history, development ,basic theories and canons of Library classification
- Library Classifications schemes their structure ,features and development
- Understand the history and development of Library cataloguing.
- Understand the analysis of the subjects and subject headings.

**Course Outcomes(Cos):The students should be able to:**

- Know the history and development of library classification schemes
- Know the history and development of library cataloguing codes.
- Use the procedures for subject headings
- Learn the latest developments in library classification and cataloguing practices

#### COURSE CONTENTS

##### UNIT 1- Universe of Subjects:

- Universe of subjects, Structure, Attributes & Modes of Formation.
- Library classification: Definition Need & Purpose including Knowledge Classification.
- Normative Principles. Canons of Classification.

##### UNIT 2- Library Classification and its facets:

- General and dynamic theory of library classification.
- Fundamental Categories, Facet Analysis, Devices, Phase Relations.
- Common Isolates and special isolates.

##### UNIT3- Library Classification Schemes:

- Standard schemes of classifications and their features; CC ; DDC and UDC.
- Detailed study of DDC 23<sup>rd</sup> edition.
- Recent developments in library classification and revision policies.

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## **BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2021-2022**

### **UNIT 4- Library Cataloguing:**

- Library Cataloguing: history, development, definition, need & purpose. Normative principles of Subject Cataloguing.
- Standard codes of cataloguing - CCC & AACR- 2.
- Kinds of entries and their functions. Personal & corporate authorship.

### **UNIT 5- Current developments and standards in Library cataloguing.**

- Principles of subject cataloguing, canons of cataloguing
- Current Trends in Standardization, Description & Exchange, Retro conversion, international standards for Bibliographical records, MARC, ISO-2709, CCF.
- Introduction to ISBD, ISBN & ISSN.

### **Suggested readings:**

- Krishan Kumar(1980). Theory of classification. New Delhi: Vikas Publishing House.
- Raju, A.A.N.(1984). Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta.
- Ranganathan, S.R.(1967). Prolegomena to library classification. Ed. 3. Bombay: UBS.
- Ranganathan, S.R.(1966): Elements of library classification. Ed. 2. Bombay: UBS.
- Girja Kumar and Krishan Kumar(1988). Theory of cataloguing. 5th ed. New Delhi: Vikas.

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### FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM				
BLIS 103	Information Technology	20	20	60	-	-	-	4	-	-	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Educational Objectives(CEOs):** The students will be able to

- Understand the basics of computer, hardware, software, input and output devices
- Understand networks and tools for networking.
- Understand the library and computer applications, digital library, electronic library
- To study the library automation and digitalization library software

**Course Outcomes (Cos):The students should be able to:**

- Learn the basics of computers
- Learn and understand the networks, library automation software
- Learn the basic features of the open source and commercial software for use in libraries

### COURSE CONTENTS:

#### UNIT 1- Introduction to Computers:

- Concepts and terminology of computer and information technology. Evolution of a computer and computer generations.
- Categorization of computers, Hardware basics: Computer processing unit (CPU), Computer storage, Input and Output devices,
- Software basics: System software and Application software. Operating systems (single and multi user) and MS-Office

#### UNIT 2- Library and Information Networks:

- Library and Information Networks: Definition and objectives. The range of network Services, Types of Networks.
- Database management: Definition, need, concept of field, records and files.
- Search strategies, Boolean Operators, Multimedia and its use in library and information centers.

#### Unit 3- Digital Libraries:

- An introduction to Electronic Library ,Digital Library and Virtual Library. Digital Libraries: Growth and development, need and importance.
- Organization of digital libraries: infrastructure, hardware and software requirements and collection development in digital environment.
- Internet resources for libraries, surfing on internet.

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### **Unit 4- Library automation:**

- Library automation Brief history, factors and goals, Need for library automation, Problems and issues in library automation.
- Management of computerized library: ordering and acquisition system, cataloguing system.
- Circulation control system, OPAC, Serials control system and Management Information System.

### **Unit 5-: Library Software Packages:**

- Features of Indian library software Packages: Open source software. Library house keeping software, SOUL and Koha.
- Digital Library software like: D-Space,
- DBMS, Introduction to barcode and RFID techniques, Role of social media in library science.

### **Selected readings:**

- Ravichandra Rao, I.K.(1990). Library Automation. New Delhi, Wiley Eastern Ltd.
- Bavakutty, M. and Abdul Azeez T. A. ICT Application in Academic Library Management, ESS, .(2018)
- Balasubramanian, P. Digital Libraries,(2021)



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### FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM				
BLIS 104	Library Classification Practice	20	20	60	-	-	-		-	8	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Educational Objectives(CEOs):** The students will be able to

- Understand the structure, features and provisions of DDC 23<sup>rd</sup> edition to assign the class numbers for universe of subjects. .
- Understand the structure, features and provisions of CC 6<sup>th</sup> rev. ed. to assign the class numbers for universe of subjects.

**Course Outcomes(Cos):**The students should be able to:

- Assign the class numbers for the subjects according to DDC 23<sup>rd</sup> edition and Cc 6<sup>th</sup> rev. ed.

#### COURSE CONTENTS

Unit 1:Introduction to DDC 23<sup>rd</sup> edition and the summaries and assigning the enumerated class Numbers.

Unit 2: Synthesizing the subjects and assigning the class numbers. According to DDC 23<sup>rd</sup> ed. .

Unit 3: Assigning the class numbers using the Tables in DDC 23<sup>rd</sup> edition. (excluding Table 3)

Unit 4: Assigning the class numbers using CC 6<sup>th</sup> rev. ed.

Unit 5: Assigning the Class Numbers with ACI and PCI.

#### Suggested readings:

- Dewey, M.(2011). Dewey Decimal Classification and relative index. 4vols. 23<sup>rd</sup> ed. New York: Forest Press.
- Ranganathan, S.R(1960). Colon classification. 6th rev. ed. Bombay: UBS.
- Satija, M.P.(1987) Manual of practical colon classification. New Delhi: Sterling.
- Kumar, P.S.G.(1978). Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan

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### FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEME NT	END SEM. UNIV. XAM.	TWO TERM EXAMS	TEACHER ASSESEME NT	END SEM. UNIV. XAM.				
BLIS 105	Library Cataloguing Practice	20	20	60	-	-	-	-	-	8	4

**Legends:** L - Lecture; Tu - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course Educational Objectives(CEOs):** The students will be able to

- Understand the structure, features and provisions of AACR –II to catalogue the reading materials in the library.
- Understand the structure, features and provisions of CCC 5<sup>th</sup> ed. to catalogue the reading materials in the library.

**Course Outcomes (Cos):**The students should be able to:

- Develop the library catalogue for the reading materials according to AACR-II and CCC 6<sup>th</sup> red.

#### COURSE CONTENTS

**Unit 1-** Cataloguing of documents using AACR- II: Single Author, Multiple Authors, Collaborators and Anonymous books. Assign subject headings using Sear’s List of Subject Headings

**Unit 2-** Cataloguing of documents using AACR- II :Pseudonymous books, Multi volume(simple) works and Corporate Authorship. Assign subject headings using Sear’s List of Subject Headings

**Unit 3-** Cataloguing of documents according to MARC 21(AACR 2R)

**Unit 4-** Cataloguing of documents using CCC 5<sup>th</sup> ed : Single Author, Joint Author, Multiple Authors, Collaborators. Assign subject headings using Chain Procedure.

**Unit 5-** Cataloguing of documents using CCC 5<sup>th</sup> ed : Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship. Assign subject headings using Chain Procedure.

#### Suggested readings:

- Anglo-American Cataloguing Rules. 2nd ed(1988). London: LA.
- Sears List of Subject Headings. Latest available edition. New York: Wilson
- Ranganathan, S.R.(1964). Classified catalogue code with additional rules for dictionary catalogue. Bombay: UBS.
- Ranganathan, S.R.(1975). Cataloguing practice. 2nd ed. Bombay: UBS
- Krishan Kumar(1990). An introduction to AACR-2. New Delhi: Vikas.

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## FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM				
<b>BLIS 106</b>	Comprehensive Viva Voce	0	0	0	-	-	100	0	0	0	4

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.