Shri VaishnavVidyapeethVishwavidyalaya, Indore

BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2021-2022

SECOND SEMESTER (January-June)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
BLIS 107	Management of Library and Information Centres	20	20	60	-	-	-	5	-	-	5

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 management principles, financial management and their application in library and information centers
- Understand the HRM in libraries, TQM and libraries.
- Understand the collection development policies and related issues library reading materials.
- Understand thoroughly the library housekeeping operations.

Course Outcomes(Cos):The students should be able to:
- Proficient in the scientific management in libraries
- Analyze the human resource development guidelines and formulas
- Develop the collection and complete library housekeeping operations.

COURSE CONTENTS

Unit 1- Management: Basics:
- Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought .
- Library Authority, Library Committee.
- Organizational structure of different types of libraries.

Unit 2-Human Resource Management in Libraries:
- Staffing Pattern: Dr. S.R Ranganathan Formula.. UGC and AICTE Guidelines. Library Personnel Delegation of authority, communication and participation,
- Job description and analysis; Motivation and Performance appraisal.
- Management of Change. Total Quality Management (TQM),Concepts, definition and elements.

Unit-3: Financial Management in Libraries:
- Resource mobilization in libraries. Resource sharing: Concepts, meaning, purpose and methods.
- Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis.
- Preparation of Library budget in different types of libraries.

Unit 4-Collection Development:

- Collection Development, policies and procedures. Book Selection theories. Evaluation and weeding of documents.
- Acquisition: Selection of reading materials, tools, and book ordering and accessioning and processing of bills.
- Serials control. Annual Report, Library statistics

Unit 5- Library housekeeping operations:

- Library housekeeping operations Different sections of library & information center and their functions. Technical processing,
- Circulation control, maintenance. Stock verification: policies and procedures
- Library building and furniture

Suggested readings:

- Ranganathan, S.R.(1959). Library administration. Ed. 2. Bombay: Asia,1959
- Dhiman, A K and Rani, Yashoda(2005).Learn Library Management: NewDelhi: Ess Ess Publications.
- Kumar, PSG(2003).Management of Library and Information Centers. NewDelhi: B.R. Pub.
- Krishan Kumar(2020)Library Administration and Management. Vikas Publishing House

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BLIS 108	Information Technology Practice	-	-	-	-	40	60	-	-	8	4

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***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 computer applications in libraries.
- Understand Open Source Software and Commercial Software
- Understands to network and develops databases using library software.
- Differentiate between electronic, digital and virtual library.

Course Outcomes (Cos):The students should be able to:
- Perform duties in a computerized library
- Do office work through computers
- Develops skills to search databases online.

COURSE CONTENTS:

Units 1- Computer Connectivity, Operating Systems,
Units 2- MS Office, MS-Word, MS-Excel, MS-Access, Ms-Power Point.
Unit 3- Database creation using SOUL 2.0 and KOHA.
Unit 4- Searching in databases available in the university library. Searching on INTERNET
Unit-5: Develop database with a minimum of 100 records using the software .

Suggested readings
- Sinha, K.K. Computer Fundamentals
- Ram,B. Computer Fundamentals

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		THEORY			PRACTICAL						
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BLIS 109	Reference Sources, Services and User Studies	20	20	60	-	-	-	5	-	-	5

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 tools and techniques of information systems.
- Understand the library networks and services
- Understand the Documentation and Information Centers and their services
- Understand the Indexing techniques

Course Outcomes (Cos): The students should be able to:
- Perform duties in a network of libraries.
- Develop In house documentation centers

COURSE CONTENTS:

UNIT I- Reference Sources and Services:
- Reference Sources, Nature, Characteristics, Types, Utility
- Internet as a Source of information.
- Reference Service: definition, types and referral service

UNIT-2 Reference Sources-1
- Dictionaries, Encyclopedias, Directories, Handbooks, Guides,
- Geographical Sources. Biographical Sources.
- Statistical Sources, Current Sources Yearbooks and Almanac

UNIT-3 Reference Sources-2
- Geographical Sources. Biographical Sources.
- Criteria for Evaluation of Reference Sources.
- Electronic information sources

UNIT 4- Information Users and Needs:
- Information Users and Needs ,Categories of Information Users, Information needs – definition, models and assessment.
- Information seeking behavior. Methods and techniques of user studies.
- User Education and evaluation of user studies. Reader's initiation / Orientation.

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UNIT 5- Information services:

- Information service in IT era.
- Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing and wikis.
- Role of reference librarian in IT era

Selected Readings:

- Krishan Kumar(1989). Reference service. 3rd ed. New Delhi: Vikas.
- Ranganathan, S.R.(1960). Reference service and bibliography. Ed. 2. Bombay: UBS.
- Ross, C.S., Nilsen, K. and Dewdney, P.(2002).: Conducting the reference interview: a how-to-do manual for librarians. London: Facet Publishing.
- Bose, H(1986). Information service: principles and practice. New Delhi: Sterling.

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BLIS 110	Documentation and Information Services	20	20	60	-	-	-	5	-	-	5

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 tools and techniques of Documentation Work.
- Understand the Documentation and Information Centers and their services and networks
- Understand the Indexing and abstracting techniques, search strategies

Course Outcomes (Cos): The students should be able to:
- Perform duties in a network of libraries.
- Develop In house documentation centers

COURSE CONTENTS:

Unit-1 Documentation:
- Documentation: Origin and Development , Meaning and Definition
- Need for documentation work.
- Categorization of documents, Documentary and non documentary sources

Unit -2 Indexing (Pre and Post Co-ordinate)
- Indexing: History of indexing ideas, definition, need and tools, Vocabulary Control – concept, need & tools: list of subject heading &Thesaurus
- Pre Co-ordinate Indexing: Chain indexing, PRECIS, Uniterm
- Post Coordinate Indexing: Keyword indexing – KWIC, KWAC, KWOC
- Citation & and its uses, citation indexing

Unit-3 Information Services
- Abstract and Abstracting services, Qualities of good abstract, kinds of abstract
- Dissemination of Information : definition, need, methods: CAS and SDI, Literature search, Search straegies
- Translation services & centres. Reprography: definition, methods

Unit-4 Information Systems &Information Centers
- Information Systems –Definition , Characteristics and functions, brief study of UNISIST, MEDLARS, NISSAT
- National Information Centers: History of documentation activities in India, objectives, functions, publications of NISCAIR, DESIDOC,SENDOC,NASSDOC, NCSI, NIC.

Unit-5 Information Networks
- Network: Concept, Components, topologies and types.
- Library Networks: Need, purpose and objectives. Library Networks in India: INFLIBNET,DELNET, National Digital Library,
- Resource Sharing and consortia services in India

References:
- Guha(B).1983.Documentation.World Press

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BLIS 111	Internship/Project Work	-	-	-	-	40	60	-	-	10	5

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 working environment by practically getting training under senior professional in the library

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

- Perform the duties with confidence in any library.

COURSE CONTENT:

The students will undergo practical training/internship work in library for one month. The will learn the library practices under the guidance of a senior library staff member.
The student will have to submit a project Work under the supervision of faculty

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BLIS 112	Comprehensive Viva Voce	0	0	100	-		0	0	0	0	4

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