

# **PT. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR**

**Syllabus: 2022-2023**

**Learning Outcomes based Curriculum Framework**

**(LOCF)**

**For**

**Bachelor of Library and Information Science Programme**

**Programme Code – B.Lib.-0100**

Library & Information Science subject is a professional course. Basis of admission to these course students with a bachelor's degree in any discipline can take. There are many employment opportunities for students with a one-year undergraduate degree, such as Library Assistant in any University or College library, Assistant Librarian in the public library, Library Assistant in any Ministry or Secretariat, Central school, Novodaya school, any School libraries, Technical Assistant in Research Centers, and Assistant Librarian in Doordarshan's Akashwani, etc. Therefore, the library has an important role to provide satisfaction to all the readers of this category of the library. That means all the necessary functions of the library in this course, such as Library Organization, Management, Cataloguing, Classification, Bibliography, Reference services, Documentation work, and Documentation service. Information service, Organizing knowledge around the world, including Information Retrieval, Statistical method, knowledge of information sources, knowledge of appropriate software for operation and administration of the library.

Library and Information Science is a discipline that systematically studies the acquisition, processing, management, maintenance, and dissemination of information and information sources. It also studies the purpose, nature, utility and effectiveness of services provided by Libraries and Information Centers.

It is clear that any library which is discussed above, in order to get all the functions done properly. In order to provide satisfaction by providing service to the users over the present time, this one-year professional course has its own specialties.

## Structure of B. Lib. I. Sc. Programme

### Programme Code – B.Lib.-0100

Paper	Courses Code	Subject	Internal Marks	Examination		Total Marks
				Marks	Duration	
1	001LOM	Library Organization and Management	20	80	3 Hrs.	100
2	002LCB	Library Cataloguing and Bibliography	20	80	3 Hrs.	100
3	003RSS	Reference sources and Services	20	80	3 Hrs.	100
4	004DIS	Documentation and Information Services	20	80	3 Hrs.	100
5	005CAL	Computer Application in Libraries	20	80	3 Hrs.	100
6	006LCT	Library Classification(Theory)	20	80	3 Hrs.	100
7	007LC1	Library Classification(Practice)	20	80	3 Hrs.	100
8	008LC2	Library cataloguing ( Practice)	20	80	3 Hrs.	100
Total Marks			160	640		800

# **Learning Outcomes and Syllabus Contents of Each Course**

## **Paper-1 Library Organization and Management**

**(Course Code- 001LOM)**

### **Learning Outcomes:**

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

1. Understand what is Library?
2. Understand the concept of management.
3. Understand the highlight role of various library promoters at the national and international level.
4. Know the role of libraries in the development of various aspects of society.
5. Understand the routine work- acquisition, processing, management, maintenance, and dissemination of information and information sources.
6. Understand librarianship as a profession.
7. Assess the role of national and international library associations and organizations.
8. Know library Association, library rules-regulations and Laws.
9. Maintain the library statistics and prepare annual report.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

### **UNIT-I**

- Library Organization : Meaning , importance, principles and types
- Library Committee : Definition , types and functions
- Different Library systems- Academic, Public, Special, Electronic and Digital Library it's their salient feature and functions
- National Libraries of India, UK and USA
- Role of libraries as Academic and social institution

### **UNIT -II**

- Ranganathan's five laws of library science and their applications
- Library legislation in India
- Library movement in India, UK and USA. NKC
- Library association / Professional organizations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC, ILA, CILIP (Chartered Institute of Library and Information Profession)

### **UNIT – III**

- Management : Definition, Components, features and principles of management
- Administration versus Organization
- Library rules and regulations.
- Scientific management
- Personnel management

## UNIT –IV

- Physical Environment : Basic consideration in planning of library building, furniture, fittings and equipments
- Routine procedures: Acquisition, circulation , serials control, stock verification Vs stock rectification
- Public relation and extension activities.

## UNIT -V

- Financial Management
- Budgeting : its concepts , types and methods
- Collection Development : Different types of selection tools and their importance
- Maintenance of library record and statistics
- Annual report
- Resource sharing

## **Paper-2 Library Cataloguing and Bibliography**

**(Course Code- 002LCB)**

### **Learning Outcomes:**

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

1. Understand the concept of library catalogue.
2. Know about the main and added entries of library catalogue.
3. Know about various inner and outer forms of library catalogue.
4. Understand various approaches of deriving subject headings.
5. Understand the concept of co-operative and centralized cataloguing.
6. Know about the normative principles of cataloguing.
7. Understand the concept and importance of bibliography.
8. Know about National and International bibliography.
9. Understand the Information Retrieval.
10. Know about Trade bibliography and bibliographic control.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

## UNIT-I

- Library Catalogue: Objectives , purpose and functions
- Different between bibliography, catalogue and documentation list
- Canons and normative principles of cataloguing
- Physical and inner forms of library catalogue
- Selective and simplified cataloguing
- Descriptive cataloguing including

## **UNIT-II**

- Entries-their types and functions
- Filing of entries
- Cooperative and centralized cataloguing
- Cataloguing in source and cataloguing in publication
- Study of CCC, AACR-2, RDA (Resource Description Access) and FRBR (Functional Requirements for Bibliographical Records)
- Organization and management of cataloguing department

## **UNIT-III**

- Subject cataloguing – meaning , purpose and objectives
- Subject Headings –Need and basic principles
- Derivation of subject headings-LCSH, Sears list of subject headings
- Chain procedures
- Study of ISBN, ISSN and DOI

## **UNIT-IV**

- Bibliography – definitions , aims, need ,functions and types
- Subject bibliography
- National bibliography-need, scope and coverage
- Study of INB and BNB
- Trade bibliography
- Universal bibliography

## **UNIT-V**

- Bibliography control
- Bibliography and documentation activities in U.S.A. and U.K.
- Bibliographical organizations in India and their services.

## **Paper-3 Reference Sources and Services**

**(Course Code- 003RSS)**

### **Learning Outcomes:**

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

1. Understand what is Reference Service?
2. Know about Theories and philosophy of reference service.
3. Understand the concept of user education.
4. Know about kinds and nature of reference service in different types of libraries.
5. Understand the concept of classification of reference sources and their evaluation.

6. Understand the reference questions and their information sources with bibliographical description.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

### **UNIT-I**

- Reference service-concept , definition and importance
- Theories and philosophy of reference service
- Kinds and nature of reference service in different types of libraries
- Short range and long range services
- Orientation of a freshman
- User education

### **UNIT-II**

- Enquiry techniques and methods of answering reference questions
- Classification of reference sources and their evaluation
- Organization and management of reference department
- Non-Documentary Sources of Information, Digital Sources

### **UNIT-III**

- Dictionary –scope , purpose ,types, uses and alternative names
- Glossary, Thesaurus, Lexicon, Concordance etc.
- Checklist for evaluation of dictionaries  
Study of online/offline
  - (i) Random House Dictionary of English Language
  - (ii) Webster’s Third New International Dictionary of English Language
  - (iii) Oxford English Dictionary
  - (iv) Roget’s International Thesaurus
- Encyclopedias-Scope, purpose, types and importance, criteria for evaluation  
Study of online/offline
  - (i) New Encyclopedias Britannica
  - (ii) Encyclopedia American
  - (iii) Encyclopedia of Library and Information Science
  - (iv) International Encyclopedia of Social Science
  - (v) McGraw –Hill Encyclopedia of Science and Technology

(vi) Van Nostrand's Scientific Encyclopedia

#### **UNIT-IV**

- Years Books and Almanacs – scope , definition and purpose  
Study of online/offline
  - (i) Europa Yearbook
  - (ii) Stateman's Yearbook
  - (iii) India: a Reference Annual
  - (iv) World Almanac and Book of Facts
- Directories –Definition, scope and types  
Study of online/offline
  - (i) World of Learning
  - (ii) Study Abroad
  - (iii) Times of India Directory and Yearbook including Who's Who
  - (iv) Universities Handbook, India
  - (V) Ulrich's International Periodicals Directory
- Current reference sources-
  - (i) Asian recorder: a weekly digest of Asian events with index
  - (ii) Facts on file: weekly world news digests
  - (iii) Keesing's contemporary archives

#### **UNIT-V**

- Geographical Sources –scope and categories – Gazetteers , guide books , maps ,atlases and globes  
Study of online/offline
  - (i) Colombia lipncott gazetteer of the world
  - (ii) Gazetteer of India
  - (iii) Fodor's India
- Biographical sources –scope , categories , characteristics  
Study of online/offline
  - (i) Dictionary of American biography

- (ii) Dictionary of National biography
  - (iii) Dictionary of scientific biography
  - (iv) India who's who
- Reference questions and their information sources with bibliographical description

## **Paper-4 Documentation and Information Services**

**(Course Code- 004DIS)**

### **Learning Outcomes:**

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

1. Understand the documentation.
2. Know about documentation work and services and their scope
3. Understand the documentation lists.
4. Know about information science and information services.
5. Understand the Abstracts, qualities of good abstracts and evaluation abstracting services.
6. Know about Pre-coordinate indexing and Post-coordinate indexing.
7. Know about Citation Indexing.
8. Understand documentation centers and systems and their activities.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

### **UNIT-I**

- Documentation : meaning and definition , its aim, scope and development
- Documentation work and their scope
- Documentation services and their scope
- Documentation lists-their kinds and preparation
- Reprographic and translation service

### **UNIT-II**

- Information science –its definition , aims and scope
- Changing concept of information science to informatics
- Sources of information- primary, secondary and tertiary
- Information users-their needs and information seeking behavior
- Nature of information needs
- Information services : CAS,SDI

### **UNIT-III**

- Abstracting- definition , aims and scope

- Types of abstracts
- Canons of abstracting
- Characteristics and qualities of good abstracts
- Methods and stages of abstracting
- Study of Chemical abstracts , Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts

#### **UNIT-IV**

- Indexing-definition and functions
- Pre-coordinate indexing, chain indexing, PRECIS,POPSI
- Post coordinate indexing-Term entry system , peek-a-boo-system, edgenotched
- Punch card system
- Citation indexing
- Key word indexing

#### **UNIT-V**

- Documentation centers and systems-FID,VINITI,
- NISCAIR, DESIDOC,NASSDOC,UNISIST AND NISSAT

### **Paper-5 Computer Application in Libraries**

**(Course Code- 005CAL)**

#### **Learning Outcomes:**

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

1. Know about Computer basics.
2. Know about create, edit and manage files using Word processing and Power Point Presentation software.
3. Understand the Hardware and Software.
4. Carry out library housekeeping operations using library management software.
5. Find bibliographic information from Web OPAC.
6. Understand the using library management software.
7. Know about library and Information networking.
8. Examine the concept of library networks and highlight their types and importance.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

#### **UNIT-I: Computer Basics**

- Computer: Definition, Development and Computer Generation.
- Types of computers and their use

- Basic components of a computer, Computer Peripherals
- Electronic data processing

### **UNIT-II: Hardware and Software Components**

- Computer Hardware: Components and Functions
- Computer Software : Types and Uses
- Operating System, functions and their commands: Window and UNIX/LINUX
- Flow Chart

### **UNIT-III: Software Packages**

- Word Processing Packages
- Desktop Publishing
- Library Application Software: CDS/ISIS
- Different types of Library Software

### **UNIT-IV: Library Automation**

- Library House Keeping Operations
- Computerized Information Services
- Selection of Library Software Packages
- Use of INTERNET for various library activities, e-journals, e-books

### **UNIT-V: Networking**

- Definition, Need, Client Server Architecture
- Types of Network: LAN, WAN, MAN
- Network Topologies: Bus, Star, Ring etc.
- Library Information Network: DELNET, INFLIBNET, CALLIBNET, UGC-Infonet

## **Paper-6 Library Classification (Theory)**

**(Course Code- 006LCT)**

### **Learning Outcomes:**

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

1. Know about library classification, aims and their features.
2. Understand the characteristics, merits and demerits of different species of library classification schemes.
3. Know about salient features of major classification schemes.
4. Elucidate various facets of notation and call number.
5. Understand the basic subject and their kinds.
6. Understand the Postulates and Principles of Classification.

7. Discuss the Steps in practical classification.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

#### **UNIT-I**

- Library classification: Its definition aims & function 3.
- Species of classification schemes- Enumerative & Faceted : their features, merits & demerits
- Basic subject & their kinds
- Comparative study of colon classification & Decimal classification

#### **UNIT-II**

- Knowledge classification & its canons
- Hospitality in array & chain
- Facet analysis
- Five fundamental categories & their postulates
- Principles for facet sequence

#### **UNIT-III**

- Types of isolates: common, special
- Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

#### **UNIT-IV**

- Notation: definition, need & functions
- Types, structure & qualities of notation
- Mnemonics: its types & canons
- Indicator digits

#### **UNIT-V**

- Book classification: purpose & meaning
- Canons for book classification
- System of book number
- Knowledge classification vs book classification
- Rules for classifying books
- Steps in practical classification

## **Paper-7 Library Classification (Practice)**

**(Course Code- 007LC1)**

### **Learning Outcomes:**

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

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

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

Classification of documents by using DDC 21<sup>st</sup> edition and colon classification (6<sup>th</sup> edition reprint).

### **UNIT-I Dewey Decimal Classification (DDC)**

- Classification of documents with simple subjects
- Classification of documents with compound subjects
- Classification of documents with complex subjects using Tables

### **UNIT-II Colon Classification (CC)**

- Classification of documents with simple subjects
- Classification of documents with compound subjects
- Classification of documents with complex subjects using common isolates/language isolates/time isolates and space isolates from schedules

### **UNIT-III DDC and CC both**

- Classification of documents using DDC and CC

## **Paper-8 Library Cataloguing (Practice)**

**(Course Code- 008LC2)**

### **Learning Outcomes:**

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

1. Use the catalogue codes and standards.
2. Understand the concept of library catalogue.

3. Know about the main and added entries of library catalogue.
4. Know about various inner and outer forms of library catalogue.
5. Understand various approaches of deriving subject headings.
6. Prepare catalogue entries for various types of information sources.
7. Derive subject headings using various methods and tools.

**Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%**

**Cataloguing of documents and continuing resources according to AACR-II(R)**

**Unit 1:** Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Descriptive, Numbered, Parallel, Mixed Responsibilities

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

**Unit 3:** Cataloguing of Works of Corporate Authorship

**Unit 4:** Cataloguing of Serial Publications.