

# **Bachelor of Library & Information Science (B.Lib & I.Sc.)** **(CBCS 2018 COURSE)**

**Under : The Faculty of Arts, Social Sciences and Commerce**  
**(To be implemented from June 2018)**

## **SYLLABUS** **SEMESTER –II**

### **BL 21 : Information Services & systems**

**Total Credits: 04**

**Total Lectures: 60**

#### **Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Analyze abreast of current developments in various information processing techniques.
2. Develop capability in retrieving information by applying different search techniques.
3. Understand information retrieval models and develop skills in designing thesaurus.
4. Analyze the aspects of Indexing technique.
5. Analyze the aspects of Abstracting technique.

#### **Unit 1. Documentation:**

- Definition, Need and Scope.
- Information Needs and Demands.
- Methods of Assessing.
- Information Requirements of Users.
- Information Transfer; Information Flow.
- Documents and their categorization primary, secondary and tertiary (contents and acquisition).

#### **Unit 2. Information Storage and Retrieval-Indexing:**

- Index and Indexing.
- Pre-coordinate and Post-coordinate Indexing Systems
- Machine Indexes.
- Vocabulary Control in Indexing: Thesaurus.
- Citation Indexes.

#### **Unit 3. Information Storage and Retrieval – Abstracting:**

- Abstract and Abstracting.
- Types of Abstracts.
- Users of Abstracts.
- Indexing and Abstracting Services

#### **Unit 4. Information dissemination Services**

- CAS, SDI, Alert, News paper clipping, Bibliography, Referral

#### **Unit 5. Ancillary Services:**

- Translation Services.
- Reprographic Services.
- Procurement of specialized Documents e.g. Thesis, Patents, Standards
- National and International Information Systems: NISSAT, INSDOC, DESIDOC, NASSDOC, SENDOC,
- International Information Systems: INIS, AGRIS, DEVSIS, ISDS, FID, MEDLARS, UNISIST, VINITL, UNESCO, ASLIB, ISI(USA).

## Reference List

- Foskett D.J.: Information services in Libraries, London, Crosby, Kockwood 1958.
- Guha B.: Documentation and Information Services: Techniques and Systems, 2<sup>nd</sup> Rev.Ed. Calcutta, World Press, 1983
- Bradford S.C.: Documentation London Crosby: Lockwood, 1948.
- Viswanathan C.G.: Elements of Information Science: New Delhi, Today and Tommorrow, 1976.
- Bunch, Allan: The basics of information work; London, Clive Bingley, 1985.
- Rangnathan S.R. Ed.: Documentation and its facts Bombay Asia, 1963.
- Ghosh G.B. and Banerjee B.N.: Trends of information service in India. Calcutta World Press, 1974.
- Kawatra P.S.: Fundamentals of documentation with special reference to India; New Delhi, Sterling Publishing, 1980.
- Nargunde, Revati: Pralekhan ani Mahitishastra, Pune. Universal Publications, 1996.
- For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc...

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## SEMESTER –II

**BL 22 : Knowledge Organization Information Processing: (Classification Theory)**  
**Total Credits: 04** **Total Lectures: 60**

### **Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. To Know and understand the different types of classification and their need.
2. Understand the major schemes of library classification.
3. Understand the formation of subjects in the universe of subjects.
4. Acquire deep understanding of various facets of notation and call number.

### **Unit 1. Classification:**

- Definition,
- Need and Purpose,
- Tree of Porphyry,
- Natural Vs. Artificial Classification.

### **Unit 2. Library Classification:**

- Need, Purpose and Function,
- Knowledge Classification Vs. Book Classification,
- Special Features of Book Classification

### **Unit 3. Notation:**

- Need and Importance in Library Classification,
- Types and Base of Notation,
- Qualities of Good Notation,
- Hospitality in Arrays and Chains-Variou Devices,

### **Unit 4. Call No. and its Structure:**

- Call No.-Various Parts,
- Book No.-Need and Function,
- Cutter-Samborn Table, CC Book Nos.

### **Unit 5. Classification Schemes:**

- Types and Classification Schemes,
- Enumerative Vs Faceted Schemes,
- Brief Historical Introduction to Major Book Classification Schemes.
- Devey Demical Classification Scheme
- Coloan Classification

### **Reference List**

- Batty C.D.: An introduction to 20<sup>th</sup> edition of Dewey Decimal Classification; London, Clive Bingley, 1991.
- Buchman Brian: Theory of Library Classification; London, Clive Bingley, 1979.
- Camonomi J.P. and Satija M.P.: History and current status of Dewey Decimal Classification.
- Foskett A.C.: Subject approach to information; ed.5; London, Clive Bengley 1982.
- Foskett A.C.: The Universal Decimal Classification, London, Clive Bengley 1973.
- Krishnan Kumar: Theory of classification, Ed.4; London, Clive Bingle, 1973.
- Langridge Derek: Approaches to classification; London, Clive Bingle, 1973.
- Ohdedar A.K. and Sengupta B.: Library classification; Calcutta, World Press, 1977.
- Maltby A.: Classification in the 1970s; London, Clive Bingle, 1975.
- Maltby A.: Sayers manual of classification for libraries, Ed.5; London, Andre Deutsch, 1971.
- Mills: Modern outline of library classification.

## SEMESTER –II

### **BL 23 : Information Technology: Basic Theory**

**Total Credits: 04**

**Total Lectures: 60**

#### **Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Analyze the history, generation, development and components of computers
2. Evaluate the information technology, software effectively and efficiently
3. Adapt the application of information communication technology
4. Understand the structure of computer and functions of its various units

#### **Unit 1. Information Technology:**

- Definitions, Scope, concept, components
- Importance of IT in LIS.

#### **Unit 2. Technology:**

- Introduction to computer technology PC-mini, micro and mainframe computers;
- input/output devices,
- storage media/technology,
- Generation of Computers.

#### **Unit 3. Database**

- Data and information concepts,
- Data processing methods,
- File organization,
- Database concepts and database components.

#### **Unit 4. Software packages:**

- Operating system- MS-DOS (Detail),
- Information about programming languages,
- Application software,
- Library softwares and its use viz. CDS-ISIS, LIBSYS, Windows MS-Office, MS-Word, MS-Excel, MS-PowerPoint, MS-Access.
- Digital library.

**Unit 5. Computer Applications in LIC-** Need and its advantages Use of computers for house-keeping operations in LIS. ICT Based Library services,

#### **Reference List**

- Hunt, Roger and Shelley John: Computers and commonsense, Ed.3; New Delhi, Prentice Hall, 1987.
- Subramanian N.: Introduction to computers, New Delhi, Tata McGraw hill, 1990.
- Rajaraman V.: Fundamentals of Computers; New Delhi, Prentice Hall, 1991.
- Rajaraman Dharma and Rajaraman V.: Computer Primiar (Rev.Ed.); New Delhi, Prentice Hall, 1990.
- Simpson Allon: Understanding dbase III Plus, New Delhi, BPB Publication, 1986.
- Artandi S.: Introduction to computer in information science 1972.
- Kimbere R.T.: Automation in libraries.
- Lancaster F.W.: Information retrieval online.
- Davis G.B.: Computer data processing, McGraw Hill, New York, 1973.

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**SEMESTER –II**

**BL 24 : Information Technology: Practical**

**Total Credits: 02**

**Total Lectures: 30**

**Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Create, edit and manage files using Ms-Word and MS Excel software
2. Search information from internet browsing adopting suitable search strategies.
3. Search information from databases adopting suitable search strategies.

**Unit :**

1. Searching of Database
2. Windows MS-Office, (Ms-words, MS-Excel) creating and searching database in different fields of library & information sciences
3. Internet Browsing

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**SEMESTER –II**

**BL 25 : Knowledge Organization Information Processing: Library Classification  
(Practical )**

**Total Credits: 02**

**Total Lectures: 30**

**Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Comprehend the need and importance of classification schemes.
2. Classify the various documents according to the Dewey decimal classification.
3. Assemble call numbers and be capable to use an index for the classification scheme.

**Unit :**

**Dewey decimal classification (19<sup>th</sup> Edition)**

- Structure of set.
- Location of enumerated numbers through structured way.
- Use of 7 tables.
- “Add to” instruction.

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## SEMESTER –II

**BL 26 : Information Retrieval: Library Cataloguing (Practical)**

**Total Credits: 02**

**Total Lectures: 30**

### **Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Analyze the various fields of a bibliographic record.
2. Use the catalogue codes and standards.
3. Describe cataloguing of documents according to AACR-2.

### **Unit:**

Cataloguing practical according to AACR II will carry 70 marks, the following syllabus is proposed.

#### **According to AACR II:**

- Structure of Main entry.
- Structure of Added entry.
- Personal author/authors.
- Editor/editors.
- Author/s and collaborator/s.
- Corporate body.
- Examples with different notes.
- Serials. Audio-visual materials (audio-video cassettes, microform, floppy etc.)

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## SEMESTER –II

**BL 27 : Information Sources & references Services : Newspaper Clipping Project**

**Total Credits: 02**

### **Learning Outcomes:**

After thoroughly studying this paper, students will be able to

1. Develop skills in procedures and instrumental methods applied in information sources & reference services and practical tasks of Newspaper Clipping Project.
2. Acquire deep understanding of Newspaper Clipping Project.
3. To know and understand the structure of Newspaper Clipping project.

### **Units**

#### **Information Sources & References Services: Clipping Project Work:**

There will be a Information Sources & Reference Services : Clipping Project to be prepared by a student during the second semester.

#### **Division of Marks**

Synopsis with working clipping project work (Internal Assessment)	:	40 Marks
A full Project Report (Minimum 50-80 pages) (University Assessment):		40 Marks
Viva Voce (University Assessment)	:	20 Marks

As the Research Project is based on the self study done by the candidate and evaluated for 100 marks altogether, 02 credits will be awarded to a successful candidate in this subject. The project may be evaluated by two examiners one internal and one external, selected from the panel of examiners of the University.