

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 - I

BL 11 : Foundation of Library and Information Science

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand the concept of Library, Libraries and Librarianship.
2. Classify the libraries according to the purpose and functions
3. Recognize the five laws of library science.
4. Understand the library legislation
5. Evaluate the role of various library associations and organizations

Unit -1- Library, Libraries, and Librarianship:

- Nature, Meaning, Definition, Scope, Objectives.
- Types of libraries
- Concept of digital library and research library.
- Role of the library in Education, Culture, Communication and Mass Communication

Unit -2-. Normative Principal of LIS:

- Five Laws of Library Science (Prof. S.R. Ranganathan), their implications,
- Philosophy of J.H. Shera.

Unit-3- Libraries Development:

- Growth and development of library in modern society with special reference to India.
- Library Movements in India.

Unit - 4- Library legislation –

- Library legislation
- Need and essential features
- Library legislation in India
- Press and Registration Act and Delivery of Books Acts
- Concepts of copyright & IPR.

Unit- 5- Library and Information Profession:

- Librarianship as a Profession
- Library Profession Associations & Their role
- National & International Library Association – ILA, IASLIC, IATLIS, SIS, ALA, IFLA, LA etc.
- Library and Information Science Education in India.
- Library Resource sharing. Concept meaning consortia
- Public Relations & Extension Activities, Public Relation, Publicity, Extension activities

Reference List-

- Gardner Frank M. Public library legislation: A comparative study Paris, UNESCO, 1971.

- Mukherjee A.K. Librarianship: Its philosophy and history, Bombay. Asia Publishing House, 1966.
- Rangnathan S.R.: Five Laws of Library Science Madras, Madras Library Association, Ed.2, 1957.
- Shera J. H.: Sociological foundations of librarianship, Bombay. Asia Publishing House, 1970
- Wilson, Louis Round: Education an libraries: London, Crosby Lockwood, 1966.
- Jefferson G.: Libraries and Society, London, James Clarke and Co. 1969.
- Thompson James: A history of the principles of librarianship, London. Clive Bingley, 1977.
- Thompson James: Library power, A new philosophy of librarianship: London, Clive Bingley, 1974.
- Naidu N. Guruswamy: Librarianship in developing countries, New Delhi Ess, 1992.
- Sharma U.C. & Rava: Librarianship today and tomorrow: Delhi: Ess Ess, 1997.
- Ed. By R.K. Rout: 1st Ed. Library Legislation in India, problem and prospects, New Delhi, Reliance, 1986.

XXXXX

SEMESTER - I

BL 12 : Document Description: Cataloguing Theory

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. To know the concept of library catalogue.
2. Understand various forms of the library catalogue
3. Develop skills in procedure of the main and added entries of the library catalogue.
4. Understand the various types of library catalogue

Unit- 1- Role of Cataloguer in 21st century library system

- Reasons for a change to the role of cataloguers
- Suggestions for new, enhanced roles and competencies for cataloguers
- Survival tips for the cataloguer

Unit-2 Library Catalogue

- Definitions,
- Objectives Importance and functions,
- Library Catalogue
- Bibliography, Publisher catalogue

Unit-3- Types of Library catalogue:-

- Classified,
- Dictionary
- Alphabetic classed,
- Merits and Demerits

Unit- IV- Physical form of Library Catalogue

- Advantages and disadvantages
- Entries and their functions
- Card Catalogue or card form:
- Book catalogue or book form
- Shelf catalogue or shelf form
- Guard Book catalogue or guard book form

Unit- V- Cataloguing of Non-book Material, Microform, Microfish, CD, Manuscripts etc...

Reference List

1. Anglo American Cataloguing Rules, Ed. 2; Chicago, ALA and London Library Association 1978. Revised edition 1988.
2. Bakewell K.G.B.: Manual of cataloguing Practice; Oxford, Pergamon Press 1972. reprinted 1974.
3. Chan Lois Mai: Cataloguing and Classification-an introduction, Ed.2; New York, McGraw Hill Book Company, 1994.
4. The concise AACR II by Michael Gorman London, Library Association, 1980.
5. Horner John: Cataloguing; London, Association of Assistant Librarians, 1970, reprinted 1976.
6. Hunter Eric J. and Bakewell K.G.B.: Cataloguing, Ed.2; London, Clive Bingle. 1983.

7. Hunter Eric J. and Nicholas J. Fox: Examples illustrating AACR II, London, The Library Association, 1980.
8. Rangnathan S.R.: Classified catalogue code with additional rules for dictionary catalogue code, Ed.5; Bombay, Asia publishing house, 1964. Reprinted 1992.
9. Sears M.E.: Sears list of subject heading, Ed. By Martha T. Mooney, Ed.14; New York, H.W. Wilson Co. 1991.
- 10 Sengupta Benoyendra: Cataloguing: its theory and practice, Ed.3; Calcutta, World press, 1980.
11. Viswanathan C.G.: cataloguing: theory and practice, Ed.4; New Delhi, Today and Tomorrow, 1980.
12. Coats E.J.: Subject catalogues: headings and structure; London, Library Association, 1988.
- 13 Cutter Charles A.: Rules for a dictionary catalogue; London, Library Association, 1935.
14. Escreet P.K.: Introduction to the Anglo-American Cataloguing Rules, London, Andre Deutsch, 1971.
- 15 Mann Margaret: Introduction to cataloguing and classification of books, Ed.2; Chicago, ALA, 1943.
- 16 MARC formal integration: three perspectives, Ed. by Micnel Gorman; Chicago, ALA, Library Information and Technology Association 1990.
- 17 Rangnathan S.R.: Cataloguing practice assisted by G. Bhattacharya Ed.2; Bombay, Asia publishing house, 1974.
18. Girjakumar and Krishna Kumar: Theory of cataloguing; Delhi, Vikas publication, Ed.5.

XXXXX

SEMESTER - I

BL 13 : IV- -Information Sources & Reference Services

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand concept of Reference Service.
2. Know the different types of information sources.
3. Evaluate various types of information sources.
4. Understand concept of Systematic bibliography

Unit-1- Reference Service: Concept definition, scope, types and theories.

- Nature and management of reference service in different types of libraries: public, academic and special.
- Qualities of reference librarian.

Unit-2 - Library and Information Services in Academic Libraries

- Reference Service/Referral;
- Library Use and Information Literacy;
- Documentation and Information Services – National and International; Current Awareness and SDI Service;
- Abstracting and Indexing Services;
- Information Product Development Services;
- Document Delivery Services

Unit-3- Types of Information Sources:

- Primary, Secondary and Tertiary sources of information;
- Documentary Sources and Non –Documentary Sources,
- Human and Institutional sources;
- Non–print and Electronic sources

Unit- 4- Non documentary Sources and their Electronic Versions:

- Human Sources: Technological gatekeepers,
- Invisible colleges,
- Consultants, experts/resource persons,
- Personal home pages,
- Representatives of firms, and others;
- Institutional / Organizational Sources: Government ministries and departments, R& D organizations, learned societies,
- Publishing houses, archives, data banks, information analysis centers, referral centers,
- Institutional web sites.
- Current Trends in Information Sources: CD-ROM,
- Internet resources,
- Discussion Forums and Information Gateways

Unit-5- Systematic bibliography; definition and purpose.

- Types with examples: universal, selective, incunabula, anonymous and pseudonymous works, national, secondary, subject, author, language, area studies etc.
- Bibliographic control: meaning and purpose.
- Book trade: its contribution to bibliographic control-India, U.K., U.S.A.- current and retrospective.
- Bibliographic organization in India. Different areas: monographs, serials, government, documents, theses and dissertations- current and retrospective. (General information only).

Reference List

- Collison, Robert L.: library assistance to readers. Ed.2, London, Crosby Lockwood, 1956.
- Katz William: Introduction to reference work Volumes 1, 2 Ed.6 New York, McGraw-Hill, 1992.
- Krishan Kumar: Reference service, Ed.5 Delhi, Vikas 1996.
- Rangnathan S.R.: Reference service. Ed.2 Bombay, Asia publishing house 1961.
- Granthalayeen sandharbh seva: Anant Joshi and Vasant Joshi, Continental Prakashan, Pune. Ed.2, 1992.
- Cheney, Frances Neel: Fundamental reference sources. Chicago, ALA 1971.
- Girijakumar and Krishan Kumar: Bibliography Ed. New Delhi, Vikas 1979.
- Grogan, Devis: Practical reference work. London, Clive Bingley, 1979 (outline of modern librarianship series).
- Grogan, Devis: Case studies in reference work. London, Clive Bingley, 1987.
- Grogan, Devis: More case studies in reference work. London, Clive Bingley, 1972.

XXXXX

SEMESTER - I

BL 14 : Management of Libraries Information Centers

Total Credits: 04

Total Lectures: 60

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Understand the concept of management.
2. Understand the principles and functions of management.
3. Execute various activities of Library and Information Centres.
4. Comprehend the concept of financial management.
5. Comprehend the concept of Total Quality Management.

Unit 1. Management.

- Nature, Meaning, Principles and Function
- Management Styles and approaches
- Management school of thoughts
- Functions and principles of scientific management

Unit 2. Human Resource Management

- Organizational Structure
- Delegation, Communication and Participation
- Job Analysis and description; job Evaluation
- Inter- Personal Relations
- Motivation; Group Dynamics
- Recruitment procedures
- Training and Development
- Disciplines and Grievance
- Performance Appraisal

Unit 3. Financial Management

- Resources Mobilization
- Budgeting Techniques and Methods
- Types of Budgeting.
- Budgetary control
- Outsourcing

Unit 4. Reporting

- Types of Reports
- Library Statistics
- Stock verification methods and reports
- Library Rules and Regulations

Unit 5. Total Quality Management.

- Definition, Concepts, Elements
- Quality Audit, Library Housing Operations

Reference List

- Job M.M.: Theory of book selection: New Delhi, Sterling, 1978.
- Mithal R.L.: Library administration, Theory and practice, Ed.5: New Delhi, Metropolitan, 1983.

- Mukherjee A.K.: Book selection: Principles, practices and tools: Calcutta, The World Press, 1974.
- Rangnathan S.R.: Library administration Ed.2: Bombay, Asia Publishing House, 1959
- Spiller, David: Book selection Ed.2: London, Clive Bingley, 1974.
- Kulkarni V.V.: Granthalaya Prashasana: Nagpur, Maharashtra Universities Book: Production Board, 1974.
- Dutta D.N.: Manual of library management: Calcutta, The World Press Private Ltd.1978.
- Rangnathan S.R.: Library Manual: New Delhi, UBC Publishers Distributors Ltd, 1992.
- Brophy Peter and Coulling, Kate: Quality management for information and library management.
- For the Reference use of Relevant Study Material Prepared by the IGNOU, New Delhi and YCMOU, Nasik.etc

XXXXXX

SEMESTER - I
BL 15 : Library System

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Classify the libraries according to the purpose and functions
2. Understand the library legislation
3. Evaluate the role of various library associations and organizations
4. Understand the concept of library resource sharing and consortia

Unit- 1- Types of Libraries

- -Public Libraries
- -Academic Libraries
- -Special Libraries

Unit -2- Library legislation

- General: Need and purpose
- Principle library legislation in India with special reference to Maharashtra State Public Libraries Act 1967
- Press and Registration Act and Delivery of Books (Public libraries) Act
- Copyright Act

Unit- 3- Resource sharing and Consortia

- Concept
- Need
- Forms INFLIBNET, INDEST, CeRa, etc...

Unit 4 - Professional associations (International Associations)

- Aims, Objectives,
- Functions,
- programmes,
- publications.
- ALA, ILA, FID, UNESCO, IFLA.

Unit 5-Professional associations (National Associations)

- Aims, Objectives,
- Functions,
- programmes,
- publications
- Association ILA,IASLIC,RRRLF

Reference :

- Burahohm, Alka. Various aspects of librarianship and Information Sciene. New Delhi Ess, 2000
- Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship, 24th Vol. San Diego : Academic Press, 2000
- IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
- Khanna, J.K. Library and Society, Kurukshetra : Research Publisher, 1987
- Kumar, P.S.G. Fundamentals of information science. Delhi : S. Chand, 1997
- Kumar, P.S.G. Indian Library Chronology, Ed.2 Bombay: Allied 2000.

- McGarry. K.J. Changing context of Information, 1993
- Ranganathan, S. R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
- Sahai, Srinath. Library and Community. New Delhi : Today & Tomorrow, 1992
- Sharma, Pandey.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
- Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. New Delhi: Ess Ess, 2002
- Vyas, S. D. Library and society, Jaipur: Panchasheel. 1993 Stella Pilling & Stephanie Kenna (Eds). Cooperation in action : Collaborative Initiatives in the World of Information. London : Facet, 2002.
- Sandy Norman. Practical Copyright for information Professional. London : Facet, 2001.
- Graham P. Cornish ; Copyright : Interpreting the law for libraries, archives and information services. Rev. 3rd ed. London : Facet Publishing, 2001.

XXXXXX

SEMESTER - I
BL 16 : Public Libraries

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Explain the concept of Public Libraries.
2. Understand the public library legislation.
3. Acquire deep understanding of library resource sharing and consortia
4. Describe the role of government agencies in the development of public libraries.
5. Realize the role of the public library in the promotion of formal and informal education.

Unit-1: Public Library Scenario in India

- Objective
- Public Library Scenario In India

Unit-2 : Public Library Legislation in India.

- Objective
- Public Library Legislation in India.
- Library Legislation : Current Status
- Application of Modern Technology
- Public Libraries In India
- Role of State Level Library Associations

Unit-3- Public Library Polices and Politics

- Policies regarding public libraries
- The policy context affecting/ impact of policies
- The politics of information access

Unit-4 Public Library and Network

- State Libraries
- Consortia
- Professional Associations

Unit-5- Libraries & Librarians of the Future

- Turbulent times
- Where are the public libraries headed
- Role of future
- Community issues & Challanges

Reference List-

- Jagnayak, S. S. (1999). Public Library Development in India: An Historical Perspective since 1947. 50 Years of Indian Librarianship edited by G Devarajan. New Delhi; Ess Ess,. p.13.
- Jayaswal, P.K. (1997). Dr. B P Barua: An assessment of his Role in InstitutionalBuilding. In. Public Libraries in Developing Countries: Status and Trends edited by P K Mahapatra and V K Thomas. New Delhi: Vikas.
- Libraries in India By Dawara manisha Rajat Publicain,2006
- Lirary & Public Relations byManghi Prasad Singh, Priyanka Prakashan,2008

- Information tomorrow reflection technology the future of public and academic libraries, Ess Ess Publication
- Sharma, Pandey S K (1987). Libraries and Society. New Delhi: Ess Ess.
- Sharma, Pandey S.K. (1985). Public Libraries in India. New Delhi: Ess Ess.
- Trehan, G.L. (1986). Main Problems of Library Legislation in India. In. Library Legislation in India edited by R K Rout. New Delhi: Reliance.

XXXXX

SEMESTER –I
BL 17 : SOFT SKILLS:

Total Credits: 02

Total Lectures: 30

Learning Outcomes:

After thoroughly studying this paper, students will be able to

1. Increase self-assurance
2. Explore communication beyond language.
3. Acquire deep understanding of life skills & corporate skills.
4. Develop skills in time management.
5. Understand Stress Management

Unit :

1. Soft Skills: Meaning and definition; Employability skills, Life skills, Corporate skills.
2. Developing positive attitude: Ethics, Values, Manners & Etiquettes
3. SWOT analysis and Career Planning: Strengths, Weaknesses, Opportunities and Threats
4. Communication: Concept of communication; Written as well as Spoken; body language
5. Curriculum Vitae, Resume, Bio-Data: Types of personal and educational information, preparing CV according to the job requirements
6. Interview Techniques: Types of interviews, Personal appearance, basic research, Confidence, knowledge preparation, interview style
7. Time Management: Competency-building skills; identifying use of time, management of on-time task, identifying reasons for poor time management, and taking corrective action; overall time-planning; and learning where to go for information or guidance
8. Stress Management: coping with stress and anger; recognizing/understanding others' point of view; problem solving; peer negotiation and resistance; conflict management; active listening and effective communication; acceptance and/or tolerance of diversity groups; and telephone skills
9. Teamwork and Leadership: Group discussion, effective communication skills, Group behaviour, helping nature
10. Developing work culture: sincerity, negotiation techniques, summarizing information; summarizing information about specific points; organizing studies

* * *

Reference

1. Covey Sean, *Seven Habits of Highly Effective Teens*, New York, Fireside Publishers, 1998.
2. Carnegie Dale, *How to win Friends and Influence People*, New York: Simon & Schuster, 1998.
3. Daniel Coleman, *Emotional Intelligence*, Bantam Book, 2006
4. Fredrick H. Wentz, *Soft skills Training – A workbook to develop skills for employment*
5. Barun K. Mitra *Personality Development and Soft skills*, Oxford University Press

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, 2nd 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...

XXXXXX

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 20th 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.

XXXXX

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

XXXXX

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 (19th Edition)

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

XXXXX

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.)

XXXXX

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.