Gopal Narayan Singh University,
Jamuhar, Sasaram, Rohtas (Bihar)
Department of Library and Information Science

Faculty of Arts

Syllabus for Bachelor **of Library and Information Science (BLIS) One Year Programme**
(Semester Based Credit System)
(To be effective from Academic Session: 2022-2023)

Ordinance and Regulation

for

Semester System in BLIS Programme under Regular Mode of One Year (Two semesters) duration

Part-I		
1.	**GENERAL**	
	In case of admission, the decision of the admission committee shall be final.	
	1.1	The duration of the programme shall be of one academic year. (2 Semesters).
	1.2	The programme shall be full time regular programme.
	1.3	The programme shall be divided into two semesters with total credits of 40 and there shall be examination at the end of each semester.
2.	**OBJECTIVES**	
	2.1	To impart professional education and training to the students in organization and management of different types of Libraries and Information Centre's.
	2.2	To provide understanding of the Principles and Laws of Library Science to the students and enable them to appreciate the functions, purpose of library profession and service.
3.	**ELIGIBILITY & ADMISSIONS**	
	Eligibility requirements for admission to the BLIS Programme:	
	3.1	Candidates must have a Bachelor degree in any discipline (10+02+03 pattern).
	3.2	Admission to the programme made through the Academic Record followed by the Entrance test organized by the University.
	3.3	Candidates must fulfill other conditions as may be laid down by the University/Admission Committee published time to time.
	3.4	Reservation of seats for admission shall be as per reservation policy of the State Government.
	3.5	The intake strength of the students per batch shall be 60 which may be revised only by the order of the Hon'ble Vice-Chancellor on the recommendation of the Board of Studies of the Faculty from time to time.
	3.6	No application form will be entertained after the last date of the submission of application form. Further no request for admission will be entertained once the admission is closed.
4.	**PROGRAMME STRUCTURE**	

	4.1	The duration of the Bachelor of Library and Information Science Programme shall be of One academic sessions/Two semesters. Each semester shall be of 90 working days of actual study.
	4.2	A student must complete the progarmme within double duration as stipulated for the said course i.e. 1 year from the date of admission to the course.
	4.3	In case, the student is not able to secure the prescribed marks/credits on the said period are liable to take re-admission in the 1st semester.
5.	**Examination**	
	5.1	The examination for the partially fulfillment of The Bachelor of Library and Information Science shall be held in the end of each semester.
	5.2	Academic year shall be divided into two semesters.
		a. Semester –I from July to December and Semester - II from January to June of each year.
		b. The change in the said dates may be made as per the directives of the Ministry of Higher Education / University Grants Commission or any other authority established under the law. In case of the change in such dates decision of the Admission Board of the Gopal Narayan Singh University is final.
	5.3	Bachelor of Library and Information Science Programme consists of 40 credits distributed in 10 different papers in 1 academic year divided into 2 semesters. Wherein, a. 40 credits are meant for Core Papers (coded as BLS-XXX). b. The entire curriculum shall be of 1000 marks taken together.
	5.4	The distribution of paper like Lecture, Tutorial, and Practical with number of credits is specified in the indexed Programme structure.
	5.6	The term credits means weightage given to a paper in relation with the instructional hours assigned. One credit consists of one hour of teaching per week.
	5.7	Dean/Director/Professor/HOD/In charge of this programme is empowered to add or change the syllabus as per the direction of UGC after due approval by Board of Studies or Academic Council.
	5.8	Each theory paper/course is of 100 marks and the 100 marks is further divided into two components i.e. End Semester Examination (ESE) of 70 marks and Continuous Internal Assessment (CIA) of 30 marks.

5.9		**Evaluation pattern of the Internal Assessment for Theory and Practical Papers shall be as follows:**		
	I.	Two midterm tests will be organized by the department and the highest mark which is secured by a students in any of the two midterm test shall be provided to the office of the Controller of Examinations	15 Marks	
	II.	Seminar/Power Point Presentation	05 marks	
	III.	Assignment	05 marks	
	IV.	Regularity, Punctuality and Conduct	05 marks	
		Total=	30 Marks	
5.10		**Evaluation pattern of the practical papers for End Semester Examination shall be as follows:**		
	I.	Written Test/Lab work	50 Marks	
	II.	Viva-voce	20 Marks	
		Total=	70 Marks	
5.11		**Question Paper pattern for End Semester University Examination**		
	I.	Long answer type question (Answer 2 out of 4)	2*15=30 Marks	
	II.	Short answer type question (Answer 4 out of 6)	4* 5= 20Marks	
	III.	Very short answer type question (Answer 5 out of 8)	5* 2= 10 Marks	
	IV.	Objectives type question (Only 10 Questions)	10*1= 10 Marks	
		Total=	70 Marks	
5.12		**Evaluation of Written Assignment/Sessional Examination**		
	5.12.1	The written assignment(s) shall be submitted by the students to the concerned teachers, by a date fixed by the Head of the Department in consultation with the Dean of the Faculty. After evaluation the teacher concerned shall submit the result to the Head of the Department along with the marks of oral evaluation. It is the responsibility of the Head of Department in consultation with the Dean of the Faculty to forward the same for tabulation to the office of the Controller of Examinations.		
	5.12.2	Where a candidate fails to take examination in any one or more		

			papers/courses in End semester examination or having taken the said examination has failed to secure the minimum pass marks in any one or more papers/courses or in the aggregate, the same midterm marks shall be carried forward for the subsequent examination. There is no need to conduct the separate midterm examination for the said category student.
	5.13	**End Semester Examination and evaluation**	
		5.13.1	The question papers shall be set and the answer-scripts shall be evaluated by the teachers appointed by the University in consultation with the Dean of the Faculty. However, if the University authority considers appropriate, it can constitute a group of evaluators comprising of University teachers/out-side the University belonging to the concerned subject.
		5.13.2	The marks obtained by the student in End Semester examination shall be displayed on the notice board.
		5.13.3	In case of any objection by a student in the evaluation, the same shall be looked after by a panel of two senior faculty members, to be nominated by the University, whose decision shall be final.
		5.13.4	The examinations of BLIS Programme shall be conducted in two semesters ordinarily in December/June or on such dates as may be suggested by the Dean/HOD and approved by the University.
		5.13.5	The academic performance of a candidate shall be evaluated in respect of the papers of study prescribed for each semester through the examinations held for respective semesters.
	5.14	**The Credit System:**	
		a.	The credits specified for BLIS Programme describes the weightage of various papers/courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student.
		b.	Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different papers/courses of the programme. A certain number of credits as specified in these Ordinances must be earned by the student to qualify for the degree.
	5.15	**Assignment of credits**	
		a	For all theory (Lecture) papers, one credit shall be assigned for one-hour

			lecture per week in the semester and two hours should be given to practical classes and it will counted as one lecture.
		b	Credits shall be in whole numbers.
			The Performance of a candidate in a semester or up to a semester shall be measured by SGPA andCGPA, details of which are given below: *SGPA: Semester Grade Point Average.* *CGPA: Cumulative Grade Point Average.* **Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):** $$SGPA = \dfrac{\sum\limits_{i=1}^{n} C_i . P_i}{\sum\limits_{i=1}^{n} C_i}$$ **Where,** **C_i =** Number of credits assigned for the ith paper/course of a semester for which SGPA is to becalculated. **P_i =** Grade point earned in the ith paper/course. **i =1, ------- n,** represent the number of papers/courses in which a student is registered in the concerned semester. **CGPA**= $\sum C_j . P_j \; j = 1$ $$\sum\limits_{j=1}^{m} C_j$$ **where,** **C_j=** Number of credits assigned for the jth paper/course, up to the semester for which CGPA is to be calculated. **P_j=** Grade point earned in j^{th} paper. **j= 1, ------- m;** represent the number of papers/courses in which a student was registered up to the semester for which CGPA is to be calculated.
	5.16		**Script and Duration of Examinations**
		a.	Question paper in the examination is in both the languages i.e. Hindi and English respectively. The student is further may answer the questions in any one of the

			said language in the examination in all the papers.
		b.	Each theory/practical paper of end semester examination shall carry three hour.
		c.	Internal assessment shall carry one hr duration.
6.	**Evaluation Pattern:**		
	6.1	Point Scale for Grading	
		A.	**Award of Grades Based on Absolute Marks**

Marks Range (Out of 100)	Grade	Grade Point
90 -100	S	10
80 - 89	A	9
70 - 79	B	8
60 - 69	C	7
50 - 59	D	6
40 - 49	E	5
Passed with Grace	P	4
00 - 39	F	0
Non-appearance in examination (Incomplete)	I	-

	6.2	**Explanation:**	
		a.	**Letter grades** S, A, B, C, D, E and P **in a course mean that the candidate has passed that paper/course.**
		b.	The 'F' grade denotes poor performance, i.e., failing in the paper/course. A student has to appear at subsequent examination(s), if provided under the ordinances in all courses in which he/she obtains**"F"** grade, until a passing grade is obtained.
		c.	The 'I' Grade: The **"I"** Grade is awarded, when a student does not appear in the examination of course/courses. This shall be treated as **"F"** Grade.
	6.3	**Grace Rule:**	
		Tabulators shall award grace marks as per the following guidelines:	
		a.	0.5% marks shall be awarded to each subject maximum to three subjects (papers) including theory and practical separately in the mid/end semester examination.
		b.	Any fraction in computation of 0.5% shall be rounded off to the next higher integer.
		c.	All grace marks awarded be shown as +G in the Grand total as well as at the places where the Grace marks were awarded. Further, grace mark awarded at a place, will not be carried forwardat any other place.
		d.	Grace marks shall not be given separately for Supplementary or Second

			Examinations.
		e.	No Grace marks shall be awarded for the examinations where the candidate can be promoted even if he/she fails in one or more papers/courses.
		f.	No grace mark shall be awarded for making up shortfall in the SGPA/CGPA.
	6.4		**Admit Card (for End Semester Examination):**
			A candidate may not be admitted into the examination room until and unless he/she produces his/her admit card to the Officer/Invigilator conducting the examination or satisfies such Officer/Invigilator that it shall be subsequently produced.

7.	PROMOTION RULES AND SUPPLEMENTARY EXAMINATION	
	There is a provision of supplementary examination in each semester the candidate will promoted to 2nd semester but will not allowed to appear in the end semester examination until and unless he/she clears all the papers/courses of previous semester.	
8.	ELIGIBILITY CRITERIA FOR APPEARING IN THE EXAMINATION	
	a.	A candidate who secures minimum 80% attendance is eligible to fill the examination form and appear in the respective examination.
9.	Classification after examination	
	a.	After appearing in the Examination of the Semester-I, the candidates can be put in the following categories in the context of declaration of the results of the Semester-I Examination: (i) **Passed,** i.e., those who have passed in all papers/courses of the examination of the Semester. (ii) Promoted, i.e., those who have not passed in all the papers/courses of the 1st Semester. (iii) Minimum passing grade shall be Grade 'E' for each course. However, candidates with grade 'P' in a course shall also be considered as passed in that course.
	b.	In internal assessment a student must secure at least 40% marks in theory & practical separately.
10.	*Semester – II Course & Examination:*	
	For appearing in the 2nd semester examination the candidate must fulfill the following criteria: i. Minimum attendance of 80% ii. Minimum midterm examination marks in each theory & practical separately should be 40%. **All the Papers of 1st semester must be cleared.**	
11	Declaration of results after Semester-II (based on the results of I and II-Semester Examinations):	
	After declaration of results of the Semester –I and Semester - II, a candidate can be put in the following two categories: i. **Passed:** A candidate who has passed in examinations of all the courses Semesters –I and Semester -II. ii. **Failed:** A candidate who has not passed in the examinations of Semesters –I and Semester – II taken together shall be treated as failed. Failed candidate(s) can clear their backlog by appearing in Supplementary examination as stated.	

12.	**Declaration of Division:**

	A candidate who has passed in all the papers/ courses of Semesters –I and Semester – II of the One year BLIS Programme taken together shall be declared as **'Passed'.** Such passed candidates may be awarded with the division according to the following criteria:
	
	  (i) First Division with distinction : CGPA 8.5 and above
	  (ii) First Division : CGPA 6.5 and above, but below 8.5
	  (iii) Second Division : CGPA 5.0 and above, but below 6.5
	
	Note: The SGPA and CGPA shall be computed up to 2 places of decimals (truncated at the second place).
	
	The conversion formula for converting CGPA to the corresponding Percentage of Marks will beas follow:
	
	    $X = 10 Y - 4.5$
	Where, X = Percentage of MarksY = CGPA

13.	**RANKING TO THE CANDIDATES**
	➢ Ranking shall be given to only those candidates who pass all the papers/courses of the programme in one attempt. ➢ Notwithstanding any provision in the ordinances to the contrary, the following category of examinee is also eligible for ranking: The student who, having been duly admitted to a regular examination of the course, was unable to take that examination in full or in part due to some cogent reasons, and took the next following examination of that course and passed the course. ➢ The marks obtained by him/her at the examination shall be considered as the basis for the University Ranking, Scholarships and other distinctions. ➢ In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing after proving his/her eligibility there for.
14.	**BREAK IN THE PROGRAMME**
	Any student taking admission in BLIS Programme. shall not be allowed to pursue any other full time programme/course in the Faculty or elsewhere in the entire period of the programme meaning thereby that if a student leaves the programme after passing some of the semesters/ courses and takes up a full-time programme/ course elsewhere, then he/she shall not be allowed to continue the programme further in the Faculty.

PROGRAMME STRUCTURE

Bachelor of Library and Information Science
Plan of Study

Ist SEMESTER

Course Code No.	Title of the Course	Credits (L+T+P)	Theory		Sessional		Practical				Total Marks
							Term End		Lab Work		
			Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	
BLS-101	Foundations of Library& Information Science	4(4+0+0)	70	28	30	12	-	-	-	-	100
BLS-102	Knowledge Organisation: LibraryClassification (Theory)	4(4+0+0)	70	28	30	12	-	-	-	-	100
BLS-103	Management of Library and Information Centre	4(4+0+0)	70	28	30	12	-	-	-	-	100
BLS-104	Knowledge Organisation: Library Classification (Practical)	4(0+0+4)			30	12	70	28	-	-	100
BLS- 105	Information Sources & Services	4(4+0+0)	70	28	30	12	-	-	-	-	100
	Total=	20 (16+0+4)	280		150		70				500

IInd SEMESTER

Course Code No.	Title of the Course	Credits (L+T+P)	Theory		Sessional		Practical				Total Marks
							Term End		Lab Work		
			Full marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	Full Marks	Pass Marks	
BLS- 201	Knowledge Organisation: LibraryCataloguing (Theory)	4(4+0+0)	70	28	30	12	-	-	-	-	100
BLS- 202	Basics of Information Communication Technology (Theory)	4(4+0+0)	70	28	30	12	-	-	-	-	100
BLS- 203	Knowledge Organisation: LibraryCataloguing (Practical)	4(0+0+4)			30	12	70	28	-	-	100
BLS- 204	Marketing of Information Products and Services	4(4+0+0)	70	28	30	12			-	-	100
BLS- 205	Basics of Information Communication Technology (Practical)	4(0+0+4)	-	-	30	12	70	28	-	-	100
	Total=	20 (12+0+8)	210		150		140				500
	Total=	20+20=40	280+210 =490		150+150 =300		70+140 =210				500+500 =1000

SEMESTER Ist

Credits= 20, Total Marks= 500

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Course Code: BLS- 101
Course Title: Foundation of Library and Information Science

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Credits- 4 (4+0+0)   **Marks=**100

Objectives
1. To provide the basic philosophy about Library and Information Science;
2. To acquaint the Librarianship as a profession; and
3. To learn the features of the different types of libraries and information agencies.

Unit 1 Library and Librarianship
- Library: Definition, Needs, Scope
- Historical development of Library and Information Science as a discipline
- Types and Function of Libraries
- Five Laws of Library Science & their Relevance in Present Scenario

Unit 2 Library Legislation and Association
- Library Legislation: Need & Purpose
- Library Associations in India: ILA, IASLIC & IATLIS
- International Associations: ALA, CILIP & IFLA, etc.
- Role of UNESCO, UGC and RRRLF in the promotion and development of libraries

Unit 3 Library Development and Library Corporation
- Library Movement and Development in India
- Library Co-Operation and Resource Sharing: Concept, need & purpose
- Impact of ICT on Resource Sharing
- Library Consortia

Unit 4 Library Acts
- Library movement and development in   India
- Library Acts in India –Press and Registration Act, Delivery of Books Act (Public Libraries), News Paper Act, Intellectual Property (IPR), Censorship, Copy Right(Print and Electronic Resources) and Fair Use
- NAPLIS, National Knowledge Commission
- National Mission on Libraries

Unit 5 Librarianship: Profession, Ethics and Challenges
- Attributes of a Profession, Librarianship as a Profession
- Professional Ethics and Qualities
- LIS Education
- Extension & Outreach Activities

Course Outcomes:

After completion of the course the students will learn about types of libraries, what role these libraries play at social, cultural and intellectual level in the society. The course outcome includes the foundational principles which make the librarianship as an intellectual discipline including the profession and professional issues. Further the course teaches about the role of library associations and organizations both at national and international level.

Suggested Books for Reading & References

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.
4. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
6. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.
7. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
9. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). Foundations of library and information science. 3rd ed. New Delhi: DBS Imprints.
11. Smith, M. M.(1999). Information ethics. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur.
13. Venkaṭappaiah, V. &Madhusudhan, M. (2006). Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories. New Delhi: Bookwell.

<p style="text-align:center">Course Code: BLS-102</p>
<p style="text-align:center">Course Title: Knowledge Organisation: Library Classification</p>

Credits- 4 (4+0+0)   **Marks=**100

Objectives
1. Understand concept of classification, its purpose and functions of classification in libraries;
2. Explore types, rules, standards and format of classification systems;
3. To explore the features of traditional library classification schemes; and
4. To know the methods related to designing depth schedule and to study the use of technologies in library classification.

Unit 1 Concept of Library Classification:
- Library classification: Meaning, need and purpose
- General theory of library classification
- Schemes of Library Classification
- Three Planes of Work

Unit 2 Modes of Formation of Subjects
- Development of subjects, structure, attributes and modes of formation of subjects
- Normative Principles, Basic laws, Canon
- Facet analysis
- Isolates: Common isolates and Special isolates

Unit 3 Methods of Knowledge Organisation
- Concept of Call Number: class number, book number and collection number
- Notation: Definition, Need, Types and Qualities
- Five fundamental categories (PMEST)
- Phase relation, Devices

Unit 4 Salient Features of CC, DDC and UDC
- Salient features of CC
- Salient features of DDC
- Salient Features of UDC
- Comparative Study on CC, DDC and UDC

Unit 5 Current Trends
- Simple Knowledge Organization System (SKOS), Organization, Societies and research group- LRC, FID/CR,CRG, ISKO
- Automatic Classification
- Taxonomies
- Folksonomies

Course Outcomes:

After completion of the course, the students will understand the importance of knowledge organization and the underlying principles of it, which further facilitates the library classification in libraries to classify large body of recorded knowledge e.g., books and other materials. Further the course teaches the types of classification schemes, their structure and functionality and also about how classification rules are undergoing changes in electronic environment, including the recent researches conducted on these classification principles.

Suggested Books for Reading & References

1. Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
2. Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
5. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
6. Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.
7. Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
8. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.
9. Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing
10. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
11. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th Ed.). New Delhi: Atlantic.

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Course Code: BLS-103
Course Title: Management of Library and Information Centers

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Credits- 4 (4+0+0)   **Marks=**100

Objectives:
1. To provide basic concepts related to management of libraries and information centre's;
2. To help in understanding library housekeeping , maintenance, planning and finance; and
3. To know the management processes related with human resource and quality cycle.

Unit 1 Fundamentals of Library Management
- Management: Concept, Definition, Scope and Elements
- Management School of Thought
- Functions and Principles of Scientific Management
- Application of management principles in Libraries and Information Centers

Unit 2: Collection Development
- Book selection: concept, need, methods, principles and tools
- Acquisition: Policies and Programmes, Good Offices Committees (GOC)
- Acquisition of Books, Periodicals and Non-book materials
- Stock Verification: Policies and procedures

Unit 3 Library House Keeping Activities: Routines & Workflows
- Acquisition & Processing of Reading Materials – Principles, Routines and Records
- Technical Processing: Routines and Tools
- Circulation: Methods, Routine, Records and Serials Control
- Shelving, Maintenance, Annual Report and Statistics

Unit 4 Personnel Management
- Human Resource Development
- Staff Recruitment Methods, Selection &Training, Staff Formula, Job Analysis, Job Description, Job Evaluation & Performance appraisal
- Staff Development, Motivation & Leadership Quality Improvement
- Staff Manual

Unit5 Financial Management
- Sources of Library Finance
- Budget Estimation
- Budgeting Techniques and Methods
- Cost Effectiveness and Cost Benefit Analysis

Course Outcomes:
The course provides comprehensive definitions of management as applied to information centres along with an overview of management schools of thought. It discusses the primary goal of management which is concerned with the human and material resources, activities and task of libraries and information centre an organization, and the overall objectives of library and information centre's management.

Suggested Books for Reading & References

1. Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House
3. Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.
4. Chandel, Sunil Singh and Chakravarty, HK (2014) Pustakalaya Aur Soochana Prabandhan, SSDN Publishers & Distributors, New Delhi, 2014. (ISBN : 978-93-8357-501-5)
5. Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.
6. Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Professionals, Second Edition. Londn: Libraries Unlimited.
7. Gautam, J. N. (1991). Library and information management. New Delhi: Prentice-Hall India.
8. Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA
9. Krishan Kumar. (1985). *Library manual*. New Delhi: Vikas.
10. Mittal, R.L. (1984). *Library administration: theory and practice*. 5th ed.. Delhi: Metropolitan.
11. Shera, J. S. (1978). *Library organization*. New Delhi: Vikas.

Course Title: Knowledge Organisation: Library Classification (Practical)

Credits- 4 (0+0+4)   **Marks=**100

Objectives:
1. To help in understanding the structure and rules of DDC and CC;
2. To know the processes related to building class numbers by using DDC; and
3. To know the processes related to building class numbers by using CC.

Unit-1: Classification of Documents (DDC)
- Dewey Decimal Classification (23th Edition)

Unit-2: Classification of Documents (CC)
- Colon Classification (6th Edition)

Course Outcomes:
The students will be able to classify documents after being oriented with the classifications schemes, the rules of at different stages with the help of Colon Classification and Dewey Decimal Classification. The course teaches practically about the handling of both schemes, finding the desired numbers, rectification process and about overall knowledge on practical classification.

Suggested Books for Reading & References
1. Dewey, M., & Custer, B. A. (1979). Dewey decimal classification and relative index (19th edition). Albany: Forest Press.
2. Dewey, M., & Mitchell, J. S. (2011). Dewey decimal classification and relative index (23rd edition). Dublin, Ohio: OCLC Online Computer Library Center, Inc.
3. Ranganathan, S. R. (2006). Philosophy of library classification. Bangalore: ESS ESS. Ranganathan,
4. Satija, M. P. (2011). A guide to the theory and practice of Colon Classification. New Delhi: ESS ESS Publications.
5. Singh, K. P. (2013). UDC: A manual for classification practical and information resources. New Delhi: Today & Tomorrow's Printers and Publishers.
6. S.R. (1966). Elements of library classification. 2nd ed. Bombay: UBS. Ranganathan,
7. S.R. (1967). Prolegomena to library classification. 3rd ed. Bombay: UBS. Ranganathan,
8. S. R. (1987). Colon Classification. Bangalore: SRELS.

Course Title: Information Sources and Services

Credits- 4 (4+0+0)   **Marks=**100

Objectives
1. To familiarize the students with variety of information services;
2. To acquire skills in planning and management of' information services and systems; and
3. To develop skills for creating information products and services.

Unit 1 Information Sources and Types of Information Sources
- Information Sources: Meaning, Functions, Importance
- Types of Information Sources: Primary, Secondary and Tertiary sources of information
- Documentary Sources and Non –Documentary Sources
- Human and Institutional sources, Non–print sources

Unit 2 Information Services
- Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)
- Other Services: Referral Service, Document Delivery Service, Reprographic service, Translation service, Newspaper clipping service and Inter Library Loan
- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcast, Ask a Librarian, Mobile Based Library Services and Tools
- Collaborative Services: Social Networks, Social Bookmarking and Community Information Services

Unit 3 Study of Reference and Information Sources
- Reference Services: Concept, Definition and Types
- Need and Criteria for evaluation of Reference and Information Sources
- Evaluation of selected reference sources: Dictionary, Encyclopedia, Directory, Year Book, Biographical Source and Geographical Source
- Bibliography: Needs and Types

Unit 4 Electronic Information Sources
- Electronic Sources: E-books, E-journals and ETDs
- Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Institutional repositories
- Traditional V/S Digital Resources
- Bibliographical Databases, Citation Databases and Full Text Databases

Unit 5 Information Analysis, Consolidation and Repackaging
- Information Analysis and Consolidation: Concept, Need and Purpose
- Packaging and Re-packaging: Concept, Need and Purpose
- Information Consolidation Products: Types, Design and Development
- IAC Products: Newsletters, State-of-the-art reports, Reviews, Trend reports, Technical digests, and other IAC products

Course Outcomes:
Students will be skilled to know various types of users, their information queries and adequate print and electronic sources of information to satisfy their information requirements pin pointedly. The course teaches about the different information services includes document delivery, both manually and electronically. The course also provides the knowledge of Internet as source of information, to learn.

Suggested Books for Reading & References

1. Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
2. Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
3. Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.
4. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.
5. Higgens, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.
6. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.
7. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
8. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapter.
9. Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.
10. Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.
11. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
12. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
13. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
14. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

SEMESTER IInd

Credits= 20, Total Marks= 500

Course Title: Knowledge Organisation: Library Cataloguing (Theory)

Credits- 4 (4+0+0)   **Marks=**100

Objectives:
1. To provide historical and theoretical foundation of resource description;
2. To help in understanding normative principles and cataloguing codes; and
3. To know the authority data management and to study the initiatives and trends of library cataloguing.

Unit 1 Basics of Library Cataloguing
- Library Catalogue: Definition, Objectives and Functions
- Physical and Inner Form of Catalogue
- Canon, Laws and Principles of Cataloguing
- Types of Entries and Functions

Unit 2 Cataloguing Code
- Catalogue Code: Definition, Need and Historical Development
- Features of AACR-2R
- Features of CCC-5th
- Features of RDA

Unit 3 Subject Cataloguing, Centralised and Co-operative Cataloguing
- Subject Cataloguing: Meaning , Purpose, Objectives and Approaches
- Chain Procedure and Sear's list of Subject Headings
- Centralised and Cooperative Cataloguing
- Authority data – Name authority and Subject authority

Unit 4 Computerized Cataloguing
- Need of Computerized Cataloguing
- OPAC, Web OPAC, SOPAC
- Retro-Conversion
- Content Designation initiatives – CCF, MARC, UNIMARC, MARC 21 and METS

Unit 5 Current Trends in Standardization of Bibliographic Description
- IFLA initiatives – FRBR, FRAD and FRSAD
- Union Catalogue
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71
- Subject and Name authority initiatives – Program for Cooperative Cataloguing (BIBCO, CONSER, SACO, and NACO)

Course Outcomes:
The students will understand the basis of cataloguing rules and able to understand Physical and Inner Form of Catalogues. Further students will be familiar with Canon, Laws and

Principles of Cataloguing. They will also come to know current trends in Standardization of Bibliographic Description.

Suggested Books for Reading & References

1. Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
2. Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
3. Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
4. Dhiman, Anil K. (2004). Cataloguing of Non-book Materials. New Delhi: Ess Ess.
5. Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
6. Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
7. Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
8. J. S. C. ed. (2002). Anglo-American Cataloguing Rules. London: Canadian Library Association.
9. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
10. Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
11. Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
12. Roe, Sandra K (2002). The Audio Visual Cataloguing. New York: Haworth Press.
13. Sharma, Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
14. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
15. Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
16. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th Ed.). New Delhi: Atlantic
17. Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

Course Title: Basics of Information, Communication and Technology (Theory)

Credits- 4 (4+0+0)   **Marks=**100

Objectives
1. To generate awareness about ICT and its applications in libraries;
2. To provide the students basic knowledge electronic information;
3. To explore the possibilities of ICT in designing library services; and
4. To know the networking technologies in developing library systems and services.

Unit1 Introduction to Computers
- Computer Generations, Types, Input and Output
- Hardware Definition, Need and Types
- Software: Definition, Need and Types
- Operating System and Storage Devices

Unit 2 Networking
- Networking : Definition, Need, Types and Topologies
- Component of Networking
- Client Server Architecture
- Library Networking: Concept, History, Need and Type (Regional, National & International)
- OSI Reference Model

Unit 3 Communication Technologies & their Applications
- Telecommunication: Need, Purpose and Objectives
- Transmission Channels and ISDN
- Modulation, Frequency, Bandwidth and Multiplexing
- Communication Tools: E-Mail, Tele Conferencing, Video Conferencing, Web Portal and Social Networking Tools

Unit 4 Library Automation
- Definition, Need and Purpose
- Application of Computer in Library Automation
- Library Management Software: Proprietary, Free & Open Source Software
- Basic Features and Modules of Library & Information Management Software: CDS/ISIS, Koha

Unit 5 Search Engines and Metadata
- Internet resource access tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW
- Introduction to Metadata and Search Engine
- Types of Metadata, Search Engines and Dublin Core
- Advance Search Engines and Meta Search Engines

Course Outcomes:
By reading this course students will be able to know the different components of Information Communication and Technologies (ICTs) and its usefulness in designing, developing and disseminating value-added library services and facilities. Further the course informs different communication technologies include the Internet and its working facilities, along with social

networking phenomena. The course also makes aware the students with different library networks, with its history and functionality which are operational in India.

Suggested Books for Reading & References

1. Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.
2. Basandra, Suresh K. (1999). Computer Today. New Delhi: Galgotia Publications.
3. Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
4. Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
5. Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.
6. Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,
7. Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi: BPB Publication.
8. Kumar, P. S. G. (2004). Information and Communication. Delhi: B. R. Publication.
9. Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai: Vijan Nicole.
10. Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi: Wiley India.
11. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneswar: SIS Chapter.
12. Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet.Agra: Y K Publishers
13. Prasher, R. G. (2003). Information and its Communication. Ludhiana: Medallion Press.
14. Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi : B. R. Publishing.
15. Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi: BPB Publication.
16. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
17. Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.

Course Code: BLS- 203
Course Title: Knowledge Organisation: Library Cataloguing (Practical)

Credits- 4 (0+0+4)   **Marks=**100

Objectives:
1. To help in understanding the rules of bibliographic description and rendering of access points;
2. To know document cataloguing by using CCC;
3. To know document cataloguing by using AACR II; and
4. To know document cataloguing through MARC 21.

Unit 1: Cataloguing of Resources (According to AACR2)
Works of Single Author, Joint Author, Corporate Author, Pseudonymous Work, Cartographic, Manuscripts and Motion Pictures

Unit 2: Cataloguing of Resources (According to CCC 5th Ed.)
Simple books, Multi-volume books and Composite books; Government documents and reports; Serials and Conference proceedings and Special materials, MARC 21

Course Outcomes:
The students will understand the cataloguing rules and be able to prepare catalogue entries according to AACR 2 and CCC 5th Ed. They also learn to derive subject headings and MARC21.

Suggested Books for Reading & References
1. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
2. Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.
3. Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
4. Parameswaran, M. (1988). Headings and access points for personal authors and corporate bodies: A comparative study of the Anglo-American Cataloguing Rules (2nd ed.) and the Classified Catalogue Code (5th ed.). Thesis (MSc) -- Loughborough University of Technology.
5. Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: Sarada Ranganathan Endowment for Library Science.
6. Ranganathan, S. R., & Neelameghan, A. (1964). Classified Catalogue Code, with additional rules for dictionary catalogue code. 5 th ed. London: Asia Pub. House
7. Swanson, E., McClaskey, M. J., & Minnesota AACR 2 Trainers. (1980). A Manual of AACR 2 examples. Lake Crystal, Minn.: Soldier Creek Press
8. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. Chicago: Neal-Schuman, an imprint of the American Library Association.

Course Code: BLS- 204
Course Title: Marketing of Information Product and Services

Credits- 4 (4+0+0)   **Marks=**100

Objectives:
1. Explain the meaning of marketing and its need for a library and information centre;
2. Discuss how marketing strategies can be applied in a library and information centre;
3. Describe the concept of marketing mix as applicable to library and information services; and
4. Elaborate customer focus approach and issues related with implementation of marketing in a library set-up.

Unit 1 Information
- Concept, Meaning, Need and Characteristics
- Data, Information and Knowledge
- Information as a resource, Economic value of Information
- Information Marketing: Basic Concept, Global Scenario

Unit 2 Fundamental of Marketing
- Concept, Need and Functions
- Marketing Segmentation
- Marketing Mix
- LIS Products and Services as a Marketable Commodity

Unit 3 Marketing of LIS Products and Services
- Marketing of Information Services: Definition and Purpose
- Information Analysis, Consolidation and Repackaging: Concept, Need, Purpose and Types
- Advertising, Sales Promotion, Public Relation and E-Marketing
- Transborder data flow

Unit 4 Market Research
- Pillars of Marketing
- Techniques and Tools
- Statistical tool Forecasting models
- Digital Marketing and E-Marketing

Unit 5 Strategies for marketing
- Strategies for marketing of information products and services
- Emerging Technologies of Marketing
- Pricing of information products, Factors influencing prices and Techniques of Pricing
- Marketing Ethics: Fundamental issues and specific issues

Course Outcomes:
On completion of this course, the students will be able to demonstrate strong conceptual knowledge in the functional area of marketing management; Students will demonstrate effective understanding of relevant functional areas of marketing management and its application; Students will demonstrate analytical skills in identification and resolution of

problems pertaining to marketing management.

Suggested Books for Reading & References

1. Cawkell, A.E., Ed. (1987). Evolution of an Information society. London: ASLIB.
2. Cronin, B (1981). Marketing of Library and Information services. London: ASLIB.
3. Eileen, E. D.S.(2002). Marketing concepts for Libraries and Information services. 2nd Ed. London: Facet Publishing.
4. IASLIC (1988). Marketing of Library and Information services (13th IASLIC Seminar papers), Calcutta: IASLIC.
5. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmadabad: IIM.
6. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall.
7. Saez, E.E. (1993). Marketing concepts for Libraries and Information services.

<div align="center">**Course Code:** BLS- 205</div>
<div align="center">**Course Title:** Basics of Information, Communication and Technology (Practical)</div>

Credits- 4 (0+0+4)   **Marks=**100

Objectives:
1. To understand the Application of ICT;
2. To understand word processing software; and
3. To create awareness and hands on practice about use of ICT Application in library.

Unit 1: Application of ICT

Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

Unit 2: Information Search

Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies, Searching Databases by adopting various search strategies and filters

Course Outcomes:

After studying this paper, students shall be able to Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software. Carryout library housekeeping operations using library management software. Generate different types of report using library management software. Search information from internet and databases adopting suitable search strategies. Find bibliographic information from Web OPAC, WorldCat, IndCat.

Suggested Books for Reading & References:

1. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). Managing library automation. 2nd ed. London: Routledge.
3. Markey, Karen (2019). Online searching: A guide to finding quality information efficiently and effectively. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi: EssEss Publications.